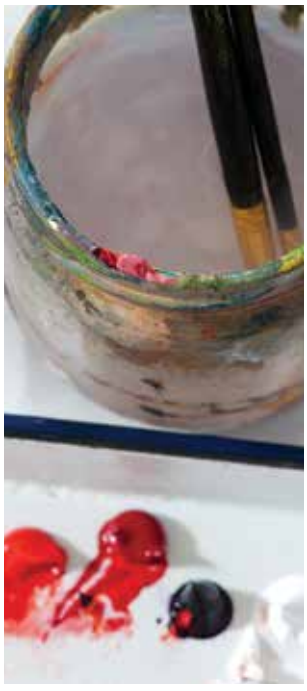
COLLEGE CATALOG 2013 2014


www.waubonsee.edu

WAUBONSEE
COMMUNITY COLLEGE

Illinois Community College District 516

Circulation: *The Waubonsee Community College Catalog is published annually by the Marketing and Communications Department. For additional copies of this or other publications, call us. We welcome comments and suggestions. This catalog is provided to you compliments of the college.*

WAUBONSEE

our programs and services

College Catalog 2013-2014

WAUBONSEE COMMUNITY COLLEGE

is a two-year public community college providing education and training services for individuals in District 516.

This catalog is in effect for the academic year 2013-2014.

OUR VISION

Waubonsee Community College opens the door of knowledge, sparks imaginations and enlightens lives through learning. We welcome the diverse abilities, goals and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design and the futures we help create.

OUR VALUES

Quality: We constantly redefine what it means to be "the best," seeking to improve in every area and exceed the expectations of those we serve.

Value: We focus every resource directly on the search for learning, creating tangible benefits in everything we do.

Innovation: We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.

Service: We view the world from the perspective of those we serve, anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.

Accessibility: We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

OUR MISSION

Waubonsee Community College is a public, comprehensive community college that was organized in 1966 as mandated by the Illinois Community College Act to provide education and training services for individuals in portions of Kane, Kendall, DeKalb, LaSalle and Will counties of District 516.

The philosophy of Waubonsee Community College is based on the premise that education is the cornerstone of a literate, democratic society; that learning is a lifelong process; and that the pursuit of knowledge must be supported by institutional policies that demonstrate the values of accessibility, service, value, quality and innovation.

Our Commitments

- Provide quality educational programs and services that are academically, geographically, financially, technologically and physically accessible to meet the educational and training needs of a diverse, multicultural population and the organizations within our community.
- Maintain institutional policies, programs, practices and efforts that provide an emphasis on a learning-centered college for students and the community.
- Develop the intellectual, physical, social, cultural and career potential of the individual.
- Promote diversity in faculty, staff and student recruitment; staff development; and cultural enrichment activities.
- Contribute to the economic, workforce, social, recreational and cultural quality of life of the community.
- Cooperate with other local, state and national organizations and provide leadership that will enhance educational services and avoid duplication of services.

Our Programs and Services

Transfer Programs: Associate degree education consisting of communications, social and behavioral sciences, physical and life sciences, mathematics, humanities and fine arts education, engineering and other pre-professional fields designed to prepare students for transfer to baccalaureate degree granting institutions.

Occupational Programs: Business, health care, technical and professional education consisting of associate degrees, certificates, courses, workshops and seminars designed for career, entry-level employment, transitioning, retraining and/or upgrading of skills to meet current and emerging employment needs and trends.

Developmental Education: Courses, programs and services designed to assist academically underprepared students to be successful in the next level of education, including reading, mathematics, writing, personal development, literacy, high school equivalency exam preparation (GED), Adult Basic Education (ABE) and English as a Second Language (ESL).

Workforce Development: Courses, programs and services designed to meet the workplace training needs of both individuals and organizations with an emphasis on skill building and improved productivity.

Community Education: Courses, trips, tours, special events and experiences designed for the personal enrichment of the lives of learners of all ages and to promote lifelong learning.

Student Services: Services designed to meet the needs of a diverse student population that include counseling and student support, admissions, registration and records, assessment, financial aid, career services, co-curricular activities, intercollegiate athletics and assistance for those students with physical and learning disabilities.

Our Program Support

Instructional Support: Services designed to facilitate and provide support to the instructional process, including alternative delivery systems such as self-paced open entry courses, online courses and wireless communications; the use of computer technology; the library; the Center for Teaching, Learning and Technology; and media and learning laboratories.

Administrative Support: Organizational support that provides services for staff selection and development, financial services, facilities, operational management, technology advancements and training, research, planning, marketing and communications.

Community Support: Service to communities, organizations and businesses may be provided by the college to meet local needs. These combined efforts may include programming in the community, workforce development, and partnership activities that will improve the quality of life.

Campus Safety
Waubonsee Community College is committed to providing a safe and secure campus environment for all students, faculty, staff and community members. ***Emergency Preparedness and Safety: A Guide for Students and Community Members*** provides basic information on what to do in a variety of possible emergency situations on campus. This guide is available for download at www.waubonsee.edu/safety. Printed copies of the guide are also available from the Counseling, Admissions, and Registration and Records departments.

In case of emergency, please call 911. For non-emergency situations, Waubonsee Campus Police may be reached by calling (630) 466-2552 at the Sugar Grove Campus and (630) 906-4142 at the Aurora Campus. The Waubonsee Campus Police Office is located in Dickson Center on the Sugar Grove Campus and at the front desk at the Aurora Campus.

ACCREDITATION:

Waubonsee Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 30 N. LaSalle St., Suite 2400, Chicago, IL 60602, (800) 621-7440 and is recognized by federal and state agencies administering financial aid.

APPROVAL:

Waubonsee Community College is approved by the Illinois Community College Board, Illinois Board of Higher Education and the U.S. Department of Education.

Richard C. Bodie, M.D.
Aurora
Board member 1998-2019
Retired Physician

Karen L. Cotter
Plano
Secretary
Board member 1999-2017
Retired Business Executive

Richard "Shorty" W. Dickson
Bristol
Chair, Board member
1972-1987, 1989-2019
Retired Insurance Executive

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Business Professional

James K. Michels, P.E.
Elburn
Board member 1987-2017
Consulting Engineer

Rebecca D. Oliver
Plano
Vice Chair
Board member 1997-2015
Business Executive

James E. Pilmer
Aurora
Board member 1993-2017
Municipal Executive

KC Vogt
Aurora
Student Trustee
2012-2013

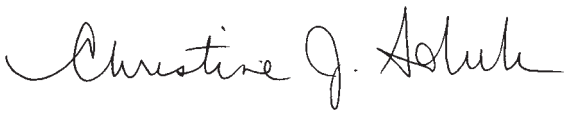
Former President of South Africa, Nelson Mandela, stated "Education is the most powerful weapon which you can use to change the world." Whether you want to change one life or the whole world, completion of a degree or certificate is the first step toward success.

Christine J. Sobek, Ed.D.
President

Waubonsee alumni are changing the world. Many were the first in their family to graduate from college. Many transferred to four-year institutions going on to complete bachelor's, master's and doctoral degrees. Some work in the Fox Valley, others around the globe. Nurses, automotive technicians, interpreters, manufacturing technicians, politicians, musicians, police chiefs, college presidents; you name it. Waubonsee alumni have as varied careers as the more than 35,000 certificates and degrees awarded in our nearly 50 year history.

I am excited that you view Waubonsee Community College as your educational partner. Through the efforts of the board of trustees, faculty and staff, we work hard to provide a quality, learning-centered environment. With more than 120 occupational degree and certificate programs, as well as transfer agreements with four-year institutions, Waubonsee's four-campus network provides you with an affordable, accessible education that can take you where you want to go.

I encourage you to participate fully in your education and to make the commitment for certificate or degree completion. Counseling, Career Services, Tutoring and Financial Aid are just a few of the resources to help you be successful at Waubonsee. Our catalog and our website at www.waubonsee.edu provide you with information about these and many other activities and resources available to support you as you realize your dreams and see your future take shape. Waubonsee Community College welcomes you to our learning community!



Sincerely,
Christine J. Sobek, Ed.D., President

Waubonsee Community College offers students the opportunity to take classes in a wide variety of areas. Coursework in credit classes can be designed for very general or very specific educational goals. Requirements and suggested coursework for each degree are explained in the appropriate catalog section. Degrees and certificates offered include:

TRANSFER EDUCATION

Associate in Arts Degree (AA)
Associate in Science Degree (AS)
Associate in Engineering Science Degree (AES)
Associate in Fine Arts Degree (AFA)
See degree requirements page 21.
See the list of example areas of concentration page 31.

CAREER EDUCATION

Associate in Applied Science Degree (AAS)
Certificate of Achievement
See degrees and certificates listed page 76.

GENERAL EDUCATION

Associate in General Studies Degree (AGS)
General Studies Certificate
See degree requirements page 67.

The **Disciplines** listed below indicate the varied areas of study offered at Waubonsee, although students are not limited to these options. Refer to each listing of degrees, certificates and areas of concentration later in this catalog.

DISCIPLINES

Course descriptions begin on page 171.

Accounting
Administrative Office Systems
Allied Health
Anthropology
Art
Astronomy
Auto Body Repair
Automotive Technology
Aviation Pilot
Biology
Business Administration
Chemistry
Communications
Computer-Aided Design and Drafting
Computer Information Systems
Construction Management
Criminal Justice
Disability Studies
Early Childhood Education
Earth Science
Economics
Education
Electronics Technology
Emergency Medical Technician
Emergency Preparedness Management
Engineering
English
English Transition Pathway
Entrepreneurship
Film Studies
Finance and Banking
Fire Science
Foreign Languages Chinese, French, German, Japanese, Spanish
Geography
Geology
Graphic Design
Health Care Interpreting
Health Education
Health Information Technology
Heating, Ventilation and Air Conditioning
History
Human Services
Humanities
Independent Study
Industrial Technology
Information and Communication Technology
Interdisciplinary Studies
Interpreter Training (also see Sign Language)
Laboratory Technology
Legal Interpreting
Library and Information Studies
Management
Marketing
Mass Communication
Mathematics
Medical Assistant
Military Science
Music
Nurse Assistant
Nursing
Patient Care Technician
Personal Development
Philosophy
Phlebotomy
Physical Education
Physics
Political Science
Psychology
Reading
Real Estate
Renewable Energy Technologies
Sign Language (also see Interpreter Training)
Social Science
Sociology
Surgical Technology
Sustainability
Theatre
Therapeutic Massage
Welding
World Wide Web

This catalog documents guidelines for transfer degree areas of concentration and specific curriculum for career education degrees and certificates. Listed below are example transfer degree areas of concentration and career education curricular areas. Look in the appropriate section for more specific details.

TRANSFER DEGREE AREAS OF CONCENTRATION

See the transfer degree guidelines starting on page 30.

Art
Aviation Pilot
Biology
Business
    Accounting/Management/ Finance/Marketing/Operations Management
Chemistry
Clinical Laboratory Science
Computer Science
Criminal Justice
Early Childhood Education
Economics
Education
    Elementary, Secondary or Special Education
English
Fitness Leadership
General Science
Geography
Geology
Graphic Art
History
Mass Communication
Mathematics
Music
Nursing
Organizational Communication
Philosophy
Physical Education
Physics
Political Science
Psychology
Social Work
Sociology
Theatre

Don't see your major? WCC associate degrees transfer to several additional majors as well. Check with Counseling for details.

CAREER EDUCATION AREAS

See the curriculum for each degree and certificate starting on page 76.

Accounting
Administrative Office Systems
Art
Auto Body Repair
Automotive Technology
Business Administration
Computer-Aided Design and Drafting
Computer Information Systems
Construction Management
Criminal Justice
Early Childhood Education
Electronics Technology
Emergency Medical Technician
Entrepreneurship
Exercise Science
Facility Service Technology
Fire Science
Geographic Information Systems
Graphic Design
Health Care Interpreting
Health Information Technology
Heating, Ventilation and Air Conditioning
Human Services
Industrial Technology
Interpreter Training/Sign Language
Laboratory Technology
Legal Interpreting
Library and Information Studies
Management - Human Resources
Mass Communication
Medical Assistant
Music
Nurse Assistant
Paraprofessional Educator
Patient Care Technician
Phlebotomy Technician
Photography
Real Estate
Registered Nursing
Renewable Energy Technologies
Surgical Technology
Therapeutic Massage
Welding Technology
World Wide Web

FALL SEMESTER 2013

Late registration begins ..... **Aug. 12**
(Last day to enroll in a course is prior to the first class meeting)
Orientation week for faculty and staff..... **Aug. 14-16**
First day of classes — Monday.....**Aug. 19**
Students withdrawn for nonpayment after this date must petition to re-enroll .....**Aug. 19**
End of ALL refunds for 16-week courses ..... **Aug. 30**
Withdrawals after this date from 16-week courses
will appear on student transcripts..... **Aug. 30**
Labor Day break — Saturday through Monday .....**Aug. 31-Sept. 2**
(Classes will not meet)
Weekend classes begin — Friday, 5 p.m. through Sunday .....**Sept. 6-8**
Last day to claim honor student status designation in a 16-week course ..... **Sept. 16**
Mid-semester — last day to change audit enrollment status ..... **Oct. 9**
Last day to enroll in a fall semester self-paced open entry course ..... **Oct. 9**
(Spring self-paced open entry registration begins Nov. 4)
Spring semester registration begins at 8 a.m. .....**Nov. 4**
Last day to enroll in a fall semester independent study or internship course .....**Nov. 4**
Last day to withdraw from fall semester courses.....**Nov. 25**
Thanksgiving break — Monday through Sunday ..... **Nov. 25-Dec. 1**
(Classes will not meet)
Semester ends .....**Dec. 15**
Grades due — noon, Monday.....**Dec. 16**

The above dates apply, in general, to traditional 16-week credit courses. Contact Registration and Records for details concerning weekend courses, TBA courses or courses shorter than 14 weeks in duration.

The college is closed on the following dates. Otherwise, the college is open and services are available during the standard hours of operation.

Independence Day: .....Thursday, July 4, 2013
Labor Day: ..... Monday, September 2, 2013
Thanksgiving Holiday:..... Wednesday, November 27 through Sunday, December 1, 2013
Winter Holiday: .....4:30 p.m., Friday, December 20, 2013 through Wednesday, January 1, 2014
Easter: .....Sunday, April 20, 2014
Memorial Day:..... Monday, May 26, 2014
Independence Day: ..... Friday, July 4, 2014

2013

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2014

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SPRING SEMESTER 2014

Late registration begins ..... **Jan. 13**
(Last day to enroll in a course is prior to the first class meeting)
Orientation week for faculty and staff ..... **Jan. 15-17**
First day of classes — Tuesday ..... **Jan. 21**
Students withdrawn for nonpayment after this date must petition to re-enroll ..... **Jan. 21**
Weekend classes begin — Friday, 5 p.m. through Sunday ..... **Jan. 24-26**
End of ALL refunds for 16-week courses ..... **Jan. 31**
Withdrawals after this date from 16-week courses will appear on student transcripts ..... **Jan. 31**
Last day to claim honor student status designation in a 16-week course ..... **Feb. 17**
Summer semester registration begins at 8 a.m. ..... **March 3**
Mid-semester — last day to change audit enrollment status ..... **March 12**
Last day to enroll in a spring semester self-paced open entry course ..... **March 12**
(Summer self-paced open entry registration begins March 3)
Spring break — Monday through Saturday ..... **March 17-22**
(Classes will not meet)
Last day to enroll in a spring semester independent study or internship course ..... **April 7**
Easter Sunday ..... **April 20**
(Classes will not meet)
Last day to withdraw from spring semester courses ..... **April 28**
Fall semester registration begins at 8 a.m. ..... **May 5**
Semester ends ..... **May 16**
Grades due — noon, Monday ..... **May 19**
Graduation ..... **May 22**

The above dates apply, in general, to traditional 16-week credit courses. Contact Registration and Records for details concerning weekend courses, TBA courses or courses shorter than 14 weeks in duration.

SUMMER SEMESTER 2014

First day of classes – Monday (check individual course) ..... **May 19**
(Last day to enroll in a course is prior to the first class meeting)
Memorial Day break — Saturday through Monday ..... **May 24-26**
(Classes will not meet)
Weekend classes begin — Friday, 5 p.m. through Sunday ..... **May 30-June 1**
First day of regular summer session ..... **June 9**
Last day to enroll in a summer semester self-paced open entry course ..... **June 25**
(Fall self-paced open entry registration begins May 5)
Independence Day break — Friday through Sunday ..... **July 4-6**
(Classes will not meet)
Last day to enroll in a summer semester independent study or internship course ..... **July 7**
Last day to withdraw from summer semester courses ..... **July 21**
End of Session ..... **Aug. 3**
Grades due — noon, Monday ..... **Aug. 4**

Midterm ..... determined by length (weeks) of course
Refunds ..... determined by course beginning date and duration (See the Bursar Office for details.)
Grades due ..... immediately upon completion of each course

The above dates apply, in general, to traditional credit courses. Summer courses are offered with a variety of beginning and ending dates. Please refer to each individual course within the schedule for the correct beginning and ending dates. Contact Registration and Records for details.

New students who have never attended Waubonsee before are required to complete the New Student Information Form found at the back of this catalog.
Please refer to the following steps to complete enrollment.

New Noncredit Students

Students interested in Community Education or Workforce Development courses should complete the Noncredit Registration Form, which can be found in each semester's noncredit schedule and online at www.waubonsee.edu/register.

New Credit Students *(full-time and/or degree-seeking)*

Complete these steps if you want to do any of the following:

Enroll as a full-time student (12 credit hours or more)

Earn a degree or certificate

Receive financial aid

*Transfer credit earned at another college to WCC**

STEP 1 Complete and submit the New Student Information Form, which can be found at the end of this catalog or online at www.waubonsee.edu/nsif. Once this form is processed by Admissions, you will be issued an X-number that you will use throughout your Waubonsee career.

STEP 2 If you are interested, apply for financial aid. Visit www.waubonsee.edu/financialaid for step-by-step instructions.

STEP 3 Obtain proper course placement in English and math based on your ACT scores, placement testing results or previous coursework*. For details and test preparation tools, visit www.waubonsee.edu/placement. **You must have an X-number to take Waubonsee's placement tests.**

STEP 4 Complete your Electronic Registration and Planning (E-RAP) tutorial online, where you'll learn how to use the college catalog, credit schedule and your test scores to select courses. You'll then register and pay for your first semester of courses online. Access E-RAP through the mywcc portal at mywcc.waubonsee.edu.

STEP 5 If entering in the fall or spring, register for a free New Student Orientation session as you would for any other class.

New Credit Students *(part-time and not seeking a degree)*

Complete these steps if you want to do any of the following:

Enroll as a part-time student (less than 12 semester hours)

Don't meet any criteria for "new full-time and/or degree-seeking" category

STEP 1 Complete and submit the New Student Information Form, which can be found at the end of this catalog or online at www.waubonsee.edu/nsif. Once this form is processed by Admissions, you will be issued an X-number that you will use throughout your Waubonsee career.

STEP 2 If you plan to enroll in an English or math course, obtain appropriate placement based on your ACT scores, placement testing results or previous coursework*. For details and test preparation tools, visit www.waubonsee.edu/placement. **You must have an X-number to take Waubonsee's placement tests.**

STEP 3 Meet with an Admissions Advisor prior to registering *(highly recommended).*

STEP 4 Register for classes in person, by mail or fax. You can register at the same time you submit the New Student Information Form.

STEP 5 Pay for your classes at the time of registration *(full or partial payment).*

Returning/Continuing Students

Complete the following steps if you have been enrolled at Waubonsee during a previous semester.

STEP 1 Meet with a Counselor prior to registering *(highly recommended).*

STEP 2 Register for courses in person, by mail, by fax, or online at mywcc.waubonsee.edu. Full or partial payment is due at the time of registration.

Questions? Call (630) 466-7900.

Admissions	ext. 5756
Assessment	ext. 5700
Counseling	ext. 2361
Financial Aid	ext. 5774
Registration	ext. 2370

** Students wishing to transfer credits to Waubonsee need to submit official transcripts and complete the online Transcript Evaluation Request Form (TERF) at mywcc.waubonsee.edu. Log in with your X-number and password, select the student tab, go to the student forms box, and select the registration tab to open the form. This step needs to be completed before course placement or Electronic Registration and Planning (E-RAP).*

WAUBONSEE

what you can learn

Educational Options

Educational Options

Waubonsee Community College offers its students a variety of educational programs and services. Many students come to Waubonsee looking for education leading to a satisfying career. Others come for college credit they can transfer to a four-year college or university. Still others come to develop a specific job skill, to improve their ability to speak and write the English language, to continue the process of lifelong learning, or to obtain help in deciding their future.

This section summarizes the many opportunities available to the Waubonsee community, as well as the college's programs and services offered in accordance with its mission.

Transfer Education

Students can come to Waubonsee Community College to earn credits that transfer to a four-year college or university. Many different programs are available to prepare them for work at the junior level after they transfer. Individually tailored programs lead to the Associate in Arts degree (AA), the Associate in Science degree (AS), the Associate in Engineering Science degree (AES), or the Associate in Fine Arts degree (AFA).

The courses taken at Waubonsee Community College are those normally taken during the first two years of the baccalaureate degree. Since requirements can vary from one university to another, each program must be planned with a counselor or advisor. Students can complete Waubonsee's degree requirements and be in a favorable position to transfer to the senior college or university of their choice. Most universities and senior colleges award junior standing to students who have earned a transfer degree. For specific degree and program information, see the "Transfer Degrees Program" section in this catalog.

Career Education

Many students at Waubonsee are working to gain the necessary skills and knowledge to prepare for a job in a career area. Some students take only a few career courses to reinforce and improve skills they already possess. Others enroll in a two-year program leading to an Associate in Applied Science degree (AAS) or enter a shorter sequence leading to a Certificate of Achievement.

Trained and skilled individuals are needed to meet increasingly exacting job qualifications. Career education programs prepare students to step directly into this fast-moving age of technological change. For specific degree, program and certificate information, see the "Career Education Program" section in this catalog.

Basic Skills Education

Adult Basic Education

Adult Basic Education (ABE) gives adults who did not graduate from high school an opportunity to enhance their basic skills in the areas of vocabulary, reading, writing and mathematics. Morning and evening classes are offered at all four Waubonsee campuses and other locations throughout the district. An assessment to determine skill levels is required before class placement. This course may eventually lead to enrollment in General Educational Development (GED) preparation. Call the Adult Education office for information (see directory).

Adult Education Computer Center (AECC)

The AECC offers adult education students an opportunity to enhance their studies using computer-aided instruction in the areas of basic academic skills, GED preparation, workforce preparation, English as a Second Language and literacy. The center is located at the Aurora Campus. Adult Education instructors are available in the center during all open hours to assist students with an individual plan of instruction. The AECC allows students to start anytime during the semester, with registration after their first visit. Family Tech, a special family literacy program for students and their families, is held one Saturday per month. There is no charge for this program. Call the Adult Education office for more information (see directory).

Adult Education Special Programs

This comprehensive program offers opportunities for low-income adult education students to obtain self-sufficiency through education and training. These programs are designed to offer personalized assistance to the potential college student who plans to pursue a certificate or associate degree in a vocational area. Among the Special Programs are the Youth Services Program and the Vocational Skills Program.

The **Youth Services Program** offers career exploration and job search/placement in the areas of health care, electrical maintenance and more to students between the ages of 16 and 21. Among the many benefits available to eligible students are free tuition and fees, books, limited assistance with child care payments and transportation, individual case management, and other support services. Students lacking a high school diploma are strongly encouraged to attend GED classes to work toward GED attainment prior to enrolling in a career certificate program. One year follow-up is given to students once they've completed their course of study and obtained employment.

GED and ESL students are offered free noncredit computer and career exploration classes through the **Vocational Skills Program**. GED students must have at least a fifth grade reading level, and ESL students must be enrolled in ESL 007 or higher. There is no tuition charge for these classes, but students are required to purchase their textbook. Public Aid recipients have the option of using the book loan program instead of purchasing the book. Classes include Basic Computer Literacy, Introduction to the Internet, Word Processing, Keyboarding, Excel and Job Search Skills.

Adult Literacy Project

The Adult Literacy Project trains and places volunteers to provide English language tutoring to adults who want to improve their reading and writing skills or learn English. Volunteer tutors instruct on an individual basis or assist classroom instructors in adult basic education (ABE), General Educational Development (GED), and English as a Second Language (ESL) classes. Training sessions are scheduled throughout the year to teach new volunteers the necessary skills to facilitate positive learning experiences. The mission of the Adult Literacy Project is to empower adults to be responsible citizens and parents through the process of improved literacy skills. Family literacy, conversation groups and writing groups are offered. The program is an accredited ProLiteracy WorldWide affiliate. For more information, call Adult Literacy (see directory).

English as a Second Language

The English as a Second Language (ESL) program offers non-native adults, 16 years of age and older, the opportunity to learn the English language while also learning about American culture. Students develop reading, writing, listening and speaking skills necessary for success in the workplace, community and further coursework. Grammar, writing and conversation classes are also available throughout the year. Morning and evening classes are offered at the Aurora Campus and other selected sites in the community. There is no charge for this program. For more information about testing and placement into classes, call the ESL office (see directory).

General Educational Development

The General Educational Development (GED) course, offered in both English and Spanish, prepares adults who do not have a high school diploma for the GED exam in the areas of writing skills, social studies, science, reading, mathematics, and the U.S. and state constitutions. An assessment determining appropriate content areas of study precedes class placement. Morning and evening classes are offered at all four Waubonsee campuses and other locations throughout the district.

The GED Testing Program at Waubonsee offers both English and Spanish exams monthly. Registration for this testing is at the Regional Office of Education, and a $50 registration fee is required prior to testing. Testing appointments are made at the Regional Office of Education (ROE). Current testing dates and registration procedures can be found on the ROE website at www.kane.k12.il.us/GED.asp. Waubonsee's Center for Learning Assessment (see directory) also administers the constitution test, one of the required parts of the GED test.

Outreach and Retention

Free outreach and retention services are offered to help GED and ESL graduates transition into college-level courses in pursuit of a degree or certificate. Assistance includes referrals to appropriate services (i.e. academic counseling and financial aid), coordination of appointments with different departments and assistance in exploring specific vocational careers. For more information or to register, contact Adult Education (see directory).

Community Education

Community Education presents a wide variety of programs designed to enrich the lives of all members of the Waubonsee Community College district – young and old alike.

Personal Enrichment Courses

Community Education offers noncredit courses in astronomy, art, cooking, languages, music, writing, gardening, personal finance and fitness. Many enrichment courses are also available online through ed2go at www.ed2go.com/waubonsee.

Special Events

Each year, Community Education presents a diverse season of lectures, events and family programs. Many events – often featuring local experts – are offered free of charge. Past speakers have included Clay Jenkinson, Reed Timmer, Ryan Buell and the Hillstrand Brothers. More information on special events can be found at www.waubonseetickets.com or by calling Community Education.

Xcelerate

Xcelerate enrichment camps for kids and teens are offered each summer by Community Education. Camps are held at the Sugar Grove, Plano and Aurora Campuses and feature such topics as science, technology, gaming, Lego robotics, fashion, cheerleading and performing arts.

Programs for High School Students

Community Education offers high school students a variety of learning opportunities, including ACT test preparation, summer high school and dual credit classes. More information on options for high school students can be found on page 15.

Trips and Tours

Trips and tours are offered to a variety of local and regional destinations including museums, theatres and city sites. Each trip is designed to be both fun and educational. Extended tours are also offered to a variety of destinations around the world.

Lifelong Learning Institute

Community Education advises and hosts the Lifelong Learning Institute (LLI) – an independent organization devoted to learning for persons age 50+. Members of the LLI share their cumulative life experiences in an informal classroom setting while expanding their knowledge of a variety of topics. Each course is designed for maximum participation under the leadership of a member who acts as a facilitator. For more information call the Lifelong Learning Institute at (630) 466-2593.

Total Fitness Center

Membership in the Total Fitness Center in Erickson Hall is offered to both students and members of the community. Members have access to the latest cardio equipment, free weights and Cybex strength training systems. Knowledgeable staff are always available to help members achieve their fitness goals, as well as advise on health and exercise related matters.

The Total Fitness Center also offers a variety of group exercise classes and programs including Winning by Losing, Group Fitness, Golf Conditioning and Zumba. Call the Total Fitness Center (see directory) for more information on membership and programs.

Distance Learning

Distance Learning at Waubonsee Community College provides a variety of courses to students seeking a degree, individuals in the workplace and community members with special interests. Waubonsee offers students learning formats that save them travel time and allow for flexible scheduling, including online courses and self-paced open entry.

Distance Learning Degrees and Certificates

By combining online courses and self-paced open entry classes, students can pursue an Associate in Arts, an Associate in Science or an Associate in General Studies. Areas of concentration include business, computer science, criminal justice, economics, English, liberal arts, philosophy, psychology and sociology. Several Certificates of Achievement are also offered. For more information about distance learning degrees and certificates, call Counseling (see directory).

Waubonsee also has an agreement with several colleges and universities that allows students to combine classes taken at Waubonsee campuses, at other sites close to home or even online to complete a bachelor's degree. For more information, see waubonsee.edu/transferring.

Online Courses

Currently, Waubonsee offers more than 180 online courses. New courses are added each semester. Off-campus learners can access their online courses anywhere they have Internet access. On-campus learners can access their online courses in one of Waubonsee's computer labs. Online courses require students to follow a calendar of activities. Each course has a start date and an end date. Online courses are interactive. Students can email their teachers and fellow students, access a discussion board for class information and enter into a chat room for real-time discussion. Streaming video and DVDs are also used in selected classes. Testing in online courses may require coming to an assessment center at Waubonsee or a nearby community college. Online courses are available in 16-week, 12-week and 8-week formats. They are listed in the semester credit course schedule, which is available in print and online.

Waubonsee is a founding member of the Illinois Virtual Campus (IVC). The Illinois Virtual Campus was founded in 1998 to provide Illinois citizens with access to diverse higher education resources for associate degree programs, baccalaureate programs, graduate study and professional development. The IVC is a clearinghouse of distance education courses offered by 72 colleges and universities in Illinois. For more information about the Illinois Virtual Campus, visit www.ivc.illinois.edu. Students taking courses listed with the Illinois Virtual Campus can receive transfer assistance from Waubonsee's Counseling Center.

Waubonsee is also a participant in Illinois Community Colleges Online (ILCCO), a consortia of Illinois community colleges sharing online courses and programs. Waubonsee is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) 230 North LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621-7440, to offer distance learning degrees.

Self-paced Open Entry

Self-paced open entry are professionally produced courses that include videos/DVDs, workbooks and textbooks. Students work independently and can finish early. An instructor is assigned to each course to guide students through the material and testing. Students take tests at Waubonsee's Center for Learning Assessment. Waubonsee offers approximately 20 self-paced open entry courses each semester. Depending on the course, telecourse videos are available through online viewing or as DVDs. Students check these sets out at the Distance Learning office in Collins Hall. Self-paced open entry courses are listed in each semester credit course schedule. For more information, call the Distance Learning office (see directory).

Internship Program

An internship allows students to acquire professional experience through working at a business or organization closely related to their academic field of interest. Currently, both credit and noncredit opportunities are available and ideal for career exploration. For more information, please contact the Career Services Center at careerservices@waubonsee.edu or the Dean for the appropriate instructional division.

Programs for High School Students

Waubonsee offers a variety of credit and noncredit courses for area high school students, as well as special programs, competitions and ACT testing services.

ACT Preparation Classes and Testing

Community Education offers ACT preparation classes each fall and spring semester. Dates and locations can be obtained by searching the noncredit course schedule at www.waubonsee.edu/schedules or by calling the Community Education department (see directory). Official ACT testing is also offered on national test dates through Waubonsee's Center for Learning Assessment.

Articulated Credit

For articulated credit information, see page 170.

Dual Credit

Dual credit courses provide both high school and college credit. Waubonsee offers dual credit courses in cooperation with many area high schools. These courses are taught in the high school by qualified high school teachers, but have the same objectives, outlines and textbooks as a college level course. Students should check with their high school counselor to identify dual credit courses available at their high school. Most dual credit courses offered in high schools do not carry a tuition charge, though certain fees may be collected.

Students who are at least 16 years of age during the term they are registered for and have obtained permission from their high school, may also enroll in a Waubonsee credit course for which they have met the prerequisites. At the discretion of the high school, students may receive both college and high school credit (dual credit) for the course. Students who take a course in this manner must pay all tuition and fees and register using the High School Registration/Authorization Form, which requires the signature of a high school principal or counselor. Additional requirements may apply to students under the age of 16.

For all dual credit courses, college credit earned may be applied toward a degree or certificate at Waubonsee or may be transferred to another college. For more information about dual credit, contact Community Education (see directory).

High School Summer Program

For students who need to recover high school course credits or for those who want to work ahead, the Waubonsee High School Summer Program provides quality instruction taught by area high school teachers. High school students throughout Waubonsee's district may attend classes each summer (June and July) at the Sugar Grove, Aurora or Copley Campuses. Individual high schools determine the amount of credit students receive for courses. Registration begins annually in March. For more information, contact Community Education (see directory).

TRiO/Upward Bound

The Waubonsee Upward Bound Program is a federally funded college preparatory program that serves students at East Aurora High School. The program provides students with the motivation and support necessary to go to college. Year-round services include academic courses, tutoring, course advisement, national college visits and cultural enrichment activities, financial aid and college readiness workshops, and a six-week academic intensive summer program. All services are provided at no cost. For more information, contact the Upward Bound Manager (see directory) or visit www.waubonsee.edu/upwardbound.

Worldwide Youth in Science and Engineering (WYSE) Competition

Each February, area high school students compete at Waubonsee in the Worldwide Youth in Science and Engineering (WYSE) Academic Challenge Competition in biology, chemistry, computer science, engineering graphics, English, math and physics. More information is available by calling the Technology, Mathematics and Physical Sciences division (see directory).

ROTC Transfer Option

Students who intend to transfer to a four-year school that offers a Reserve Officers' Training Corps (ROTC) program may accomplish the basic coursework in their first two years at Waubonsee. The ROTC Transfer Option is described in more detail in the "Career Connections" section, and the Military Science (MSC) curriculum is detailed in the "Course Descriptions" section. For more information, contact the Dean for Social Science and Education (see directory).

Study Abroad

Waubonsee is a member of the Illinois Consortium for International Studies and Programs (ICISP). Study abroad programs can take Waubonsee students to England, Austria, Costa Rica, Japan, Germany, India and other countries for programs offering a comprehensive mix of study and cultural/social activities. For example, students might spend a summer session in the Spanish immersion program in Costa Rica or a full fall or spring semester on campus in Canterbury, England, or Salzburg, Austria. For more information about the program requirements, contact the Dean for Counseling and Student Support (see directory). Interested students should inquire and apply early (at least six months in advance of program offerings).

Weekend College

Weekend College offers students an opportunity to complete general education requirements and additional college requirements for the Associate in Arts (AA) and Associate in Science (AS) degrees on the weekend. For students with commitments during the week, Waubonsee schedules selected classes on Friday evening, Saturday and Sunday. Please check the semester credit course schedule for more information.

Workforce Development

The Workforce Development division provides services and training solutions for area businesses, organizations and individuals.

Professional Development

This department develops and delivers a regular schedule of courses, seminars and workshops to meet the training, certification, recertification and continuing education needs of individuals in many professions. Courses are offered in a variety of areas, including computers, health care, supervisory skills, manufacturing, warehousing, safety, transportation, sustainability and new energy technologies.

Courses are focused to address specific needs, giving participants skills they can put to immediate use in the workplace. Classes are conveniently scheduled to begin throughout the year and to meet at various dates, times, and locations, and many courses are offered online.

The department's course offerings are published each semester in the college's noncredit schedule. Call the Workforce Development division to request a copy (see directory). The schedule can also be found online at www.waubonsee.edu/schedules. Waubonsee's Workforce Development division is approved by the Illinois State Board of Education (ISBE) as a provider of Continuing Education Units (CEUs) and Continuing Professional Development Units (CPDUs) for teacher recertification requirements.

Customized Training

Business, industry and local organizations can have customized training solutions designed to meet their unique needs. Services include needs assessments, technical skills training, coaching, and workforce skills assessments and can be delivered onsite or at one of Waubonsee's four campus locations. Workforce Development partners with content experts to ensure both a practical knowledge and real-world application for the training. Topics offered include leadership, computer software applications, project management, quality, safety, and English as a Second Language.

Illinois Small Business Development Center

Waubonsee Community College offers business assistance to entrepreneurs and small and minority businesses in the college district. The Illinois Small Business Development Center (SBDC) services are available at no charge to people who wish to start, develop or expand their business. SBDC staff can help clients to develop a business or marketing plan, procure financing, increase cash flow, manage growth and strengthen their business. SBDC staff also offers a variety of classes and events designed to meet the needs of current and future business owners. SBDC counseling is available in both English and Spanish by appointment.

Driver Safety Program

Driver Safety offers defensive driving courses certified by the National Safety Council to area businesses, organizations and individuals with the goal of helping participants understand the consequences of the choices they make while driving. These courses provide practical strategies for drivers of all ages to reduce collision related injuries, fatalities and cost. They also address the importance of attitude in preventing accidents and reinforce defensive driving principals. These are the same courses approved by the 16th and 23rd Judicial Circuit Courts for use in their court supervision program for minor traffic violations. Driver Safety classes available include the DDC-4 hour, DDC-8 hour and highly interactive 4 hour Alive at 25 program geared towards younger drivers under the age 25.

✆ ***See directory inside back cover.***

WAUBONSEE

your first step

Transfer Degrees Program

Purpose of the Transfer Degree Curriculum

The Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), and Associate in Fine Arts (AFA) degrees are intended for students planning to transfer to a four-year college or university for a baccalaureate degree.

These associate degrees are designed to transfer to a four-year institution; however, since requirements can vary from one university to another, it is recommended that all students create an educational plan with a Waubonsee counselor or advisor. Courses taken at other colleges and/or universities are evaluated upon request.

The courses students take at Waubonsee Community College are those normally taken during the first two years of the baccalaureate degree. Students can complete Waubonsee's degree requirements and be in a favorable position to transfer to the four-year college or university of their choice. Most universities and senior colleges award junior standing to students with an Associate in Arts, Science, Engineering Science or Fine Arts degree. See waubonsee.edu/transferring for more information.

Transfer Degrees Program Guidelines

The transfer degrees program guidelines listed in the next section of this catalog illustrate courses a student might take if interested in a particular area of study. The guidelines are based on the format used to show degree requirements, and they assist the student in completing the general education requirements of a four-year degree, as well as taking introductory courses in a major field of study. While the guidelines are helpful, students should work with a counselor to develop individual plans.

Articulation Compact

Waubonsee Community College participates in agreements with most state universities in Illinois that state: "A transfer student in good standing who has completed an associate degree based on baccalaureate-oriented sequences from an Illinois community college shall be considered: A) to have attained 'junior' standing; and B) to have met lower division general education requirements of senior institutions." The Compact Agreement applies to general education requirements, and if, while at Waubonsee, students have not taken lower division courses included in their major field requirements, they will be required to do so by the senior institution. Also see the section on joint admission on page 247.

Illinois Articulation Initiative

Waubonsee Community College participates in the Illinois Articulation Initiative (IAI), a major, statewide, cooperative agreement among participating Illinois colleges and universities to facilitate successful transfer of course credits from one participating institution to another, effective beginning summer 1998. The IAI defines a general education core curriculum, and Waubonsee's transfer curriculum for the Associate in Arts (AA) and Associate in Science (AS) degrees conforms to it. Students who follow the prescribed curriculum can be assured that the credits satisfy general education requirements at participating Illinois colleges and universities. See the "Course Descriptions" section of this catalog for a list of Waubonsee's IAI general education and major courses approved to date.

Transfer Guarantee

The Transfer Guarantee formally assures students that certain courses transfer to in-state colleges and universities; the college backs up the guarantee with a tuition refund if the course does not transfer. Students should be aware that because baccalaureate degree completion requirements change over time, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution. Students should contact an advisor/counselor for determining the transferability of courses to their chosen four-year institution. To make a claim, students must notify Waubonsee's Executive Vice President of Educational Affairs/Chief Learning Officer, in writing, within 60 days of learning that course credit has been declined or refused by the receiving university. The letter should state the reasons, if any, given for the action and the name, position, address and telephone number of the person who processed the application for credit transfer or acceptance. Copies of any correspondence, transfer evaluation or other documentation provided to or received from the transfer institution regarding the student's transfer application must accompany the notice.

Waubonsee Community College agrees to reimburse students the tuition for any course listed on the application if the receiving public Illinois university declines to transfer or accept the course credit for some purpose under these terms:

1. Students take and successfully complete the course(s) during the term stated;
2. Students earn at least a grade of C for the course(s);
3. Students are accepted by and actually transfer to the receiving university within three years from the date this guarantee is issued;
4. Students promptly apply to have the course credit transferred to and accepted by the receiving university upon transfer;
5. Students make a claim under this guarantee as provided above within four years from the date this guarantee is issued;
6. Students cooperate fully with Waubonsee Community College in its efforts to have the credit transferred or accepted by the receiving university, including giving any necessary consents or releases regarding student records; and,
7. After the claim is received, Waubonsee Community College has 120 days to attempt to have the receiving university reverse its earlier decision to deny course credit.

The Illinois Articulation Initiative (IAI) became effective during summer 1998. Since individual colleges and universities determine which course credits earned prior to summer 1998 will transfer, students should contact the Counseling Center at Waubonsee to discuss their particular circumstances (see directory).

Waubonsee does not guarantee that the letter grade earned in the WCC course will be considered by the receiving university in determining the student's grade point average, honors, or for other purposes, but only that the receiving university gives course credit for some purpose. The guarantee does not provide for the refund of tuition for any other course(s), any fees or any incidental or consequential expenses or claims whatsoever, but only for refund of tuition for the guaranteed course(s) for which course credit is not given by the receiving university.

Students' rights under the guarantee are personal and may not be assigned or transferred, voluntarily or involuntarily. Further, no refund is required or is made if the scholarship, financial aid program, loan or other source used to pay the tuition prohibits payment or reimbursement of tuition directly to the students.

For further information concerning this program, contact the Executive Vice President of Educational Affairs/Chief Learning Officer (see directory).

On-Campus/Online Bachelor's Degree Completion

Waubonsee Community College is working to make it even easier for our associate degree graduates to earn their bachelor's degree. Through unique partnerships with several colleges and universities, WCC graduates can complete their four-year degrees by taking classes at WCC campuses, at other sites close to home, or even online. See waubonsee.edu/transferring for more information.

High School Requirements

As of the 1993 fall semester, students applying for admission to a baccalaureate transfer program (Associate in Arts, Associate in Science, Associate in Engineering Science or Associate in Fine Arts) must meet the minimum high school course pattern requirements as outlined in Illinois Public Act 86-0954 (see table). A student who does not meet these requirements at the time of application is provisionally admitted to Waubonsee as a pre-baccalaureate transfer student. When course deficiencies have been completed, the student is reclassified as a baccalaureate transfer student.

HIGH SCHOOL REQUIREMENTS

Subject	Years	Courses
English	4	Written and Oral Communication, Literature
Mathematics	3	Algebra, Geometry, Algebra Trigonometry
Social Studies	3	History, Government
Science	3	Laboratory Science
Electives	2	Foreign Language, Art, Music or Vocational

Students with academic deficiencies are considered by Waubonsee Community College to have satisfied these deficiencies upon successful completion of a minimum of 24 college-level credits. Included in these 24 units must be ENG 101 - First-Year Composition I, COM 100 - Fundamentals of Speech Communication, a social science course, a laboratory course, and a mathematics course chosen from courses meeting general education requirements in their respective categories.

Assessment of Student Learning Outcomes: The Outcomes Program (TOP)

The Outcomes Program (TOP) is responsible for providing resources, support and information about assessing student learning at the college. Waubonsee's TOP MEASURE is a faculty-driven, holistic outcomes model, used to align transfer, occupational and developmental course outcomes for improved student success. This model, which is unique to Waubonsee, reflects the skills, abilities and knowledge that the college strives to develop in all of its students.

The outcomes in the TOP MEASURE prepare students for the challenges of the 21st century. Each course and program has a unique focus and specific goals and objectives, but they all share the general student outcomes as defined in the TOP MEASURE. College courses provide evidence to support the measurement of the general student outcomes listed in the TOP MEASURE.

Waubonsee's TOP MEASURE

Waubonsee Community College is committed to placing learning first in every facet of the college experience. To accomplish that goal, every student who attends Waubonsee Community College will learn skills and abilities that will allow them to:

Manage human interactions

Expand their knowledge

Adapt concepts

Shape the future

Utilize facts

Reflect on themselves and others and

Explore their surroundings.

Courses and programs at the college support this foundation by assessing student learning based on the following outcomes:

- **Critical Thinking:** Students will analyze, synthesize and evaluate information to develop conclusions or solutions while actively engaging in learning beyond the scope of the course.
- **Diversity:** Students will identify, appreciate and respect differences among people.
- **Ethics:** Students will evaluate moral beliefs and identify socially responsible behaviors using a variety of ethical frameworks.
- **Information and Communication Technologies (ICT) Literacy:** Students will utilize existing and emerging technologies to find, manage, evaluate and convey information efficiently and effectively.
- **Leadership:** Students will recognize and evaluate the skills and principles of effective leadership.
- **Oral Communication**: Students will deliver a clear, well-organized speech, presentation or idea.
- **Quantitative and Qualitative Problem-Solving:** Students will acquire, analyze and use data to develop solutions to a problem.
- **Teamwork**: Students will utilize collaborative techniques to work with others in order to achieve a common goal.
- **Visual Literacy:** Students will construct and interpret print, static and animated media to communicate and draw appropriate conclusions.
- **Wellness:** Students will identify lifestyle and behavior choices that promote physical, mental and social health.
- **Written Communication:** Students will write a clear, well-organized paper using appropriate documentation and quantitative tools.

General education requirements for the AA and AS transfer degrees listed in the following section are outlined in conformance with the Illinois Articulation Initiative (see earlier explanation of IAI).

Purpose of Area of Concentration and Elective Requirements

The purpose of the area of concentration and elective requirements in Waubonsee transfer degrees is to prepare the student for a major course of study at a transfer institution. Students who have decided upon a major course of study to pursue at a transfer institution should see a Waubonsee counselor to choose elective courses that provide the foundation for that major. **The Transfer Degree Guidelines show *recommended* programs of study for certain areas of concentration; however, other individual programs can be devised to meet both Waubonsee's graduation requirements and those of the chosen transfer institution.**

Students who have not decided on a major course of study to pursue at a transfer institution or who do not intend to transfer may explore a combinations of any of the electives listed under the degrees.

Students intending to transfer should narrow their choice of a major at a transfer institution as soon as possible. Counseling offers students additional guidance for this process. Courses taken at other colleges and/or universities are evaluated upon request.

See the list under "Degree Requirements" for area of concentration and elective choices.

Degree Requirements

Associate in Arts (AA)
Associate in Science (AS)

The following sections list program requirements to achieve either an AA or an AS transfer degree at Waubonsee. Consult with a counselor for specific guidelines on choosing courses.

I. College Requirements

A. Semester Hours

A total of 60 semester hours or more completed as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all coursework taken, regular student status and in good standing.

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubonsee, excluding CLEP and proficiency credits.

II. General Education Requirements

Waubonsee's requirements conform to IAI General Education Core Curriculum guidelines. Courses listed in section II match Waubonsee's IAI website as of March 2013.
(Courses are 3 sem hrs unless indicated.)

Associate in Arts (AA).....37 sem hrs
Associate in Science (AS) .....37 sem hrs

A. Communications
AA/AS ..... 9 sem hrs
Communications: COM 100
English: ENG 101* and 102*

B. Social and Behavioral Sciences
AA/AS ..... 9 sem hrs
Select courses from at least two of the following disciplines. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.
Anthropology: ANT **100 (N), 101 (N),** 102**,** 110
Economics: ECN 100, 110, 121, 122
Geography: GEO **120 (N)** (under IAI review), **220 (N), 230 (N), 235 (N)**
History**: HIS **101 (N), 102 (N)**, 121, 122, **205 (N), 215 (N), 220 (N)** (under IAI review)**, 225 (N), 235 (N)**
Political Science: PSC 100, 220, 240, 260
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

C. Physical and Life Sciences
AA/AS ..... 7 sem hrs
Select at least one course from Physical Sciences and one course from Life Sciences. Select at least one lab course. (**L** indicates lab course.)

Physical Sciences
Astronomy: AST 100, 105 (4-**L**), 110 (4-**L**)
Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 106 (4-**L**), 121 (4-**L**)
Earth Science: ESC 100, 101 (1-**L**), 110, 120 (4-**L**),130
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 102 (4-**L**),103, 120 (under IAI review)
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

Life Sciences
Biology: BIO 100, 101 (1-**L**), 102, 103 (1-**L**), 110, 111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 128 (4-**L**), 200, 270 (4-**L**)

D. Mathematics
AA/AS ..... 3 sem hrs
Mathematics: MTH 101, 102, 107, 131 (4), 132 (4), 202, 210, 211, 233 (4)

E. Humanities and Fine Arts
AA/AS ..... 9 sem hrs
Select at least one course from Humanities and one course from Fine Arts. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.

Humanities
English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 229, 230, 235, 240, 245**, 255 (D)**
Film Studies: FLM 270***
French: FRE 202
German: GER 202
History**: HIS 111, 112, 125
Humanities***: HUM 101**, 102 (N),** 201
Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202, 220 (under IAI review), 230 (under IAI review), 240 (under IAI review)
Spanish: SPN 202, 205, 215

Fine Arts
Art: ART 100, 101, 102, **103 (N)**, 104, **105 (D)**,106
Film Studies: FLM 250, 260, 270***
Humanities***: HUM 101**, 102 (N),** 201
Music: MUS 100**, 101 (N)**, 102
Theatre: THE 100, **130 (D)**

Degree Requirements Footnotes

* *IAI General Education requires a C or better in these courses.*
** *No more than two history courses can be used to fulfill general education requirements.*
*** *Interdisciplinary humanities courses that encompass both humanities and fine arts may be used for either humanities or fine arts credit.*

III. Additional College Requirements

When selecting courses for the Additional College Requirements, consult with a counselor, as four-year schools have specific requirements.

Associate in Arts (AA)..... 2-3 sem hrs

Note: Students should consult with a counselor to determine foreign language requirements at the four-year school to which they intend to transfer. Bachelor of Arts degrees typically require a foreign language for graduation.

Associate in Science (AS) ..... 5-9 sem hrs

A. Social Awareness/Personal Growth

AA/AS ..... 2-3 sem hrs

Foreign Language/Sign Language:
CHN 101, 102; FRE 101, 102, 201, 202;
GER 101, 102, 201, 202; JPN 101, 102;
SGN 101, 102; SPN 101, 102, 103, 110, 111, 201, 202, 205, 211
Health Education: HED 100
Peace Studies: IDS 210, 220
Personal Development: PDV 100, 101 (1), 102 (1), 131 (1)
Physical Education activity courses: PED 100 –149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services may be granted Physical Education credit for the Social Awareness/ Personal Growth requirement. See page 258 for details.)

B. Physical and Life Sciences/Mathematics

AA ..... additional hours not required
AS..... 3-6 sem hrs

Select courses from the disciplines listed below. Students should consult with a counselor to determine appropriate course choices based on their major and the four-year school to which they intend to transfer.
Astronomy: AST 100, 105 (4), 110 (4), 115
Biology: BIO 100, 101 (1), 102, 103 (1), 104, 110, 111 (1), 120 (4), 122 (4), 126 (4), 128 (4), 200, 250 (4), 270 (4), 272 (4)
Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 231 (4), 232 (4)
Earth Science: ESC 100, 101 (1), 110, 120 (4), 130
Geography: GEO 121 (4)
Geology: GLG 100, 101 (1), 102 (4), 103, 120
Mathematics: MTH 101, 102, 107, 111 (4), 112,131 (4), 132 (4), 141, 201, 202, 210, 211, 233 (4), 236 (4), 240
Physics: PHY 103, 104 (1), 111 (4), 112 (4), 221 (5), 222 (5)

C. Non-Western and Diversity

One course satisfying degree requirements must have a non-Western or diversity emphasis. These courses are highlighted in **bold** in the General Education Requirements Social and Behavioral Sciences (item II.B.) and Humanities and Fine Arts (item II.E.). This is not an additional credit hour requirement.

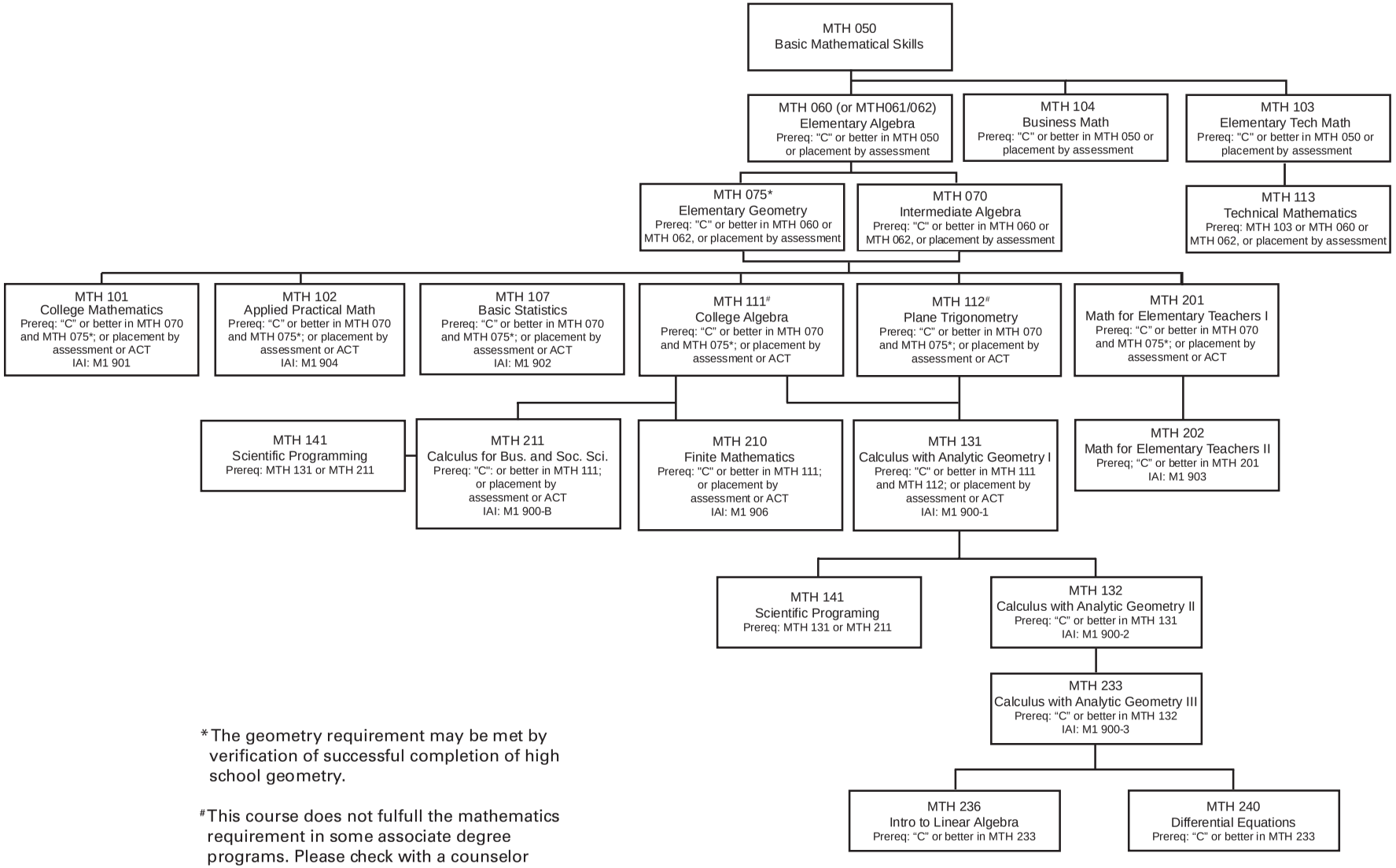
IV. Area of Concentration/Elective Requirements

Associate in Arts ..... 20-21 sem hrs
Associate in Science..... 14-18 sem hrs

Students should consult with a counselor early in their program of studies to determine appropriate course choices, including any foreign language requirement, and transferability of courses based on their major and the four-year school to which they intend to transfer.

Note: A maximum of 4 semester hours each of Independent Study (IND), Personal Development (PDV) or Physical Education (PED) may be applied toward a degree. The maximum semester hours for Physical Education (PED) credit may be waived for physical education, fitness leadership or education majors.

Course Sequence for Math



*The geometry requirement may be met by verification of successful completion of high school geometry.

#This course does not fulfull the mathematics requirement in some associate degree programs. Please check with a counselor or advisor.

IAI codes represent the approved transfer course recognized by Illinois colleges and universities. Visit www.iTransfer.org for more information.

Degree Requirements

Associate in Engineering Science (AES)

(AES1) major code

The following sections list program requirements to achieve an Associate in Engineering Science degree at Waubonsee. This degree is designed to provide students a smooth transition to a four-year baccalaureate engineering degree program. Students who complete the AES degree can transfer to an engineering program and complete a Bachelor of Science degree in an additional two years, depending upon the requirements of the four-year institution.

I. College Requirements

A. Semester Hours

A total of 60 semester hours or more completed as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all coursework taken, regular student status and in good standing.

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubonsee, excluding CLEP and proficiency credits.

Degree Requirements Footnotes

* *IAI General Education requires a C or better in these courses.*

** *ECN122 is required in Industrial Engineering and recommended for other engineering specialties.*

*** *No more than two history courses can be used to fulfill general education requirements.*

II. General Education Requirements

Since completion of the Associate in Engineering Science (AES) degree does not fulfill the requirements of the IAI General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubonsee's IAI website as of March 2013. (Courses are 3 sem hrs unless indicated.)

Associate in Engineering Science (AES)..... 31 sem hrs

A. Communications

AES.....6 sem hrs

English: ENG 101* and 102 *

B. Social and Behavioral Sciences and Humanities and Fine Arts

AES..... 9 sem hrs

Students are encouraged to complete a two-semester sequence in either the Social and Behavioral Sciences or the Humanities and Fine Arts categories. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.

Social and Behavioral Sciences

Anthropology: ANT **100 (N), 101 (N),** 102, 110
Economics: ECN 100, 110, 121, 122**
Geography: GEO **120 (N)** (under IAI review), **220 (N), 230 (N), 235 (N)**
History***: HIS **101 (N), 102 (N)**, 121, 122, **205 (N)**, **215 (N), 220 (N)** (under IAI review), **225 (N), 235 (N)**
Political Science: PSC 100, 220, 240, 260
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

Humanities and Fine Arts

Art: ART 100, 101, 102, **103 (N)**, 104, **105 (D)**, 106
English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 229, 230, 235, 240, 245, **255 (D)**
Film Studies: FLM 250, 260, 270
French: FRE 202
German: GER 202
History***: HIS 111, 112, 125
Humanities: HUM 101, **102 (N),** 201
Music: MUS 100, **101 (N)**, 102
Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202, 220 (under IAI review), 230 (under IAI review), 240 (under IAI review)
Spanish: SPN 202, 205, 215
Theatre: THE 100, **130 (D)**

C. Physical and Life Sciences

AES..... 4 sem hrs

Chemistry: CHM 121 (4)

D. Mathematics

AES..... 12 sem hrs

Math: MTH 131 (4), 132 (4), 233 (4)

III. Additional College Requirements

A. Non-Western and Diversity

One course satisfying degree requirements must have a non-Western or diversity emphasis. These courses are highlighted in **bold** in General Education Requirements Social and Behavioral Sciences and Humanities and Fine Arts (item II. B.). This is not an additional credit hour requirement.

IV. Area of Concentration/Elective Requirements

AES ..... 29 sem hrs

A. Essential Prerequisite Courses

AES..... 16 sem hrs

Mathematics: MTH 141, 240
Physics: PHY 221 (5), 222 (5)

B. Engineering Specialty Courses

AES ..... 9-13 sem hrs

Students must select specialty courses based on their engineering major. Students should consult with a counselor to determine the appropriate choice based on their major and the four-year institution to which they intend to transfer. Students may wish to complete courses above the requirements of the AES degree upon advice of a counselor.

Chemical Engineering: CHM122 (4), 231 (4), 232 (4)
Civil Engineering: EGR101 (4), 220, 230
Computer Engineering: CIS130 and 230, or CIS150 and 250; EGR240
Electrical Engineering: CIS130 and 230, or CIS150 and 250; EGR240
Industrial Engineering: EGR101 (4), 220, 230
Mechanical Engineering: EGR101 (4), 220, 230, 240

C. Elective Courses

AES ..... 0-4 sem hrs

Students should select transfer courses based on their specific engineering major or take additional hours toward completion of the IAI general education core. Students should consult with a counselor early in their program of studies to determine the appropriate choices based on their major and the four-year institution to which they intend to transfer.

Degree Requirements

Associate in Fine Arts (AFA)
Art

(AFA1) major code

The following sections list program requirements to achieve an Associate in Fine Arts (AFA) transfer degree with an emphasis in art at Waubonsee. This degree is designed to provide students a smooth transition to a four-year baccalaureate art program. **Transfer institutions may require art majors to submit a portfolio for review.**

I. College Requirements

A. Semester Hours

A total of 61 semester hours as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all coursework taken, regular student status and in good standing.

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubonsee, excluding CLEP and proficiency credits.

II. General Education Requirements

Since completion of the Associate in Fine Arts (AFA) degree does not fulfill the requirements of the Illinois General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubonsee's IAI website as of March 2013. (Courses are 3 sem hrs unless indicated.)

Associate in Fine Arts (AFA) ..... 31 sem hrs

A. Communications

AFA ..... 9 sem hrs

Communications: COM 100
English: ENG 101* and 102*

B. Social and Behavioral Sciences

AFA ..... 6 sem hrs

Select courses from two different disciplines from the following list. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.

Anthropology: ANT **100 (N)**, **101 (N)**, 102, 110
Economics: ECN 100, 110, 121, 122
Geography: GEO **120 (N)** (under IAI review), **220 (N)**, **230 (N), 235 (N)**
History**: HIS **101 (N)**, **102 (N)**, 121, 122, **205 (N), 215 (N), 220 (N)** (under IAI review), **225 (N), 235 (N)**
Political Science: PSC 100, 220, 240, 260
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

C. Physical and Life Sciences

AFA ..... 7 sem hrs

Select at least one course from Physical Sciences and one course from Life Sciences. Select at least one lab course. (**L** indicates a lab course.)

Physical Sciences

Astronomy: AST 100, 105 (4-**L**), 110 (4-**L**)
Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 106 (4-**L**), 121 (4-**L**)
Earth Science: ESC 100, 101 (1-**L**), 110, 120 (4-**L**), 130
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 102 (4-**L**), 103, 120 (under IAI review)
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

Life Sciences

Biology: BIO 100, 101 (1-**L**), 102, 103 (1-**L**), 110, 111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 128 (4-**L**), 200, 270 (4-**L**)

D. Mathematics

AFA..... 3 sem hrs

Mathematics: MTH 101, 102, 107, 131 (4), 132 (4), 202, 210, 211, 233 (4)

E. Humanities

AFA..... 6 sem hrs

Select two courses from the following list. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.

English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 229, 230, 235, 240, 245**, 255 (D)**
Film Studies: FLM 270
French: FRE 202
German: GER 202
History**: HIS 111, 112**,** 125
Humanities: HUM 101, **102 (N),** 201
Philosophy: PHL 100, 101, 105, 110, **120 (N),** 201, 202, 220 (under IAI review), 230 (under IAI review), 240 (under IAI review)
Spanish: SPN 202, 205, 215

Degree Requirements Footnotes

* *IAI General Education requires a C or better in these courses.*

** *No more than two history courses can be used to fulfill general education requirements.*

III. Additional College Requirements

A. Non-Western and Diversity

One course satisfying degree requirements must have a Non-Western or Diversity emphasis. These courses are highlighted in **bold** in General Education Requirements Social and Behavioral Sciences (item II.B.) and Humanities (item II.E.). This is not an additional credit hour requirement.

IV. Area of Concentration/Elective Requirements

Associate in Fine Arts (AFA) ..... 30 sem hrs

Required core art courses ..... 21 sem hrs

ART 101, 102, 110, 111, 120, 121, 222

Elective studio art courses..... 9 sem hrs

Select 9 semester hours from the following elective list; select courses from at least two media.
Ceramics: ART 130, 131
Graphic Design: GRD 173, 273
Painting: ART 260, 261
Photography: ART 140, 240

NOTE: Transfer institutions may require art majors to submit a portfolio for review.

Degree Requirements

Associate in Fine Arts (AFA)
Music Performance

(AFA3) major code

The following sections list program requirements to achieve an Associate in Fine Arts (AFA) transfer degree with an emphasis in music performance at Waubonsee. This degree is designed to provide students a smooth transition to a four-year baccalaureate music degree program. **Music majors may be required to demonstrate skill level through audition and placement testing at the transfer institution.**

I. College Requirements

A. Semester Hours

A total of 63 semester hours as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all coursework taken, regular student status and in good standing.

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubonsee, excluding CLEP and proficiency credits.

II. General Education Requirements

Since completion of the Associate in Fine Arts (AFA) degree does not fulfill the requirements of the Illinois General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubonsee's IAI website as of March 2013.
(Courses are 3 sem hrs unless indicated.)

Associate in Fine Arts (AFA) ..... 28 sem hrs

A. Communications

AFA ..... 9 sem hrs
Communications: COM 100
English: ENG 101* and 102*

B. Social and Behavioral Sciences

AFA ..... 3 sem hrs
Select course from the following list. Courses in **bold** identify Non-Western and Diversity options:
N indicates non-Western; **D** indicates diversity.
Anthropology: ANT **100 (N), 101 (N),** 102, 110
Economics: ECN 100, 110, 121, 122
Geography: GEO **120 (N)** (under IAI review), **220 (N), 230 (N), 235 (N)**
History**: HIS **101 (N), 102 (N)**, 121, 122, **205 (N), 215 (N), 220 (N)** (under IAI review), **225 (N), 235 (N)**
Political Science: PSC 100, 220, 240, 260
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

C. Physical and Life Sciences

AFA ..... 7 sem hrs
Select at least one course from Physical Sciences and one course from Life Sciences. Select at least one lab course. (**L** indicates a lab course.)

Physical Sciences
Astronomy: AST 100, 105 (4-**L**), 110 (4-**L**)
Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 106 (4-**L**), 121 (4-**L**)
Earth Science: ESC 100, 101 (1-**L**),110,120 (4-**L**),130
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 102 (4-**L**), 103, 120 (under IAI review)
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

Life Sciences
Biology: BIO 100, 101 (1-**L**), 102, 103 (1-**L**), 110, 111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 128 (4-**L**), 200, 270 (4-**L**)

D. Mathematics

AFA ..... 3 sem hrs
Mathematics: MTH 101, 102, 107, 131 (4), 132 (4), 202, 210, 211, 233 (4)

Degree Requirements Footnotes

* *IAI General Education requires a C or better in these courses.*

** *No more than two history courses can be used to fulfill general education requirements.*

E. Humanities

AFA..... 6 sem hrs

Select two courses from the following list. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.

English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 229, 230, 235, 240, 245**, 255 (D**)
Film Studies: FLM 270
French: FRE 202
German: GER 202
History**: HIS 111, 112, 125
Humanities: HUM 101, **102 (N),** 201
Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202, 220 (under IAI review), 230 (under IAI review), 240 (under IAI review)
Spanish: SPN 202, 205, 215

III. Additional College Requirements

A. Non-Western and Diversity

One course satisfying degree requirements must have a Non-Western or Diversity emphasis. These courses are highlighted in **bold** in General Education Requirements Social and Behavioral Sciences (item II.B.) and Humanities (item II.E.). This is not an additional credit hour requirement.

IV. Area of Concentration/Elective Requirements

AFA..... 35 sem hrs

Required core music courses .....23 sem hrs

MUS 121 (4), 123, 124 (1), 200, 221, 222 (1), 223, 224 (1); 4 semester hours from the following based on proficiency: MUS 151 (2), 251 (2), 252 (2)

Elective music courses ..... 12 sem hrs

Select 8 semester hours from the applied music courses and 4 semester hours from the performing ensemble courses.
Applied Music Electives: MUS 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 288 (2)
Performing Ensemble Electives: MUS 160 (1),161 (1), 162 (1),164 (1), 166 (1), 167 (1), 168 (1), 169 (1),170 (1), 171 (1), 175 (1.5), 176 (1.5)

NOTE: Music majors may be required to demonstrate skill level through audition and placement testing at the transfer institution.

WAUBONSEE

how you'll prepare

Transfer Degrees Program Guidelines

2013/2014

Transfer Degrees Program Guidelines

The following guidelines help students plan their individual transfer program. Course lists are patterned after the "Degree Requirements" in the previous section. **Many different programs can be devised to meet the requirements of either an Associate in Arts or Associate in Science degree and to earn credit to transfer to a four-year school. Use the guidelines as a starting point. Counselors and students, working together with the transfer institution, can build a transfer degree program appropriate for each individual.**

These course lists are ONLY guidelines. Transfer students should check early with their transfer school and Waubonsee's Counseling Center to ensure they are meeting ALL requirements.

Areas of Concentration

Program guidelines are included for the following areas of concentration.

Art (AA)
Aviation Pilot (AS)
Biology (AS)
Business (AS)
Chemistry (AS)
Clinical Laboratory Science (AS)
Computer Science (AS)
Criminal Justice (AS)
Early Childhood Education (AS)
Economics (AA)
Elementary Education (AS)
Engineering Science (see "Degree Requirements: AES")
English (AA)
Fine Arts (see "Degree Requirements: AFA")
Fitness Leadership (AS)
General Science (AS)
Geography (AS)
Geology (AS)
Graphic Art (AA)
History (AA)
Liberal Arts (AA)
Mass Communication (AA)
Mathematics (AS)
Music (AA)
Nursing Transfer for BSN (AS)
Organizational Communication (AA)
Philosophy (AA)
Physical Education (AS)
Physics (AS)
Political Science (AA)
Psychology (AA)
Secondary Education (AS)
Social Work (AS)
Sociology (AA)
Special Education (AS)
Theatre (AA)

In order to help students prepare for a variety of popular college majors, certain areas of concentration have been developed, complete with a recommended curriculum. However, Waubonsee students should feel free to develop their own personalized course of study with the help of a Counselor.

How to Schedule Classes

To successfully complete an associate degree as a full-time or part-time student, students should work with a counselor to plan their courses each semester. Counseling has Student Academic Plan sheets that can be used as shown in the following example. Keep in mind these considerations:

- A minimum of 12 semester hours is considered full time. To complete an associate degree in two years, students must take 15-18 hours per semester.
- Check course prerequisites. Some courses must be taken in a sequence or concurrently.
- Courses may only be offered certain semesters. Work with Counseling to plan coursework each semester.
- Register early. Classes close when they fill up or can be canceled for insufficient enrollment.
- Summer session (even with limited class selection) allows students to take classes they can't fit in otherwise.
- When choosing courses, students should consult degree requirements, read program guidelines and course descriptions, fill out a Student Academic Plan worksheet, get information from their intended transfer school, and work with a counselor or advisor. Many different programs are possible, not just the ones proposed in the guidelines.
- Students should make early contact with Counseling to get help determining their intended transfer school and coordinating their courses with the school's requirements.
- Students can run online degree audits to track their overall progress towards their certificate or degree. Degree audits are located in the Student tab of mywcc.
- Be sure to meet Waubonsee graduation requirements, including completing a graduation application, located on the Student tab of mywcc. (Students need to do this early in the semester before they intend to complete requirements.)

Student Academic Plan Illustration

Here's an illustration: a full-time student planning to complete an Associate in Science degree in the area of business administration in two years. The Student Academic Plan sheet has been completed; a check mark indicates courses to be taken first semester. Call the Counseling Center (see directory). Students can also run their own online degree audits, located on the Student tab of mywcc.

Name: Jane A. Student Date: 6/20/13

X Number: X12345678 Major: Business Major Code: A S 1 6

II. General Education Requirements.....37 sem hrs

A. Communications..... 9 sem hrs

✓	English ENG 101	3
	English ENG 102	3
✓	Speech COM 100	3

B. Social and Behavioral Sciences .. 9 sem hrs
(Choose at least 2 different disciplines.)

✓	ECN 121	3
	ECN 122	3
	PSY 100	3

C. Physical and Life Sciences ..... 7 sem hrs
(Choose at least one course from each and one lab course.)

	Physical Science	3
	Life Science	4

D. Mathematics..... 3 sem hrs

	MTH 211	3

E. Humanities and Fine Arts,..... 9 sem hrs
(Choose at least one course from each)

	Humanities	3
	Fine Arts	3
	Hum or FA	3

III. Additional College Requirements.....8-9 sem hrs

A. Social Awareness/Personal Growth ...2-3 sem hrs

	PED	1
	PED	1

B. Physical & Life Sciences/Mathematics .....3-6 sem hrs

✓	MTH 111	4

C. Non-Western and Diversity
(At least one 3 semester hour course from I.B. or I.E. must have a non-western or diversity focus. This is not an additional credit hour requirement.)

	elective	

IV. Area of Concentration/Elective Requirements .....18-19 sem hrs (Area of Concentration: Business)

✓	BUS 100	3		CIS 110	3			
	BUS 207	3		ACC 120	3			
	BUS 210	3		ACC 121	3			

Visit the Counseling Center for help in completing your own academic plan (see directory).

Area of Concentration: Art
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: ART *(AA05)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication 3
ENG	101	First-Year Composition I 3
ENG	102	First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics
		or
MTH	102	Applied Practical Math
		or
MTH	107	Basic Statistics 3

E. Humanities and Fine Arts 9

Required Fine Arts courses:+

ART	101	History of Western Art-Ancient to Medieval 3
ART	102	History of Western Art-Renaissance to Modern Art 3

\+ Art History required for art majors at most public universities.

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

ART	110	Design I 3
ART	111	Design II 3
ART	120	Basic Drawing I 3
ART	121	Basic Drawing II 3
ART	222	Life Drawing 3
ART	290	Studio Art 3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: Portfolios are typically required for entrance into a four-year institution.

Note: Due to Art Major and Art Education requirements, students should meet with a counselor as soon as possible about their program of study.

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Aviation Pilot
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: AVIATION PILOT *(AS08)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication 3
ENG	101	First-Year Composition I 3
ENG	102	First-Year Composition II 3

B. Social and Behavioral Sciences 9

ECN	121	Principles of Economics-Macroeconomics 3
ECN	122	Principles of Economics-Microeconomics 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:

AVP	100	Private Pilot Certificate 5
AVP	110	Professional Instrument Rating 5
AVP	120	Professional Commercial Pilot 5
AVP	130	Professional Multi-Engine Rating 3

✔ *Assessment required.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: Students who complete the Associate in Science degree and follow the aviation pilot suggested program can transfer to a university offering aviation management as a junior-level student. See a counselor for specific information about the transfer status of this program.

The student completes all aviation pilot training at any FAA-approved flight school or equivalent military flight-training program and receives 18 semester hours of credit for AVP 100, AVP 110, AVP 120 and AVP 130 at Waubonsee. This credit is officially awarded when the student completes 15 hours of credit at Waubonsee. Credit may be awarded as each level of pilot training is completed or all at once. See the Dean for Technology, Mathematics and Physical Sciences. The required academic work to complete the Associate in Science degree is completed at Waubonsee.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Biology/Pre-Med
THIS IS AN EXAMPLE TO GET STARTED.
Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: BIOLOGY/PRE-MED *(AS12)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7
- BIO 120 Principles of Biology I 4
- CHM 121 General Chemistry 4

D. Mathematics ✔ * 3
- MTH 211 Calculus for Business and Social Science .. 3
  or
- MTH 131 Calculus With Analytic Geometry I 4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
- BIO 122 Principles of Biology II 4
- MTH 111 College Algebra 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:
- CHM 122 Chemistry/Qualitative Analysis 4
- PHY 111 Introduction to Physics I 4
  or
- PHY 221 General Physics I 5
- PHY 112 Introduction to Physics II 4
  or
- PHY 222 General Physics II 5

✔ *Assessment required.*

* *See a counselor as requirements vary by school.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: The sequence of courses outlined above is considered a general guide for the student who plans to go on to a baccalaureate program majoring in natural sciences and/or preparatory to applying to a school of medicine, dentistry, nursing, veterinary science or related fields.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Business
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: BUSINESS *(AS16)*
(Accounting, Management, Finance, Marketing or Operations Management)

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
COM 100 Fund. of Speech Communication 3
ENG 101 First-Year Composition I..... 3
ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9
ECN 121 Principles of Economics-Macro 3
ECN 122 Principles of Economics-Micro 3
PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7

D. Mathematics ✔* 3
MTH 211 Calculus/Business and Social Science 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
MTH 111 College Algebra 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
ACC 120 Financial Accounting 3
ACC 121 Managerial Accounting 3
BUS 100 Introduction to Business 3
BUS 207 Business Statistics.....3
BUS 210 Legal Environment of Business.....3
CIS 110 Business Information Systems.....3

✔ *Assessment required.*

* *A two semester math sequence may be required by transfer school.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Chemistry

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: CHEMISTRY *(AS20)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7
- CHM 121 General Chemistry 4

D. Mathematics ✔ 3
- MTH 131 Calculus/Analytic Geometry I 4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
- MTH 132 Calculus With Analytic Geometry II 4
- PHY 221 General Physics I 5

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:
- CHM 122 Chemistry/Qualitative Analysis 4
- CHM 231 Organic Chemistry I 4
- CHM 232 Organic Chemistry II 4
- PHY 222 General Physics II 5

✔ *Assessment required.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: The sequence of courses outlined in the biology, chemistry, and general science emphases is considered a general guide for the student who plans to go on to a baccalaureate program majoring in natural sciences and/or preparatory to applying to a school of medicine, dentistry, nursing, veterinary science or related fields. See also the Nursing Transfer Guidelines.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Clinical Laboratory Science
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
CLINICAL LABORATORY SCIENCE *(AS24)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7
- BIO 120 Principles of Biology I 4
- CHM 121 General Chemistry 4

D. Mathematics ✔ 3
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
- CHM 122 Chemistry/Qualitative Analysis 4
- MTH 111 College Algebra 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:
- BIO 122 Principles of Biology II 4
- BIO 250 Microbiology 4
- BIO 270 Anatomy and Physiology I 4
- BIO 272 Anatomy and Physiology II 4

✔ *Assessment required.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Computer Science

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
COMPUTER SCIENCE *(AS60)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I.....3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences*..... 7

D. Mathematics ✔*..... 3
- MTH 131 Calculus With Analytic Geometry I
  or
- MTH 211 Calculus for Business & Social Science 4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔*add. hrs. 3-6
- MTH 111 College Algebra 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 14-18

Recommendations include:
- CIS 115 Introduction to Programing 3

✔ *Assessment required.*

* *See a counselor as requirements vary by school.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Criminal Justice

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: CRIMINAL JUSTICE *(AS28)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication 3
ENG	101	First-Year Composition I..... 3
ENG	102	First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics
		or
MTH	102	Applied Practical Mathematics
		or
MTH	107	Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:

CIS	110	Business Information Systems* 3
CRJ	100	Introduction to Criminal Justice 3
CRJ	101	Introduction to Corrections.....3
CRJ	107	Juvenile Justice 3
CRJ	220	Criminal Law 3
CRJ	230	Criminology.....3

✔ *Assessment required.*

* *Some transfer schools will require criminal justice students to demonstrate knowledge of computer systems and proficiency in the use of office software and the Internet.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Early Childhood Education
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
EARLY CHILDHOOD EDUCATION *(AS32)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9
- HIS 121 American History to 1865
  or
- HIS 122 American History Since 1865.....3
- PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 202 Math for Elementary Teachers II 3

E. Humanities and Fine Arts 9**

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
- MTH 201 Math for Elementary Teachers I 3

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
- ECE 115 Child Growth and Development.....3
- EDU 200 Introduction to Education 3
- EDU 220 Introduction to Special Education.....3

✔ *Assessment required.*

* *Students planning to attend Northern Illinois University should take HIS 121 and HIS 122.*

** *Students planning to attend Northern Illinois University should take PHL 105.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: Because of teacher licensure, transfer school requirements and WCC graduation requirements, students should meet with a counselor as soon as they declare early childhood education as their intended major.
Note the following:

- Students must successfully complete the TAP test before being admitted into most schools of education in Illinois.
- All schools require specific courses for admission to the early childhood education program. Contact Counseling for additional information (see directory).

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Economics
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: ECONOMICS *(AA10)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9
- ECN 121 Principles of Economics-Macro 3
- ECN 122 Principles of Economics-Micro 3

C. Physical and Life Sciences 7

D. Mathematics ✔* 3
- MTH 211 Calculus/Business and Social Science* 3
- ***or***
- MTH 131 Calculus With Analytic Geometry I.....4

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 20-21**

Recommendations include:
- MTH 107 Basic Statistics 3
- MTH 111 College Algebra 4

✔ *Assessment required.*

* *A two semester math sequence is required by most transfer schools. Take MTH 131 and 132 or MTH 210 and 211. Meet with a counselor to discuss options.*

** *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Elementary Education
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
ELEMENTARY EDUCATION *(AS40)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9
- HIS 121 American History to 1865
  or
- HIS 122 American History Since 1865.....3
- PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7**

D. Mathematics ✔ 3
- MTH 202 Math for Elementary Teachers II 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
- EDU 200 Introduction to Education 3
- EDU 202 Clinical Experience in Education 3
- EDU 205 Introduction to Technology in Education 3
- EDU 210 Educational Psychology 3
- EDU 220 Introduction to Special Education 3
- MUS 210 Music for the Elementary Teacher*** 3

✔ *Assessment required.*

* *Students planning to attend Northern Illinois University should take HIS 121 and HIS 122.*

** *Illinois State University requires 12 credit hours of Physical and Life Sciences courses. Students planning to attend ISU should also complete the accompanying laboratory course.*

*** *Students planning to attend Northern Illinois University should take MUS 210, which is only offered in the spring semester.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: Because of teacher licensure requirements, transfer school requirements and WCC graduation requirements, students should meet with a counselor as soon as they declare education as their intended major. Note the following:

- Students are advised to investigate whether or not their transfer institution requires a subject area concentration.
- Many transfer institutions require attendance at an informational meeting prior to enrollment in a school of education.
- Students must successfully complete the TAP test before being admitted into most schools of education in Illinois.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: English
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: ENGLISH *(AA15)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM 100 Fund. of Speech Communication 3
ENG 101 First-Year Composition I..... 3
ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH 101 College Mathematics
or
MTH 102 Applied Practical Mathematics
or
MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

ENG 211 American Literature to 1865
or
ENG 212 American Literature from 1865.....3
ENG 221 British Literature to 1800
or
ENG 222 British Literature from 1800.....3

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

ENG 204 Creative Writing: Fiction 3
ENG 230 Introduction to Poetry
or
ENG 240 Introduction to Drama as Literature.....3
ENG 220 Multicultural Literatures of the United States
or
ENG 245 World Literature 3

✔ *Assessment required.*

* *For English majors, 12 hours of foreign language, completion through the fourth level, is recommended.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Fitness Leadership

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
FITNESS LEADERSHIP *(AS44)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
COM 100 Fund. of Speech Communication 3
ENG 101 First-Year Composition I.....3
ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9

C. Physical and Life Sciences 7
BIO 120 Principles of Biology I.....4
CHM 100 Introduction to Chemistry** 3

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3
HED 100 Personal Wellness 3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
BIO 270 Anatomy and Physiology I*** 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements** 14-18**

Recommendations include:
BIO 272 Anatomy and Physiology II*** 4

✔ *Assessment required.*

* *Students planning to attend Aurora University should take ECN 121 and ECN 122.*

** *Students planning to attend Aurora University or Northern Illinois University should also take the CHM 101 lab course.*

*** *Students should complete the BIO 270 and 272 sequence at Waubonsee prior to transfer.*

**** *Aurora University requires students to minor in Business Administration. For electives students should take ACC 120, ACC 121, BUS 100 and BUS 210.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: General Science
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
GENERAL SCIENCE *(AS48)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7
- PHY 221 General Physics I 5
  or
- PHY 111 Introduction to Physics I.....4
- BIO 120 Principles of Biology I.....4

D. Mathematics ✔* 3
- MTH 211 Calculus for Business and Social Science ..3
  or
- MTH 131 Calculus With Analytic Geometry I.....4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ . add. hrs. 3-6
- CHM 121 General Chemistry.....4
- MTH 111 College Algebra 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

✔ *Assessment required.*

* *See a counselor as requirements vary by school.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Geography

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
GEOGRAPHY *(AS49)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9
- GEO 220 Geography of Developing World 3
- GEO 235 Human Geography 3

C. Physical and Life Sciences 7
- GEO 121 Physical Geography.....4

D. Mathematics ✔ 3
- MTH 210 Finite Mathematics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3
- SUS 101 Creating Your Sustainable Future 3

B. Physical and Life Sciences/Mathematics.....add hrs. 3-6
- MTH 111 College Algebra.....4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
- ESC 120 Introduction to Meteorology.....4
- ESC 130 Introduction to Oceanography 3
- GEO 120 World Regional Geography.....3
- GEO 130 GIS and Mapping Principles 3
- GEO 230 Economic Geography.....3
- MTH 112 Plane Trigonometry.....3

✔ *Assessment required.*

Note: For specific course requirements or recommendations consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Geology
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: GEOLOGY (AS50)

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7
- GLG 100 Intro to Physical Geology 3
- GLG 101 Intro to Physical Geology Lab 1
- BIO 100 Intro to Biology 3

D. Mathematics ✔ 3
- MTH 131 Calculus/Analytic Geometry I 4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Phy & Life Sciences/Math ✔ .....add hrs. 3-6
- MTH 111 College Algebra 4
- MTH 112 Plane Trigonometry 3

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:
- CHM 121 General Chemistry 4
- CHM 122 Chemistry/Qualitive Analysis 4
- GLG 103 Enviromental Geology 3
- MTH 132 Calculus/Analytic Geometry II 4

✔ *Assessment required.*

Note: For specific course requirements or recommendations consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Graphic Art

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: GRAPHIC ART *(AA20)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM 100 Fund. of Speech Communication 3
ENG 101 First-Year Composition I..... 3
ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH 101 College Mathematics
or
MTH 102 Applied Practical Math
or
MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

Required Fine Arts courses:+

ART 101 History of Western Art-Ancient to Medieval.....3
ART 102 History of Western Art-Renaissance to Modern Art
or
ART 103 History of Non-Western Art 3

\+ Art History required for art majors at most public universities.

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

ART 110 Design I 3
ART 111 Design II.....3
ART 120 Basic Drawing I 3
ART 121 Basic Drawing II 3
GRD 173 Graphic Design I 3
GRD 273 Graphic Design II 3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: History
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: HISTORY *(AA25)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9
- PSC 100 Introduction to American Government.....3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 101 College Mathematics
  or
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts* 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 20-21**

Recommendations include:
- HIS 101 World History to 1500.....3
- HIS 102 World History Since 1500.....3
- HIS 111 Western Civilization to 1648.....3
- HIS 112 Western Civilization Since 1648.....3
- HIS 121 American History to 1865.....3
- HIS 122 American History Since 1865.....3

✔ *Assessment required.*

* *No more than two history courses can be used to fulfill general education requirements.*

** *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Liberal Arts

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: LIBERAL ARTS *(AA35)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics	3
		or	
MTH	102	Applied Practical Math	3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Phy & Life Sciences/Math ✔ ..... no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 20-21

Recommendations include additional courses in:
Social and Behavior Sciences (II. B.), Humanities and Fine Arts (II. E.) and Foreign Languages

✔ *Assessment required.*

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Mass Communication
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
MASS COMMUNICATION *(AA40)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 101 College Mathematics
  or
- MTH 102 Applied Practical Mathematics
  or
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:
- MCM 130 Introduction to Mass Communication 3
- MCM 140 Television Production I 3
- MCM 215 Basic News Writing.....3
- MCM 245 Mass Media Ethics & Law 3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Mathematics
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: MATHEMATICS *(AS68)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7
- PHY 103 Concepts of Physics.....3
  and
- PHY 104 Concepts of Physics Laboratory 1
  or
- PHY 221 General Physics I 5

D. Mathematics ✔ 3
- MTH 131 Calculus/Analytic Geometry I 4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
- MTH 132 Calculus/Analytic Geometry II 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
- MTH 233 Calculus/Analytic Geometry III 4
- MTH 240 Differential Equations.....3

✔ *Assessment required.*

Note: Some transfer schools require a computer language; consult with a counselor.

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Music
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: MUSIC *(AA45)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 101 College Mathematics
  or
- MTH 102 Applied Practical Math
  or
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:
- MUS 121 Theory of Music I 4
- MUS 123 Theory of Music II 3
- MUS 221 Theory of Music III 3
- MUS 223 Theory of Music IV 3
- MUS 124 Aural Skills II: Developing the Musical Ear 1
- MUS 222 Aural Skills III: Developing the Musical Ear 1
- MUS 224 Aural Skills IV: Developing the Musical Ear 1

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: A music audition is required for admission into most four-year institutions. Check with transfer school for teacher licensure requirements. It is recommended to take applied music classes in preparation for auditions.

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Nursing Transfer for BSN
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
NURSING TRANSFER FOR BSN *(AS72)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9
- PSY 100 Introduction to Psychology 3
- PSY 205 Life-Span Psychology 3

C. Physical and Life Sciences 7
- BIO 120 Principles of Biology 4
- CHM 100 Introduction to Chemistry 3

and

- CHM 101 Introduction to Chemistry Lab 1

or

- CHM 121 General Chemistry 4

D. Mathematics ✔* 3
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔* add. hrs. 3-6
- BIO 250 Microbiology 4
- MTH 111 College Algebra 4

or

- MTH 101 College Mathematics 3

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:
- BIO 200 Nutrition 3
- BIO 270 Anatomy/Physiology I 4
- BIO 272 Anatomy/Physiology II 4

✔ *Assessment required.*

* *See a counselor as requirements vary by school.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: This sequence of courses is for students intending to transfer to a baccalaureate program for a Bachelor of Science in Nursing. Students who want to enter the nursing field immediately upon their graduation from Waubonsee should enroll in the AAS nursing degree career program.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Organizational Communication
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
ORGANIZATIONAL COMMUNICATION *(AA50)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics	
		or	
MTH	102	Applied Practical Mathematics	
		or	
MTH	107	Basic Statistics	3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

COM	120	Interpersonal Communication	3
COM	122	Group Communication	3
COM	200	Advanced Speech Communication	3
COM	201	Business and Professional Presentations	3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Philosophy

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: PHILOSOPHY *(AA55)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics	
		or	
MTH	102	Applied Practical Mathematics	
		or	
MTH	107	Basic Statistics	3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

PHL	100	Introduction to Philosophy	3
PHL	101	Introduction to Logic	3
PHL	105	Introduction to Ethics	3
PHL	110	Introduction to Critical Thinking	3
PHL	120	Introduction to World Religions	3
PHL	201	History of Philosophy I	3
PHL	202	History of Philosophy II	3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: Check with transfer school about teacher licensure requirements and meet with a counselor for course selection.

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Physical Education
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
PHYSICAL EDUCATION *(AS76)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9
- PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7
- BIO 120 Principles of Biology 4

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3
- HED 100 Personal Wellness 3

B. Physical & Life Sciences/Mathematics ✔ *add. hrs. 3-6
- BIO 270 Anatomy/Physiology** 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:
- BIO 272 Anatomy and Physiology II** 4

✔ *Assessment required.*

* *Aurora University requires MTH 111*

** *Students should complete the BIO 270 and BIO 272 sequence at Waubonsee prior to transfer.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: Because of teacher licensure requirements, transfer school requirements and WCC graduation requirements, students should meet with a counselor as soon as they declare education their intended major. Please note:

- Students must successfully complete the TAP test before being admitted into most schools of education in Illinois.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Physics
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: PHYSICS *(AS80)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication 3
ENG	101	First-Year Composition I 3
ENG	102	First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

PHY	221	General Physics I 5

D. Mathematics ✔ 3

MTH	131	Calculus/Analytic Geometry I 4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ add. hrs. 3-6

CHM	121	General Chemistry 4
MTH	132	Calculus/Analytic Geometry II 4

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:

CHM	122	Chemistry and Qualitative Analysis 4
MTH	233	Calculus/Analytic Geometry III 4
MTH	240	Differential Equations 3
		or
MTH	236	Introduction to Linear Algebra 4
PHY	222	General Physics II 5

✔ *Assessment required.*

Note: For specific course requirements or recommendations, consult with Counseling.`

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Political Science
THIS IS AN EXAMPLE TO GET STARTED.
Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: POLITICAL SCIENCE *(AA60)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I 3
- ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9
- PSC 100 Introduction to American Government 3
- PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 101 College Mathematics
  or
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9
- PHL 120 Introduction to World Religions 3

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:
- PSC 220 Comparative Government 3
- PSC 240 State and Local Government 3
- PSC 260 Introduction to International Relations 3
- PSC 280 Introduction to Political Philosophy 3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Psychology

THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: PSYCHOLOGY *(AA65)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM 100 Fund. of Speech Communication 3
ENG 101 First-Year Composition I 3
ENG 102 First-Year Composition II 3

B. Social and Behavioral Sciences 9

PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH 107 Basic Statistics*

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 20-21**

✔ *Assessment required.*

* *Students planning to attend Illinois State University should take MTH 210.*

** *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Secondary Education
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
SECONDARY EDUCATION *(AS40)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM 100 Fund. of Speech Communication 3
ENG 101 First-Year Composition I..... 3
ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9

C. Physical and Life Sciences 7**

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 14-18

Recommendations include:

EDU 200 Introduction to Education 3
EDU 202 Clinical Experience in Education 3

✔ *Assessment required.*

* *Secondary education students concentrate electives in the subject they plan to teach.*

** *Students planning to attend Aurora University should also complete the accompanying lab course.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: Because of teacher licensure requirements, transfer school requirements and WCC graduation requirements, students should meet with a counselor as soon as they declare education as their intended major. Note the following:

- Many transfer institutions require attendance at an informational meeting prior to enrollment in a school of education.
- Students must successfully complete the TAP test before being admitted into most schools of education in Illinois.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Social Work
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: SOCIAL WORK *(AS96)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences..... 9
- PSC 100 Introduction to American Government.....3
- PSY 100 Introduction to Psychology 3
- SOC 100 Introduction to Sociology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 101 College Mathematics
  or
- MTH 107 Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔* add. hrs. 3-6

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
- SOC 215 Introduction to Social Work.....3

✔ *Assessment required.*

* *Aurora University requires MTH 111.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Sociology
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: SOCIOLOGY *(AA75)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3

B. Social and Behavioral Sciences 9

PSY	100	Introduction to Psychology	3
SOC	100	Introduction to Sociology	3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics	
		or	
MTH	102	Applied Practical Mathematics	
		or	
MTH	107	Basic Statistics	3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

PSY	235	Social Psychology	3
SOC	120	Racial and Ethnic Relations	3
SOC	130	Sociology of Family	3
SOC	210	Social Problems	3
SOC	230	Sociology of Sex and Gender	3
SOC	240	Sociology of Deviance	3

✔ *Assessment required.*

* *Transfer school may require a second language.*

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Special Education
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION:
SPECIAL EDUCATION *(AS40)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9
- COM 100 Fund. of Speech Communication 3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9
- HIS 121 American History to 1865
- ***or***
- HIS 122 American History Since 1865.....3
- PSC 100 Introduction to American Government.....3
- PSY 100 Introduction to Psychology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3
- MTH 202 Math for Elementary Teachers II 3

E. Humanities and Fine Arts 9
- MUS 100 Music: The Art of Listening
- ***or***
- ART 100 Art Appreciation.....3

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔. add. hrs. 3-6
- MTH 201 Math for Elementary Teachers I 3

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements.....14-18

Recommendations include:
- EDU 200 Introduction to Education 3
- EDU 202 Clinical Experience in Education 3
- EDU 205 Introduction to Technology in Education 3
- EDU 210 Educational Psychology 3
- EDU 220 Introduction to Special Education 3

✔ *Assessment required.*

* *Students planning to attend Northern Illinois University should take HIS 121, HIS 122, PSC 100 and PSY 100.*

Note: For specific course requirements or recommendations, consult with Counseling.

NOTE: Because of teacher licensure requirements, transfer school requirements and WCC graduation requirements, students should meet with a counselor as soon as they declare education as their intended major. Note the following:

- Many transfer institutions require attendance at an informational meeting prior to enrollment in a school of education.
- Students must successfully complete the TAP test before being admitted into most schools of education in Illinois.
- Some transfer institutions require documentation of previous work with special populations.
- Students planning to major in special education at Northern Illinois University need to contact the university's special education undergraduate advisor no later than one year prior to their admission to ensure clinical placement. Failure to do so may result in a delay of registration for the initial block sequence of courses needed for the degree.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Area of Concentration: Theatre
THIS IS AN EXAMPLE TO GET STARTED.

Please see a counselor for specific course information for your transfer college or university.

AREA OF CONCENTRATION: THEATRE *(AA85)*

I. College Requirements

II. General Education Requirements 37

A. Communications ✔ 9

COM	100	Fund. of Speech Communication 3
ENG	101	First-Year Composition I 3
ENG	102	First-Year Composition II 3

B. Social and Behavioral Sciences 9

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	101	College Mathematics
		or
MTH	102	Applied Practical Mathematics
		or
MTH	107	Basic Statistics 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

B. Physical & Life Sciences/Mathematics ✔ .. no add. hrs.

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements* 20-21

Recommendations include:

THE	100	Theatre Appreciation 3
THE	201	Fundamentals of Acting I 3
THE	202	Fundamentals of Acting II 3

✔ *Assessment required.*

* *Transfer school my require a second language.*

Note: Courses recommended for Musical Theatre can include music theory, voice and piano.

Note: For specific course requirements or recommendations, consult with Counseling.

This is ONLY an EXAMPLE. Transfer students should check early with their transfer school and Counseling to ensure they are meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

WAUBONSEE

the value of variety

General Studies Program

General Studies Program

Waubonsee offers an Associate in General Studies degree and a General Studies Certificate of Achievement.

Degree Requirements

Associate in General Studies (AGS)

(GS10) major code

The Associate in General Studies degree is designed primarily for students who have chosen to pursue a broad general program rather than a specific occupational-oriented or baccalaureate-oriented program. This degree is not designed to transfer to a four-year institution, and general education requirements do not meet IAI General Education Core Curriculum guidelines. Courses numbered 100-299 may be counted toward this degree.

I. College Requirements

A. Semester Hours

A total of 60 semester hours or more completed as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all coursework taken, regular student status, and in good standing.

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubonsee, excluding CLEP and proficiency credits.

II. General Education Requirements

Associate in General Studies (AGS) ..... 29-30 sem hrs

(Courses are 3 sem hrs unless indicated.)

A. Communications..... 9 sem hrs

Communications: COM 100, 121
English: 101, 102, 151, 152, 153

B. Social and Behavioral Sciences..... 6 sem hrs

Anthropology: ANT 100, 101, 102, 110, 120
Economics: ECN 100, 105, 110, 121, 122
Geography: GEO 120, 220, 230, 235
History: HIS 101, 102, 121, 122, 205, 215, 220, 225, 235, 245, 290
Political Science: PSC 100, 220, 240, 260, 280
Psychology: PSY 100, 200, 205, 215, 220, 226, 235, 240, 245, 250
Sociology: SOC 100, 120, 130, 210, 215, 230, 240

C. Physical and Life Sciences and Mathematics ..... 6 sem hrs

Astronomy: AST 100, 105 (4), 110 (4), 115
Biology: BIO 100, 101 (1), 102, 103 (1), 104, 110, 111 (1), 120 (4), 122 (4), 126 (4), 128 (4), 200, 250 (4), 260 (4), 262, 264, 270 (4), 272 (4)
Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 231 (4), 232 (4)
Earth Science: ESC 100, 101 (1), 110, 120 (4), 130
Geography: GEO 121 (4), 130, 131,132, 140, 200, 210
Geology: GLG 100, 101 (1), 102 (4), 103,120
Mathematics: MTH 101, 102, 103, 104, 107, 111 (4), 112, 113 (5), 131 (4), 132 (4), 141, 201, 202, 210, 211, 233 (4), 236 (4), 240
Physics: PHY 103, 104 (1), 111 (4), 112 (4), 221 (5), 222 (5)

D. Humanities and Fine Arts..... 6 sem hrs

Art: ART 100, 101, 102, 103, 104, 105, 106, 110, 111, 112, 120, 121, 123, 130, 131, 135, 140, 142, 155, 222, 230, 231, 240, 241, 242, 243, 255, 260, 261, 262, 265, 290, 291, 292
Chinese: CHN 101, 102
English: ENG 204, 205, 206, 211, 212, 215, 220, 221, 222, 225, 226, 227, 228, 229, 230, 235, 240, 245, 255, 260, 265
Film Studies: FLM 250, 260, 270
French: FRE 101, 102, 201, 202
German: GER 101, 102, 201, 202
History: HIS 111, 112, 125
Humanities: HUM 101, 102, 201
Japanese: JPN 101, 102
Music: MUS 100, 101, 102, 105, 110 (2), 120, 121 (4), 123, 124 (1), 150 (2), 151 (2), 154 (2), 160 (1), 161 (1), 162 (1), 164 (1), 166 (1), 167 (1), 168 (1), 169 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5), 180 (1), 181 (1), 182 (1), 183 (1), 184 (1), 185 (1), 186 (1), 187 (1), 188 (1), 200, 210 (4), 211, 212 (2), 213, 215, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 266 (1), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 288 (2)
Philosophy: PHL 100, 101, 105, 110, 120, 140, 201, 202, 220, 230, 240
Sign Language: SGN 101, 102
Spanish: SPN 101, 102, 103, 110, 111, 201, 202, 205, 211, 215
Theatre: THE 100, 110, 130, 201, 202, 205, 210, 220

E. Social Awareness/Personal Growth..... 2-3 sem hrs

Foreign Language/Sign Language:
CHN 101, 102; FRE 101, 102, 201, 202;
GER 101, 102, 201, 202; JPN 101, 102;
SGN 101, 102; SPN 101, 102, 103, 110, 111, 201, 202, 205, 211
Health Education: HED 100
Peace Studies: IDS 210, 220
Personal Development: PDV 100, 101 (1), 102 (1), 131 (1)
Physical Education activity courses: PED 100 –149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services may be granted Physical Education credit for the Social Awareness/ Personal Growth requirement. See page 258 for details.)

III. Elective Requirements..... 30-31 sem hrs

Choose electives numbered 100-299 from any discipline.

General Studies

Certificate Requirements

(GS20) major code

This certificate signifies the completion of one year of college and is awarded to students who apply for the certificate and meet the following requirements:

- complete at least 30 semester hours of credit courses numbered 100-299.
- complete at least 15 semester hours of credit at Waubonsee.

Students can combine credits from traditional and distance learning courses to complete a Certificate of Achievement. Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted
if the coursework was previously completed. Original certificates are issued free of charge. Contact Graduate/Credentials Analyst to apply for the certificate (see directory).

Duplicate certificates are issued at a cost of $5.00. Contact the Graduate/Credentials Analyst for duplicate ordering information.

WAUBONSEE

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Career Education Program

2013/2014

Purpose of the Career Education Curriculum

Career education programs are designed for students seeking specialized training in preparation for employment after leaving Waubonsee Community College. Both the Associate in Applied Science degree (AAS — two-year program) and certificates (usually one year or less) are offered in many technical areas. Although these programs are not primarily designed to transfer to four-year colleges and universities, Waubonsee has established articulation agreements with a number of colleges and universities, and many of the Associate in Applied Science degrees may transfer. See Counseling for more details.

Occupational Program Guarantee

Waubonsee Community College, as an expression of confidence in its faculty, staff and educational programs, guarantees the skills of all occupational AAS degree and certificate graduates subject to the following conditions:

1. All coursework for the degree or certificate must have been completed at Waubonsee Community College.
2. The student must have graduated within four years of initial enrollment.
3. The student must be employed in a job directly related to his/her program of study within two years after graduation from a Waubonsee Community College Associate in Applied Science degree or certificate program.
4. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills as represented by the degree information printed in the college catalog.
5. The retraining is limited to courses regularly offered by the college.
6. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional administrator specifying the courses needed for retraining and the competencies to be mastered.
7. Prerequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
8. A maximum of 15 credit hours of occupational coursework is provided free of tuition under the terms of this guarantee. Lab fees and other course costs are not included.
9. All retraining must be completed within two calendar years after the claim is filed.

For further information concerning this program, contact the Executive Vice President of Educational Affairs/Chief Learning Officer (see directory).

Some of Waubonsee's occupational programs support student participation in SkillsUSA activities. See an advisor or instructor for details.

SkillsUSA®

Degree Requirements

Associate in Applied Science (AAS)

The college recommends that all students create an educational plan with a counselor. Courses numbered 100-299 may be counted toward this degree. This degree is not intended for transfer, and general education requirements do not meet IAI General Education Core Curriculum guidelines. For information about courses in the curriculum that transfer, or about a transfer-oriented program, see a counselor.

I. College Requirements

A. Semester Hours
A total of 60 semester hours or more completed as specified in the following sections.

B. Grade-Points
A minimum cumulative grade point average of 2.0 (C average) in all coursework taken, regular student status and in good standing. An "m" denotes major courses in which a minimum grade of C must be achieved.

C. Academic Residency
Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubonsee, excluding CLEP and proficiency credits.

II. General Education Requirements

Associate in Applied Science AAS ..... 15 sem hrs
(Courses are 3 sem hrs unless indicated.)

A. Communications..... 6 sem hrs
Unless particular courses are specified in the curriculum, choose two of these courses:
English: ENG 101, 102, 151, 152, 153

B. Social and Behavioral Sciences..... 3 sem hrs
Unless a particular course is specified in the curriculum, choose a course from below.
Anthropology: ANT 100, 101, 102, 110, 120
Economics: ECN 100, 105, 110, 121, 122
Geography: GEO 120, 220, 230, 235
History: HIS 101, 102, 121, 122, 205, 215, 220, 225, 235, 245, 290
Political Science: PSC 100, 220, 240, 260, 280
Psychology: PSY 100, 200, 205, 215, 220, 226, 235, 240, 245, 250
Sociology: SOC 100, 120, 130, 210, 215, 230, 240

C. Mathematics or Physical and Life Sciences ..... 3 sem hrs
Unless a particular course is specified in the curriculum, choose a course from below.
Astronomy: AST 100, 105 (4), 110 (4), 115
Biology: BIO 100, 101 (1), 102, 103 (1), 104, 110, 111 (1), 120 (4), 122 (4), 126 (4), 128 (4), 200, 250 (4), 260 (4), 262, 264, 270 (4), 272 (4)
Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 231 (4), 232 (4)
Earth Science: ESC 100, 101 (1), 110, 120 (4),130
Geography: GEO 121 (4), 130, 131, 132, 140, 200, 210
Geology: GLG 100, 101 (1), 102 (4), 103,120
Mathematics: MTH 101, 102, 103, 104, 107, 111 (4), 112,113 (5), 131 (4), 132 (4), 141, 201, 202, 210, 211, 233 (4), 236 (4), 240
Physics: PHY 103, 104 (1), 111 (4), 112 (4), 221 (5), 222 (5)

D. Humanities and Fine Arts..... 3 sem hrs
Unless a particular course is specified in the curriculum, choose a course from below.

Art: ART 100, 101, 102, 103, 104, 105, 106, 110, 111, 112, 120, 121, 123, 130, 131, 135, 140,142, 155, 222, 230, 231, 240, 241, 242, 243, 255, 260, 261, 262, 265, 290, 291, 292
Chinese: CHN 101, 102
Communications: COM 100, 110, 115, 120, 121, 122, 135, 150, 200, 201
English: ENG 204, 205, 206, 211, 212, 215, 220, 221, 222, 225, 226, 227, 228, 229, 230, 235, 240, 245, 255, 260, 265
Film Studies: FLM 250, 260, 270
French: FRE 101, 102, 201, 202
German: GER 101, 102, 201, 202
History: HIS 111, 112, 125
Humanities: HUM 101, 102, 201
Japanese: JPN 101, 102
Music: MUS 100, 101, 102, 105 (2), 110 (2), 120, 121 (4), 123, 124 (1), 150 (2), 151 (2), 154 (2), 160 (1), 161 (1), 162 (1), 164 (1), 166 (1), 167 (1), 168 (1), 169 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5), 180 (1), 181 (1), 182 (1), 183 (1), 184 (1), 185 (1), 186 (1), 187 (1), 188 (1), 200, 210, 211, 212 (2), 213, 215, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 266 (1), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 288 (2)
Philosophy: PHL 100, 101, 105, 110, 120, 140, 201, 202, 220, 230, 240
Sign Language: SGN 101, 102
Spanish: SPN 101, 102, 103, 110, 111, 201, 202, 205, 211, 215
Theatre: THE 100, 110, 130, 201, 202, 205, 210, 220

III. Major Field and Elective Requirements

Students must satisfactorily complete all courses specified in the curriculum of their choice. See the individual occupational degree and certificate sections and the course descriptions for details.

Certificate of Achievement Requirements

Occupational certificate programs are developed and offered in areas where job-entry training and educational requirements usually can be met in less than two years. Some certificate programs are offered during evening or weekend classes. Some require that courses be taken concurrently. Some require concurrent employment in the field. Other programs are designed for students who can only take one course a semester and complete the certificate over a longer period of time. Students should check the curriculum carefully and consult with a counselor for help meeting requirements for each individual program.

To be awarded a Certificate of Achievement, students must complete the following general requirements:

- complete one of the prescribed certificate curricula;
- achieve a minimum grade of C in each major course completed at Waubonsee;
- complete at least one-half of all credit hours at Waubonsee.

Although academic requirements may change with each edition of the college catalog, students are responsible for the certificate or degree requirements that are specified in the official college catalog at the time the student completes his/her first credit course. A student may elect to follow the certificate or degree requirements set forth in any subsequent catalog if the student completes a credit course during that catalog's effective dates. Requirements may not be combined from different catalogs. No student may graduate using the requirements of a Waubonsee Community College catalog that is more than five years old at the date of graduation.

In the case of curriculum changes and the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate or degree requirements. Course substitutions must be approved in writing by the appropriate Dean or the Assistant Vice President of Instruction. The student has the ultimate responsibility to fulfill the requirements for the certificate or degree, to check the eligibility to take courses and to observe the academic rules governing the program. A degree or certificate cannot be awarded if the program has been withdrawn.

Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted if the coursework was previously completed. Application for Certificate forms can be found at mywcc, on the student tab in the Student Success box; or students may contact their counselor or the Graduate/Credentials Analyst.

Original certificates are issued free of charge. Duplicate certificates are issued at the cost of $5.00. Contact the Graduate/Credentials Analyst for duplicate ordering information.

NOTE: The letter "m" in a curriculum listing indicates a major course in which a minimum grade of C must be achieved.

Occupational Program Descriptions

Each occupational program offered at the college is described in the following sections. These programs are designed as career education and are not intended to transfer.

Although most Associate in Applied Science (AAS) degrees can be accomplished in two years of full-time study, some may require additional time because of class scheduling criteria or because of required practicums or additional coursework. For example, the Interpreter Training program specifically requires an additional session following the standard program. Students should work closely with their counselors to anticipate required coursework in each individual program they start.

The list below shows all Associate in Applied Science (AAS) degrees and Certificates of Achievement offered at Waubonsee Community College. For additional AAS degree and certificate curricula offered in cooperation with other community colleges, see "Cooperative Agreements" in the Career Connections section of this catalog.

Note: General career information found in the following section is based on the U.S. Bureau of Labor Statistics Occupational Outlook Handbook. Visit www.bls.gov/oco/home.htm.

WAUBONSEE

the skills employers want

Career Education

Degrees and Certificates

2013/2014

Accounting

Accounting

Associate in Applied Science Degree

(010A) major code

This program prepares the student for entry-level positions or to be a junior member of the accounting staff of a private business, industrial enterprise, public accounting firm or governmental agency. Emphasis is on the financial record keeping aspects of accounting and the preparation and analysis of reports as a basis for managerial decisions.

General Education Requirements 15

	COM	100	***or*** 121 ***or*** 201 Communications 3
	ENG	101	***or*** 151 English 3
	ENG	102	***or*** 152 ***or*** 153 English 3
	MTH	104	Business Mathematics 3
			Economics elective• 3

Accounting Major Program Requirements 20

m	ACC	120*	Financial Accounting 3
m	ACC	121	Managerial Accounting 3
m	ACC	130	Payroll Accounting 2
m	ACC	201	Individual Tax Accounting 3
m	ACC	220	Intermediate Accounting I 3
m	ACC	230	Microcomputer Accounting Applications 3
m	ACC	240	Cost Accounting 3

Additional Program Requirements 15

	BUS	100	Introduction to Business 3
	BUS	210	***or*** 211 Business Law 3
	CIS	110	Business Information Systems 3
	CIS	112	Comprehensive Excel Spreadsheet 3
	MGT	200	Principles of Management 3

Electives 10

Select electives from: Accounting (ACC), Business (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Entrepreneurship (ETR), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

* *Students with a grade point average below a 3.0 should consider taking ACC 115 Fundamentals of Accounting or MTH 104 Business Math before taking ACC 120. Students who choose ACC 115 may apply it as an elective in this program.*

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Job Titles

- Accountant
- Accounting Associate
- Auditor
- Billing Associate
- Bookkeeper
- Payroll Associate
- Tax Preparer

About the Occupation

Accountants generally work in one of four major areas. Public accountants are employed primarily in auditing, taxation or consulting businesses. Management accountants provide financial guidance and planning for a company. Government accountants maintain and examine the records of government agencies and audit private businesses that are subject to government regulations. Internal auditors review their company's operations.

Highlights of Waubonsee's Program

- Students can earn college credit and gain hands-on experience preparing taxes for low to moderate-income families in the Volunteer Income Tax Assistance (VITA) program. Waubonsee has participated since 2005.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information visit www.abg.org.

Professional Certification Opportunities:

- Certified Public Accountant (CPA)—To sit for the CPA examination in Illinois, the candidate must have 150 hours of acceptable college level education, including at least a bachelor's degree. For additional information visit www.ilboa.org. 30 hours must be in accounting (see page 78); an additional 24 hours in business courses are required.
- Certified Management Accountant (CMA) — The CMA is a national program with no state affiliates. The candidate must have a baccalaureate degree in any field and have two continuous years of professional experience in the field. For additional information visit www.imanet.org.
- Fundamental Payroll Certification (FPC) — The FPC is open to all those who wish to demonstrate a baseline of payroll competency. The FPC is designed for entry-level payroll professionals and professionals serving the payroll industry.

Accounting

Certificate of Achievement

(013A) major code

The certificate in accounting is given for completion of the accounting sequence of courses. The certificate acknowledges proficiency in accounting and prepares the student for entry-level or junior accountant positions.

Course Requirements

m	ACC	120	Financial Accounting	3
m	ACC	121	Managerial Accounting	3
m	ACC	201	Individual Tax Accounting	
			or	
m	ACC	205	Business Tax Accounting	3
m	ACC	220	Intermediate Accounting I	3
m	ACC	221	Intermediate Accounting II	3
m	ACC	230	Microcomputer Accounting Applications	3
m	ACC	240	Cost Accounting	3
	BUS	210	***or*** 211 Business Law	3
	CIS	112	Comprehensive Excel Spreadsheet	3

PROGRAM TOTAL 27

m *Major course requires minimum grade of C.*

Payroll and Tax Accounting

Certificate of Achievement

(015B) major code

This certificate prepares the student for entry-level jobs as a payroll clerk and general accounting clerk. Students will also be prepared for the Fundamental Payroll Certification Test (FPC) offered by the American Payroll Association.

Course Requirements

m	ACC	115	Fundamentals of Accounting	3
m	ACC	130	Payroll Accounting	2
m	ACC	201	Individual Tax Accounting	3
m	ACC	230	Microcomputer Accounting Applications	3
	CIS	110	Business Information Systems	3
	CIS	112	Comprehensive Excel Spreadsheet	3

PROGRAM TOTAL 17

m *Major course requires minimum grade of C.*

CPA Preparation Post-Baccalaureate

Certificate of Achievement

(017B) major code

This certificate provides the student who has already earned a bachelor's or higher degree from an accredited educational institution the minimum accounting requirements to sit for the Certified Public Accountant (CPA) exam.

To qualify for the CPA exam, the Illinois Board of Examiners requires 150 semester hours of acceptable credit. These hours must include a minimum of 30 semester hours in accounting in addition to 24 semester hours in business courses (other than accounting).

Please visit http://www.illinois-cpa-exam.com for more information.

Course Requirements

m	ACC	120	Financial Accounting	3
m	ACC	121	Managerial Accounting	3
m	ACC	201	Individual Tax Accounting	3
m	ACC	205	Business Tax Accounting	3
m	ACC	220	Intermediate Accounting I	3
m	ACC	221	Intermediate Accounting II	3
m	ACC	240	Cost Accounting	3
m	ACC	250	Auditing I	3
m	ACC	251	Auditing II	3
m	ACC	252	Accounting Research and Analysis	2
m	ACC	260	Advanced Accounting	3

PROGRAM TOTAL 32

m *Major course requires minimum grade of C.*

CMA Preparation
Post-Baccalaureate
Certificate of Achievement
(018B) major code

This certificate provides the student who has already earned a bachelor's or higher degree from an accredited educational institution the suggested accounting and business requirements to sit for the Certified Management Accountant examination. An additional requirement to qualify for the Certified Management Accountant exam is a minimum of two years full time (four years part time) continuous experience in management accounting and/or financial management.

Please visit http://www.imanet.org for more information.

Course Requirements

m	ACC	120	Financial Accounting	3
m	ACC	121	Managerial Accounting	3
m	ACC	220	Intermediate Accounting I	3
m	ACC	221	Intermediate Accounting II	3
m	ACC	240	Cost Accounting	3
m	BUS	207	Business Statistics	3
m	BUS	210	Legal Environment of Business	3
m	ECN	121	Principles of Economics- Macroeconomics	3
m	ECN	122	Principles of Economics- Microeconomics	3
m	FIN	200	Principles of Finance	3

PROGRAM TOTAL 30

m *Major course requires minimum grade of C.*

Administrative Office Systems

Job Titles

- Office Manager
- Administrative Assistant
- Legal or Medical Secretary
- Secretary or Receptionist
- Records Manager

About the Occupation

Secretarial and administrative office personnel are at the center of the communications hub in any organization. Efficiency in business operations depends on processing and transmitting information to staff and others. These support positions can be found in virtually all industries.

Highlights of Waubonsee's Program

- Waubonsee offers hands-on training using all the latest software for word processing, spreadsheets, databases and presentations.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information visit www.abg.org.

Professional Certification Opportunities:

- *Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP)* — Students who earn the Administrative Assistant AAS degree may be eligible to earn these designations from the International Association of Administrative Professionals (IAAP). Students who successfully complete the national exam and have the appropriate work experience and college education receive the credential. For additional information visit www.iaap-hq.org.
- *Microsoft Office Specialist (MOS) Certifications* Earning a Microsoft Office Specialist certification, on Microsoft Office programs and Windows operating systems, can differentiate students in today's competitive job market, broaden employment opportunities by displaying advanced skills, and result in higher earning potential. For more information visit www.microsoft.com.

Administrative Assistant

Associate in Applied Science Degree

(031A) major code

The administrative assistant degree combines well-balanced academic fundamentals with administrative assistant instruction, giving graduates the expert office skills and in-depth software knowledge needed to hold positions of responsibility and importance in many areas of the business world. This program raises the office skills of the student to a professional level through courses emphasizing teamwork and project management, and also gives the student a technical background through completion of technical skills courses. Overall, it provides the student with a mature understanding of professional responsibilities and minimizes the need for additional on-the-job training.

	General Education Requirements			**15**
	COM	121	***or*** 100 ***or*** 201 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 English	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3
	Administrative Assistant Major Program Requirements			**29**
m	AOS	110	Computer Software for the Office	3
m	AOS	113	PowerPoint Presentations for Business	3
m	AOS	114	Comprehensive Word Processing	3
m	AOS	115	Document Formatting	3
m	AOS	130	Customer Service	2
m	AOS	140	Proofreading and Number Skills	3
m	AOS	205	Records Management	3
m	AOS	210	Emerging Technologies	3
m	AOS	280	Administrative Office Systems	3
m	CIS	112	Comprehensive Excel Spreadsheet	3
	Additional Program Requirements			**9**
	ACC	120	***or*** 115 Accounting	3
	BUS	100	Introduction to Business	3
	BUS	210	***or*** 211 Business Law	3
	Electives			**7**

Select electives from: Accounting (ACC), Administrative Office Systems (AOS), Business (BUS), Computer Information Systems (CIS), Economics (ECN), Entrepreneurship (ETR), Finance (FIN), Health Information Technology (HIT), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

m *Major course requires minimum grade of C.*

Administrative Assistant

Certificate of Achievement

(045A) major code

A variety of office support functions in a wide range of office situations is the focus of this certificate. In-depth software knowledge, organization, planning and team work are emphasized throughout the courses. The certificate provides the student with a well developed understanding of professional responsibilities and minimizes the need for additional on-the-job training.

Course Requirements

m	AOS	100	Keyboarding	1
m	AOS	110	Computer Software for the Office	3
m	AOS	113	PowerPoint Presentations for Business	3
m	AOS	114	Comprehensive Word Processing	3
m	AOS	115	Document Formatting	3
m	AOS	130	Customer Service	2
m	AOS	140	Proofreading and Number Skills	3
m	AOS	205	Records Management	3
m	AOS	210	Emerging Technologies	3
m	CIS	112	Comprehensive Excel Spreadsheet	3

PROGRAM TOTAL 27

m *Major course requires minimum grade of C.*

Office Software Specialist

Certificate of Achievement

(048A) major code

This program provides students with the software skills necessary to work with typical business applications in an office environment. A program graduate has office experience using these applications: word processing, spreadsheet, database, presentation graphics and personal digital assistants.

Course Requirements

m	AOS	100	Keyboarding	1
m	AOS	110	Computer Software for the Office	3
m	AOS	113	PowerPoint Presentations for Business	3
m	AOS	114	Comprehensive Word Processing	3
m	AOS	210	Emerging Technologies	3
m	CIS	112	Comprehensive Excel Spreadsheet	3

PROGRAM TOTAL 16

m *Major course requires minimum grade of C.*

Art

Job Titles

- Craft Artists
- Painters
- Sculptors
- Illustrators
- Merchandise Displayers

About the Occupation

The talent and skills of a studio artist can be appreciated in so many places outside of an art gallery. Captivating billboards, appealing window displays and custom-painted automobiles are just a few examples of studio artists at work. Successful artists learn a broad range of artistic skills that lead to an array of artistic vocations. These skills, however, are first attained in the studio classroom.

Highlights of Waubonsee's Program

Students develop a professional portfolio that can help them land a job after graduation.

Studio Art

Certificate of Achievement

(912A) major code

This certificate is an occupational certificate designed to develop basic art studio skills. Typical job opportunities include art administrator, artist, auto detailer/pin-striper, billboard artist, cartoonist, courtroom sketcher, display/set designer, fashion artist/designer, illustrator, muralist, studio potter and tattoo artist.

	Course Requirements			20
m	ART	102	History of Western Art—Renaissance to Modern Art	3
m	ART	110	Design I	3
m	ART	111	Design II	3
m	ART	112	Color	3
m	ART	120	Basic Drawing I	3
m	ART	130	Ceramics I	3
m	ART	291	Digital Art Portfolio	1
m	ART	292	Art Professional Development	1
	Electives			6
	Select electives from the courses listed.			
m	ART	121	Basic Drawing II	3
m	ART	131	Ceramics II	3
m	ART	135	Basic Digital Photography	
			or	
	ART	142	Beginning Digital Photography	3
m	ART	140	Photography I	3
m	ART	155	Sculpture I	3
m	ART	222	Life Drawing	3
m	ART	231	Materials: Clay and Glaze Development	1
m	ART	260	Painting I	3
m	ART	297	Art Internship	1
m	ART	298	Art Internship	2
m	ART	299	Art Internship	3
m	ETR	140	Introduction to Entrepreneurship	3
	PROGRAM TOTAL			**26**

m *Major course requires minimum grade of C.*

Auto Body Repair

Auto Body Repair Business Operations
Associate in Applied Science Degree

(700A) major code

This degree gives the student the technical knowledge and experience to gain employment or advance in the auto body repair industry. It is intended for those students interested in owning, operating or managing an auto body repair business. The basic and advanced Certificates of Achievement in auto body repair are built into this degree, allowing the student to complete the degree after having completed the certificates. Students who successfully complete all auto body courses are prepared to take the ASE's Auto Body Certification Exam.

NOTE: All students enrolled in the auto body repair program are required to provide their own hand tools, safety glasses, protective clothing and safety shoes. A list of specific requirements for the program is available from the automotive parts store in Akerlow Hall and is distributed to students the first week of classes.

	General Education Requirements			**15**
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 English	3
	COM	121	***or*** 100 ***or*** 201 Communication	3
	MTH	103	***or*** 104 Math	3
			Economics elective •	3
	Major Program Requirements - Fall Semester			**16**
m	ABR	100	Auto Body Welding	3
m	ABR	105	Sheet Metal Repair	2
m	ABR	110	Fiberglass Panel and Plastic Repair	2
m	ABR	115	Basic Auto Body Repair	4
m	ABR	120	Auto Painting and Refinishing	4
m	ABR	125	Auto Body Careers	1
	Spring Semester			**16**
m	ABR	130	Automotive Collision Appraisal	1
m	ABR	135	Frame Repair	6
m	ABR	140	Glass Service	1
m	ABR	145	Intermediate Auto Body Repair	6
m	ABR	150	Chassis and Electrical Systems for Auto Collision	2
	Summer Semester			**3**
m	ABR	215	Advanced Auto Body Repair	3
	Additional Program Requirements			**12**
m	3 hours of ABR internship; *ABR 299 recommended			3
	AOS	110	Computer Software for the Office	
			or	
	CIS	110	Business Information Systems	3
	BUS	100	Introduction to Business	
			or	
	ETR	150	Business Plan Development	
			or	
	BUS	220	Leadership in Business	3
	MKT	200	Principles of Marketing	
			or	
	MKT	210	Principles of Selling	3
	PROGRAM TOTAL			**62**

m *Major course requires minimum grade of C.*

* *ABR297 or ABR298 may be substituted.*

• *See course choices listed on pages 72-73.*

Job Titles

- Automotive Body Painter
- Collision Repair Technician

About the Occupation

While automotive technology continues to advance, the need will always exist for highly skilled automobile body repair personnel. These individuals repair or replace damaged parts and paint vehicles of all types. The equipment they use ranges from simple hand tools to computerized alignment equipment.

Highlights of Waubonsee's Program

- Waubonsee Community College's auto body repair program is structured around Automotive Service Excellence (ASE) standards.
- Students get real-world experience by working on a wide variety of vehicles.
- Students begin by learning basic repair techniques and advance to use sophisticated computer-controlled equipment.
- Students develop painting skills using conventional solvent-based painting techniques and environmentally friendly water-borne techniques.
- At least one auto body student has placed first in the Illinois SkillsUSA competition each of the last four years, with one student placing second at the national level.

AUTO BODY REPAIR PROGRAM REQUIREMENTS: DEGREE AND CERTIFICATE

- The Auto Body Repair program is a full-time block program.
- Prior to enrolling, students are required to fill out the New Student Information Form and pass the college's reading assessment test.
- All students in the Auto Body Repair program are required to purchase supplies and equipment by the second week of class. The estimated total cost is between $325 and $460. A list of the specific requirements is available in Akerlow Hall, Room 230.
- Students may not have any facial hair that comes into contact with their respirator.

Basic Auto Body Repair

Certificate of Achievement

(703B) major code

This certificate provides students with the knowledge and skills for paint preparation and basic body repair, which prepare an individual for entry-level positions within the collision repair industry.

Course Requirements

m	ABR	100	Auto Body Welding	3
m	ABR	105	Sheet Metal Repair	2
m	ABR	110	Fiberglass Panel and Plastic Repair	2
m	ABR	115	Basic Auto Body Repair	4
m	ABR	120	Auto Painting and Refinishing	4
m	ABR	125	Auto Body Careers	1

PROGRAM TOTAL 16

m *Major course requires minimum grade of C.*

Advanced Auto Body Repair

Certificate of Achievement

(705B) major code

This certificate builds on the basic certificate, providing students with knowledge and skills in the areas of frame repair, glass service, chassis repair, electrical system repair and automotive collision repair appraisal. Students who successfully complete this certificate are prepared to take the ASE Auto Body Certification exam and to begin their career as an auto body repair technician.

Course Requirements

Fall Semester 16

m	ABR	100	Auto Body Welding	3
m	ABR	105	Sheet Metal Repair	2
m	ABR	110	Fiberglass Panel and Plastic Repair	2
m	ABR	115	Basic Auto Body Repair	4
m	ABR	120	Auto Painting and Refinishing	4
m	ABR	125	Auto Body Careers	1

Spring Semester 16

m	ABR	130	Automotive Collision Appraisal	1
m	ABR	135	Frame Repair	6
m	ABR	140	Glass Service	1
m	ABR	145	Intermediate Auto Body Repair	6
m	ABR	150	Chassis and Electrical Systems for Collision Repair	2

Summer Semester 6

m	ABR	215	Advanced Auto Body Repair	3
m	3 hours of ABR internship; *ABR 299 recommended			3

PROGRAM TOTAL 38

* *ABR 297 or ABR 298 may be substituted.*

m *Major course requires minimum grade of C.*

Automotive Technology

Automotive Technology
Associate in Applied Science Degree

(710A) major code

The Associate in Applied Science degree (AAS) provides students with a background in the various phases of automotive technology. It gives students the necessary skills to seek employment in areas indicated in the automotive Certificates of Achievement. In addition, it provides the fundamentals necessary to work as a lab technician. The degree is generally accepted at four-year schools that also offer an automotive degree leading to jobs in sales, service, research and development and education. This degree and the automotive technology certificates prepare the student to take certain ASE certification tests sponsored by the National Institute for Automotive Service Excellence. The program is a master ASE certified training program and a master NATEF certified program.

	General Education Requirements			**15**
	COM	100	***or*** 121 ***or*** 201 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 153 English	3
	MTH	101	***or*** 107 ***or*** 103 Mathematics	3
	PSY	100	Introduction to Psychology	3
	Program Prerequisite Course			**2**
m	AUT	100	Fundamentals of Automotive Technology	2
	Major Program Requirements - First Year			**24**
m	AUT	110	Engine Service I	3
m	AUT	111	Automotive Power Trains	3
m	AUT	112	Automotive Brake Systems	3
m	AUT	113	Automotive Electrical/Electronic Systems	3
m	AUT	120	Engine Service II	3
m	AUT	122	Automotive Suspension and Wheel Alignment	3
m	AUT	123	Automotive Ignition Systems	3
m	AUT	124	Automotive Fuel and Emission Systems	3
	Major Program Requirements - Second Year			**24**
m	AUT	116	Automotive Business Operations	3
m	AUT	231	Automatic Transmissions/Transaxles	3
m	AUT	232	Advanced Brakes and Suspension Systems	3
m	AUT	233	Applied Automotive Fuels and Electricity	3
m	AUT	240	Service Shop Operations (3)	
			or	
m	AUT	211	Automotive Recycling Basics (1.5)	
			and	
m	AUT	212	Environmental Standards for Automotive Recycling (1.5)	3
m	AUT	243	Advanced Engine Control Systems	3
m	AUT	245	Automotive Heating and Air Conditioning	3
m	AUT	246	Automotive Accessories and Diagnostics	3
	PROGRAM TOTAL			**65**

m *Major course requires minimum grade of C.*

NOTE: All students enrolled in the automotive technology program are required to provide their own hand tools, safety glasses, protective clothing and safety shoes. A list of specific requirements for the program is available from the automotive parts store in Akerlow Hall and is distributed to students the first week of classes.

Job Titles

- Automotive Technician
- Automotive Lab Technician
- Automotive Service Manager
- Automotive Parts/Equipment Salesperson
- Automotive Technical Instructor
- Automotive Technical Writer

About the Occupations

As automotive technology becomes increasingly sophisticated, the knowledge and skills required by automotive technicians are constantly changing. Today's automotive technicians must possess a strong mechanical aptitude and a sound understanding of automotive electronics and computer controls. They must be skilled problem solvers who are often called upon to quickly and accurately diagnose and repair the most hard-to-find problems.

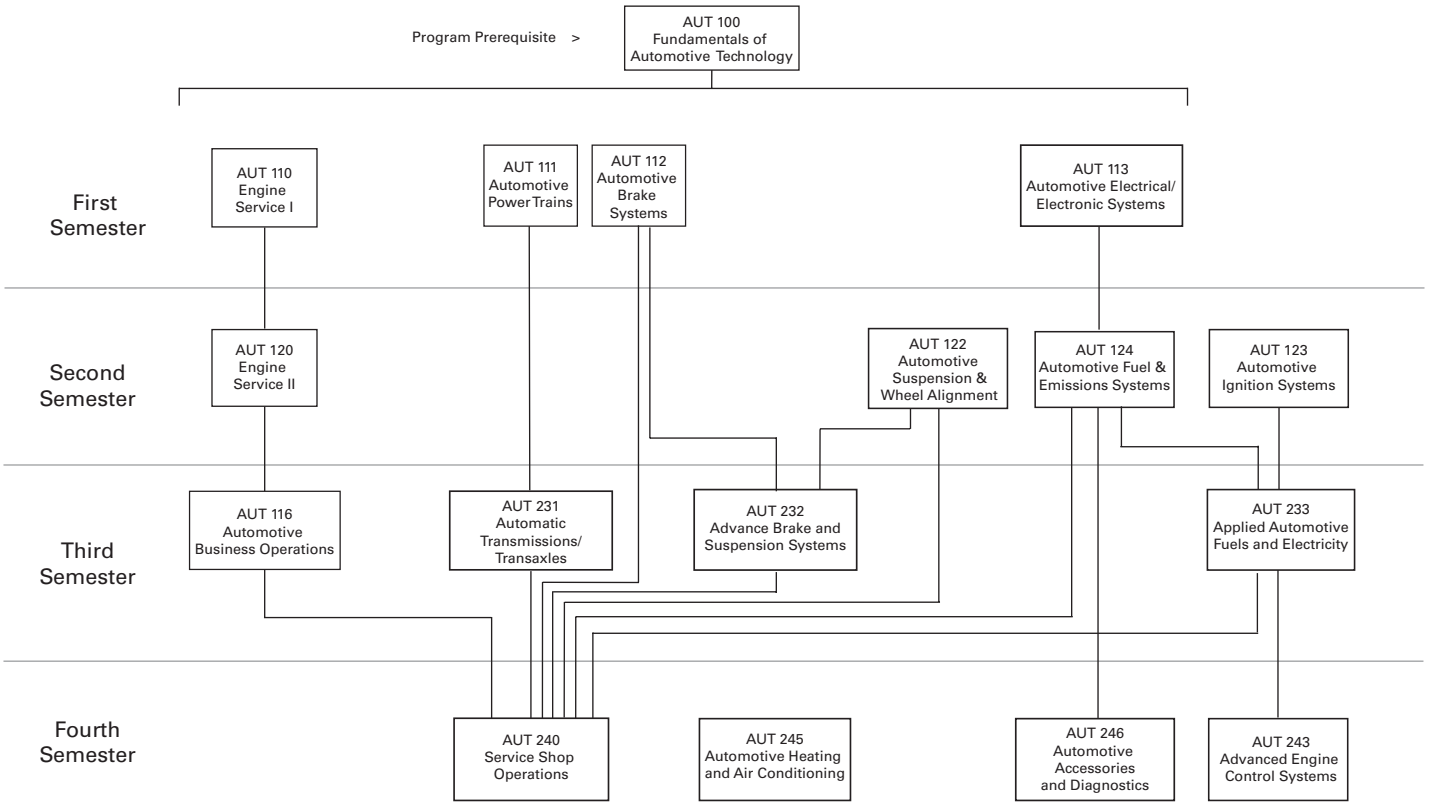
Highlights of Waubonsee's Program

- Waubonsee Community College's automotive technology program is structured around Automotive Service Excellence (ASE) standards and has received Master Automotive Service certification by the National Automotive Technicians Education Foundation (NATEF).
- In 2007 Waubonsee's automotive technology program won the national Award of Excellence from the Automotive Industry Planning Council (AIPC) and ranked first in the nation.
- Waubonsee students have received more than 70 awards at SkillsUSA competitions over the years.

Professional Certification Opportunities

Waubonsee's program prepares students to pass a variety of Automotive Service Excellence (ASE) Foundation certifications.

Course Sequence for Automotive Technology Requirements



Automotive Brake and Suspension

Certificate of Achievement

(716A) major code

This certificate is a comprehensive program covering the fundamentals of both front- and rear-wheel drive suspension and alignment. Additionally, the student learns to repair and overhaul brake systems for both domestic and foreign cars. Hydraulic systems are diagnosed and repaired, including master cylinders. Drum/disc brake diagnosis and repair include measuring and machining of brake drums/rotors. Anti-lock brake systems are covered. After successful completion of the certificate, the student should be eligible to take ASE's Brakes Exam and the Suspension and Steering Exam.

Course Requirements

m	AUT	100	Fundamentals of Automotive Technology	2
m	AUT	112	Automotive Brake Systems	3
m	AUT	122	Automotive Suspension and Wheel Alignment	3
m	AUT	232	Advanced Brakes and Suspension Systems	3

PROGRAM TOTAL 11

m *Major course requires minimum grade of C.*

Automotive Electrical/Electronics

Certificate of Achievement

(715A) major code

Electrical/electronics troubleshooting and maintenance is the fastest growing area of the automotive repair business. It is also the most complex. The program progresses from understanding the basic electrical system (12-volt) to the intricacies of accessories diagnostics and repair. Competency and accuracy in the use and calibration of basic electrical/electronics measuring tools (DC voltmeter, oscilloscope, etc.) are emphasized. After successful completion of the certificate, the student should be eligible to take ASE's Electrical Systems Exam.

Course Requirements

m	AUT	113	Automotive Electricity/Electronics Systems	3
m	AUT	123	Automotive Ignition Systems	3
m	AUT	233	Applied Automotive Fuels and Electricity	3
m	AUT	243	Advanced Engine Control Systems	3
m	AUT	246	Automotive Accessories and Diagnostics	3

PROGRAM TOTAL 15

m *Major course requires minimum grade of C.*

Automotive Maintenance

Certificate of Achievement

(713A) major code

This certificate program provides students with basic knowledge to diagnose and repair all automotive systems, both foreign and domestic. With an emphasis on diagnosing problems quickly and accurately, students learn to develop a comprehensive work plan or checklist based on customer complaints and preliminary diagnostics. State-of-the-art tools and diagnostic equipment are available to aid students in their skill development. Students pursuing this certificate should seriously consider completing the Associate in Applied Science degree. After successful completion of the certificate, the student should be eligible to take one or all eight of ASE's automotive certification exams.

Course Requirements

	Program Prerequisite Course			**2**
m	AUT	100	Fundamentals of Automotive Technology	2
	First Year			**24**
m	AUT	110	Engine Service I	3
m	AUT	111	Automotive Power Trains	3
m	AUT	112	Automotive Brake Systems	3
m	AUT	113	Automotive Electricity/ Electronics Systems	3
m	AUT	116	Automotive Business Operations	3
m	AUT	122	Automotive Suspension and Wheel Alignment	3
m	AUT	123	Automotive Ignition Systems	3
m	AUT	124	Automotive Fuel and Emission Systems	3
	Second Year			**24**
m	AUT	120	Engine Service II	3
m	AUT	231	Automotive Transmissions/Transaxles	3
m	AUT	232	Advanced Brakes and Suspension Systems	3
m	AUT	233	Applied Automotive Fuels and Electricity	3
m	AUT	240	Service Shop Operations (3)	
			or	
m	AUT	211	Automotive Recycling Basics (1.5)	
			and	
m	AUT	212	Environmental Standards for Automotive Recycling (1.5)	3
m	AUT	243	Advanced Engine Control Systems	3
m	AUT	245	Automotive Heating and Air Conditioning	3
m	AUT	246	Automotive Accessories and Diagnostics	3
	PROGRAM TOTAL			**50**

m *Major course requires minimum grade of C.*

Automotive Transmission and Driveline

Certificate of Achievement

(717A) major code

This certificate covers manual drive train/final drive and automatic transmissions/transaxles. To be proficient in this area, one has to have a broad knowledge of all the areas directly related to power trains, i.e., engine operation, brakes and suspensions. These related topics are adequately covered in the certificate course of study. The ability to accurately diagnose and trouble-shoot in-vehicle transmission/ transaxle is an important learning outcome. The presentation is hands-on and students get to repair and test a wide variety of transmissions. After successful completion of the certificate, students should be eligible to take ASE's Automatic Transmission/Transaxle Exam and Manual Drive Train and Axle Exam.

Course Requirements

m	AUT	100	Fundamentals of Automotive Technology	2
m	AUT	110	Engine Service I	3
m	AUT	111	Automotive Power Trains	3
m	AUT	231	Automotive Transmissions/Transaxles	3
m	AUT	232	Advanced Brakes and Suspension Systems	3
m	AUT	240	Service Shop Operations	3
	PROGRAM TOTAL			**17**

m *Major course requires minimum grade of C.*

Engine Performance

Certificate of Achievement

(714A) major code

This certificate focuses on all aspects of driveability issues, from fuel injection to computer controls. Hands-on topics move from the routine (engine design and operation) to the complex (fuel and emission systems). This certificate enables the student to gain entry-level employment in automotive dealerships, independents, and fleet service facilities. After successful completion of the certificate, the student should be eligible to take ASE's Engine Performance Exam.

Course Requirements

m	AUT	110	Engine Service I	3
m	AUT	113	Automotive Electricity/Electronics Systems	3
m	AUT	123	Automotive Ignition Systems	3
m	AUT	124	Automotive Fuel and Emission Systems	3
m	AUT	233	Applied Automotive Fuels and Electricity	3
m	AUT	240	Service Shop Operations	3
m	AUT	243	Adv. Engine Control Systems	3
m	AUT	246	Automotive Accessories and Diagnostics	3
	PROGRAM TOTAL			**24**

m *Major course requires minimum grade of C.*

Automotive Recycling

Certificate of Achievement

(718A) major code

The Automotive Recycling Certificate of Achievement prepares graduates for positions in the automotive recycling industry. The program develops dismantling, parts grading, and quality control skills. Coursework also focuses on following environmental best practices during automotive recycling.

Course Requirements

m	AUT211	Automotive Recycling Basics	1.5
m	AUT212	Environmental Standards for Automotive Recycling	1.5
	PROGRAM TOTAL		**3**

m *Major course requires minimum grade of C.*

Business Administration

Business Administration

Associate in Applied Science Degree

(130C) major code

Organizations operate on business principles. Business administration jobs cover a broad spectrum of the corporate world. The core business functions of accounting, economics, management, and marketing are necessary skills taught with a focus on problem solving and practical application in the workplace. A degree in business prepares graduates to work in a variety of for-profit as well as not-for-profit settings, including manufacturing and service environments.

General Education Requirements 15

	COM	100	***or*** 121 ***or*** 201 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
	MTH	104	Business Mathematics	3
			Economics elective (recommend ECN121 or ECN122)•	3

Management Major Program Requirements 33

m	ACC	120	***or*** 115 Accounting	3
m	ACC	121	***or*** 230 Accounting	3
m	BUS	100	Introduction to Business	3
m	BUS	210	***or*** 211 Business Law	3
m	BUS	215	Business Ethics	3
m	BUS	220	Leadership in Business	3
m	CIS	110	Business Information Systems	3
m	CIS	112	Comprehensive Excel Spreadsheet	3
m	MGT	200	Principles of Management	3
m	MKT	200	Principles of Marketing	3
m			Economics elective (recommend ECN121 or ECN122)	3

Electives and Emphasis Areas 12

Students wanting to specialize in a particular business area should select electives from one emphasis area; students wanting a more general approach can select any electives from the categories listed.

Management

m	BUS	225	Organizational Behavior	3
	MGT	210	Supervisory Management	3
	MGT	215	Human Resources Management I	3

Marketing

MKT	210	Principles of Selling	3
MKT	215	Principles of Advertising	3
MKT	260	Consumer Behavior	3

Electives

Electives may be selected from: Accounting (ACC), Administrative Office Systems (AOS), Business (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Entrepreneurship (ETR), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB), PSY 245.

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Job Titles

- Supervisor
- Manager
- Customer Relations Specialist
- Marketing and Communications Specialist

About the Occupation

Business administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. These career opportunities are available in every sector of the economy.

Highlights of Waubonsee's Program

- As in all of Waubonsee's business programs, management and marketing students are encouraged to complete an internship to gain both college credit and valuable on-the-job experience.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Professional Association Opportunities:

- *American Management Association (AMA)* – This international organization is dedicated to building management excellence. Student membership is available. Visit www.amanet.org.
- *American Marketing Association (AMA)* – The AMA is the largest worldwide professional marketing association and leading source for information in the marketing profession. Student membership is available. Visit www.marketingpower.com.

Management

Certificate of Achievement

(138B) major code

This certificate allows students to gain knowledge in basic management principles. Skills are developed in both supervisory and human resource management, as well as in business and leadership principles.

Course Requirements

m	BUS	100	Introduction to Business	3
m	BUS	220	Leadership in Business	3
m	CIS	110	Business Information Systems	3
m	MGT	200	Principles of Management	3
m	MGT	210	Supervisory Management	3
m	MGT	215	Human Resources Management I	3

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Marketing

Certificate of Achievement

(153A) major code

This certificate is specifically designed for individuals who are already employed in the marketing field or are seeking employment in the industry. The emphasis of this program is on sales and retailing leading to a sales-related position in the marketing industry.

Course Requirements

	ACC	120	***or*** 115 Accounting	3
	BUS	100	Introduction to Business	3
	CIS	110	Business Information Systems	3
m	MKT	200	Principles of Marketing	3
m	MKT	210	Principles of Selling	3
m	MKT	260	Consumer Behavior	3

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Computer-Aided Design and Drafting

CAD—Computer-Aided Design and Drafting

Associate in Applied Science Degree

(200A) major code

This curriculum is for students who wish to enter CAD technologies as a mechanical drafter, mechanical design technician, CAD technician, CAD operator, engineering assistant or architectural assistant. The curriculum includes courses in mechanical and architectural design; related technologies; and a foundation in mathematics, science and communication.

General Education Requirements 19-20

COM	100	***or*** 121	Communications 3
ENG	101	***or*** 151	English 3
ENG	102	***or*** 153	English 3
MTH	112	Plane Trigonometry ***or*** 131	Calculus I ... 3-4
PHY	111	Introduction to Physics I 4	
		Social and Behavioral Sciences elective • 3	

CAD Major Program Requirements 23

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	Advanced 2-D CAD Topics	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	240	Parametric Part Modeling	3
m	CAD	270	Product Design and Development	3
m	IDT	134	Metrology	2
m	IDT	270	Materials of Industry	3

Electives and Emphasis Areas 17-18

Students wanting to specialize in mechanical design or architectural design are encouraged to include the emphasis area electives; students wanting a more general background can select any electives from the categories listed.

Mechanical Design Emphasis

Students who are preparing to work in careers involving machine design, product design or packaging design are encouraged to include the following electives.

CAD	242	Applied 3-D Parametric Part and Assembly Modeling	3
IDT	130	Manufacturing Processes	3
IDT	132	Machine Tool Basics	3
IDT	218	Strength of Materials	3
IDT	280	Quality Management for Industry	3
CAD	297	CAD Internship	1
		or	
CAD	298	CAD Internship	2
		or	
CAD	299	CAD Internship	3

(continued on next page)

Job Titles

- Mechanical Drafter
- Tool Design Drafter
- Structural Drafter
- Architectural Drafter
- Computer-Assisted Design Technician
- Product Drafter

About the Occupation

Nearly everything manufactured and built in today's society starts with computer-generated drawings. Drafters and designers work in a variety of industries, including manufacturing, construction and architecture. Using the latest computer-aided design (CAD) systems, they create both 2-D and 3-D drawings for everything — from the simplest products like a plastic cup to the largest and most complex structures such as bridges and skyscrapers.

Highlights of Waubonsee's Program

- The CAD lab's 3-D printer allows students to print out small plaster-like prototypes of their designs in about an hour, so they can better visualize and verify their ideas.
- Students get to practice reverse engineering using the 3-D laser scanner.
- Students can develop 2-D, 3-D and parametric modeling skills.
- Degree seeking students can choose from a wide range of electives to tailor their degree to their personal goals. Students wishing to specialize in mechanical design or architectural drafting will find a comprehensive list of electives in those emphasis areas.
- Courses like Manufacturing Processes, Machine Tool Basics and Metrology give students the comprehensive knowledge they need to become effective product designers.

Architectural Design Emphasis
Students who are preparing to work in careers involving architectural, structural or civil drafting and design are encouraged to include the following electives.

CAD	110	Interior Design	3
CAD	140	Residential Architectural Drafting	3
CAD	180	Civil Engineering Drafting	3
CAD	230	Building Information Modeling (BIM)	3
CAD	297	CAD Internship	1
		or	
CAD	298	CAD Internship	2
		or	
CAD	299	CAD Internship	3

Electives

Electives may be selected from: Computer-Aided Design and Drafting (CAD), Construction Management (CMT), Electronics Technology (ELT), Industrial Technology (IDT), Mathematics (MTH), Renewable Energy Technologies (RET), Welding (WLD).

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Basic Computer-Aided Drafting

Certificate of Achievement

Major Code 209A

This program prepares students for entry level computer-aided drafting positions in a variety of fields, including mechanical design, architectural design, and civil engineering. Students learn to create and dimension 2-D CAD drawings.

Course Requirements

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	Advanced 2-D CAD Topics	3

PROGRAM TOTAL 9

m Major course requires minimum grade of C.

Intermediate Computer-Aided Drafting

Certificate of Achievement

Major Code 210A

This program builds on the beginning certificate and helps students develop 3-D CAD drafting skills. Students can choose electives that best fit their career goals from a variety of disciplines.

Course Requirements 12

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	Advanced 2-D CAD Topics	3
m	CAD	200	Introduction to 3-D CAD Modeling	3

Electives 6

Select electives from: Computer-Aided Design and Drafting (CAD), Construction Management (CMT), Electronics Technology (ELT), Industrial Technology (IDT), Mathematics (MTH), Renewable Energy Technologies (RET), Welding (WLD)

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Advanced Computer-Aided Design and Drafting

Certificate of Achievement

Major Code 211A

This program builds on the intermediate certificate and provides students with advanced computer-aided design and drafting skills including solid modeling. Students can choose electives that best fit their career goals from a variety of disciplines.

Course Requirements 23

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	Advanced 2-D CAD Topics	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	240	Parametric Part Modeling	3
m	CAD	270	Product Design and Development	3
m	IDT	134	Metrology	2
m	IDT	270	Materials of Industry	3

Electives 7

Select electives from: Computer-Aided Design and Drafting (CAD), Construction Management (CMT), Electronics Technology (ELT), Industrial Technology (IDT), Mathematics (MTH), Renewable Energy Technologies (RE), Welding (WLD)

PROGRAM TOTAL 30

m Major course requires minimum grade of C.

Computer Information Systems

Computer Software Development

Associate in Applied Science Degree

(220D) major code

This degree prepares students for computer programming occupations. A graduate from this program understands the concepts and principles involved in computer programming and is prepared to function in the business world as a programmer or programmer/analyst.

General Education Requirements 15

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
			Economics elective •	3
			Math elective •	3

CIS Core Program Requirements 15

m	CIS	110	Business Information Systems	3
m	CIS	115*	Introduction to Programming	3
m	CIS	170	Networking Essentials	3
m	CIS	205	Information Technology Project Management	3
m	WEB	110	Web Development With HTML/XHTML	3

Computer Software Development Major Program Requirements 27

m	BUS	100	Introduction to Business	3
m	CIS	116*	Structured Program Design	3
	CIS	150	Java Programming	3
m	CIS	180	Linux/UNIX Operating System	3
m	CIS	202	Data Management Concepts and Practices	3
m			Two Languages – 1st and 2nd Semester (see options list on next page)	12

Electives 3

Select electives from: Computer Information Systems (CIS), World Wide Web (WEB), Geographic Information Systems courses - GEO130, GEO131

(continued on next page)

Job Titles

- Computer Operator
- Computer Programmer
- Computer Programmer/Analyst
- Help Desk Specialist
- Network Administrator

About the Occupation

Computer programmers write software, lists of logical steps the computer follows to organize data, solve a problem or do some other task. Applications programmers write programs to handle specific jobs. Systems programmers usually work for organizations with large computer centers and for firms that manufacture computers or develop software. They make changes in the sets of instructions that determine how the computer handles the various jobs it has been given. Networking and the proliferation of computers in business supports new career opportunities. Help desk specialists assist business personnel in using the computer as an effective tool.

Highlights of Waubonsee's Program

- Each degree includes a set of five core information systems courses, along with well-defined elective choices.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Language options

Complete a first and second semester of two languages from the options listed.

Visual BASIC Language

m CIS 120 VB.NET Programming 3
m CIS 220 Advanced VB.NET, ASP.NET 3

C++ Programming Language

m CIS 130 C++ Programming 3
m CIS 230 Advanced C++ 3

Java Language

m CIS 250 Advanced Java 3
m CIS 252 Mobile Device Application Programming 3

Web Language

m CIS 142 JavaScript Programming 3
m CIS 261 PHP Web Server Programming 3

PROGRAM TOTAL 60

* *Students with limited exposure to computer concepts are encouraged to take CIS 110 before taking CIS 115 and CIS 116.*

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Computer Software Development

Certificate of Achievement

(228B) major code

This certificate allows students to select a programming option based on interest, need and employment demand.

Course Requirements

m CIS 110 Business Information Systems 3
m CIS 115 Introduction to Programming 3
m CIS 116 Structured Program Design 3
One Language - 1st and 2nd Semester (see options) 6

Language options

Complete a first and second semester of one language from the options listed.

Visual BASIC Language

m CIS 120 VB.NET Programming 3
m CIS 220 Advanced VB.NET, ASP.NET 3

C++ Programming Language

m CIS 130 C++ Programming 3
m CIS 230 Advanced C++ 3

Java Language

m CIS 150 Java Programming 3
m CIS 250 Advanced Java
or
m CIS 252 Mobile Device Application Programming 3

Web Language

m CIS 142 JavaScript Programming 3
m CIS 261 PHP Web Server Programming 3

PROGRAM TOTAL 15

m *Major course requires minimum grade of C.*

Computer Gaming

Certificate of Achievement

(239A) major code

This certificate is designed for students who have an interest in the field of computer game design and development. Graduates will be able to develop web-based and computer-based games.

Course Requirements

m CIS 115 Introduction to Programming 3
m CIS 185 Game Design 3
m CIS 186 Game Development 3
m CIS 235 Flash ActionScript 3
m GRD 170 Digital Image 3
m WEB 110 Web Development with HTML/XHTML 3
m CIS 231 Web Authoring/Animation with Flash 3

PROGRAM TOTAL 21

m *Major course requires minimum grade of C.*

Computer Support

Associate in Applied Science Degree

(223A) major code

This program prepares students for computer specialist positions in a variety of business industries. A graduate from this program has a background in computer operating systems, application software, and networks.

	General Education Requirements			15
	COM	121	***or*** 100 ***or*** 201 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
			Mathematics elective•	3
			Economics elective•	3
	CIS Core Program Requirements			15
m	CIS	110	Business Information Systems	3
m	CIS	115	Introduction to Programming	3
m	CIS	170	Networking Essentials	3
m	CIS	205	Information Technology Project Management	3
m	WEB	110	Web Development With HTML/XHTML	3
	Computer Support Major Program Requirements			26
m	AOS	113	PowerPoint Presentations for Business	3
m	AOS	114	Comprehensive Word Processing	3
m	AOS	130	Customer Service	2
m	BUS	100	Introduction to Business	3
m	CIS	112	Comprehensive Excel Spreadsheet	3
m	CIS	114	Comprehensive Access Database	3
m	CIS	176	Windows Server Administration	3
m	CIS	180	Linux/UNIX Operating System	3
m	WEB	205	Emerging Internet and Web Technologies	3
	Electives			4

Select electives from: Computer Information Systems (CIS), World Wide Web (WEB)

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Computer Support

Certificate of Achievement

(243A) major code

This certificate is designed for individuals who are already employed in business and interested in a computer-based complement or for those seeking employment performing computer support for business. The emphasis is on computer operating systems, applications software and networks.

	Course Requirements			
m	AOS	113	PowerPoint Presentations for Business	3
m	AOS	114	Comprehensive Word Processing	3
m	AOS	130	Customer Service	2
m	CIS	110	Business Information Systems	3
m	CIS	112	Comprehensive Excel Spreadsheet	3
m	CIS	114	Comprehensive Access Database	3
m	CIS	170	Networking Essentials	3
m	WEB	110	Web Development With HTML/XHTML	3

PROGRAM TOTAL 23

m *Major course requires minimum grade of C.*

Construction Management

Job Titles

- Project Manager
- Site Superintendent
- Construction Manager
- Estimator
- Project Coordinator
- Contract Administrator

About the Occupation

Construction projects are everywhere. They include the building and modernization of homes, schools, hospitals, skyscrapers, roads, bridges, industrial parks and much more. Project managers, site superintendents, construction managers and others apply their knowledge and skills of materials, products and processes to oversee the completion of construction projects. In this vast industry, well-trained construction professionals become involved during the design and bidding phases of projects, and, after the job is awarded, they help assure that those projects are completed on time and within budget.

Highlights of Waubonsee's Program

- The curriculum includes a project management course featuring the same scheduling software used by many construction firms.
- Waubonsee's program is suited for recent high school graduates as well as those who have been employed in construction and want to expand their skills for professional advancement.
- Students learn from faculty with decades of industry knowledge and hands on experience.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Construction Management

Associate in Applied Science Degree

(730B) major code

The principles, practices, and processes of construction management that provide the student with fundamental knowledge of the construction industry and prepare the student for entry into the field of construction management are covered in this program.

General Education Requirements 18

	COM	121	***or*** COM100 Communications	3
	ECN	100	***or*** ECN122 Economics	3
	ENG	151	***or*** ENG101 English	3
	ENG	153	***or*** ENG 102 English	3
			Mathematics elective•	3
			Physical Science elective•	3

Construction Management Major Program Requirements 21

m	CMT	101	The Construction Industry	3
m	CMT	105	Print Reading for Construction	3
m	CMT	111	Construction Materials	3
m	CMT	115	Construction Methods	3

Select 9 semester hours from the following CMT courses:

m	CMT	121	Sustainable Construction and Design Principles	3
m	CMT	201	Codes, Contracts and Specifications	3
m	CMT	210	Construction Estimating	3
m	CMT	215	Contract and Project Administration	3
m	CMT	225	Construction Project Management	3
m	CMT	230	Construction Safety and Health	3
m	CMT	240	Construction Surveying	3

Additional Program Requirements 15

ACC	120	***or*** ACC 115 Accounting	3
BUS	100	Introduction to Business	3
BUS	210	***or*** BUS 211 Business Law	3
CIS	110	Business Information Systems	3
MGT	210	***or*** MGT 200 Management	3

Electives 6

Select electives from the disciplines and courses listed.
Disciplines: Accounting (ACC), Computer-Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Entrepreneurship (ETR), Heating, Ventilation and Air Conditioning (HVA), Management (MGT), Marketing (MKT), Real Estate (REL), Renewable Energy Technologies (RET), Welding (WLD), World Wide Web (WEB)

IDT	150	Building Mechanical Systems	3
IDT	195	Blueprint Reading	2
IDT	250	Commercial and Residential Wiring	3

PROGRAM TOTAL 60

m *Major course requires minimum grade of C.*

• *See course choices listed on pages 72-73.*

Construction Management

Certificate of Achievement

(732A) major code

This certificate program provides students with basic knowledge about construction industry standards and practices, methods and materials, and career possibilities in order to augment existing trade experience or give managerial minded people a working understanding of the general construction process.

Course Requirements 12

m	CMT	101	The Construction Industry	3
m	CMT	105	Print Reading for Construction	3
m	CMT	111	Construction Materials	3
m	CMT	115	Construction Methods	3

Electives 6

Select electives from: Computer - Aided Design and Drafting (CAD), Construction Management (CMT), Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT150, IDT195, IDT250), Real Estate (REL), Welding (WLD)

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Criminal Justice

Job Titles

- Police Officer
- Police Detective
- Corrections Officer
- Sheriff's Deputy
- Private Policing
- Parole Officer
- Probation Officer
- Forensics
- Federal Agent

About the Occupation

Police officers, detectives, guards and correction officers are employed to safeguard lives and property. They enforce the laws and regulations that protect the safety and constitutional rights of citizens.

Highlights of Waubonsee's Program

- Many Waubonsee graduates have gone on to distinguished careers in criminal justice, including current Oswego Police Chief Dwight Baird, Aurora Police Chief Greg Thomas, Associate Judge Tim McCann of the 16th Circuit Court, and Waubonsee Community College Criminal Justice Assistant Professor Pat Rolison.

Eligibility and Hiring

Law enforcement agencies conduct a thorough background check on all job applicants, to include both their adult and juvenile records. It is highly unlikely that an agency will hire someone who has been convicted of a felony offense. Depending on the seriousness and circumstances of the crime, some agencies may hire applicants who have been convicted of a misdemeanor. Certain organizations have a zero tolerance policy when it comes to illegal drug use by applicants.

Law enforcement agencies require that police officer candidates be U.S. citizens, usually between 20 and 35 years old, and meet rigorous physical and psychological standards. Examinations often include tests of vision, hearing, strength, agility and mental health. Hiring usually depends on competitive written examinations and previous education and experience. Students should contact specific agencies for detailed hiring policies and procedures.

Criminal Justice

Associate in Applied Science Degree

(550B) major code

The criminal justice degree is designed to meet the needs of individuals seeking employment in the field of law enforcement, corrections and security. The courses are both practical and theoretical and are supported by courses in the social sciences, natural sciences and humanities. The design of this degree, while not a transfer degree, can allow for transfer to a four-year institution with the advice of criminal justice faculty and/or counselors.

General Education Requirements 18

	COM	100	Fundamentals of Speech Communication 3
	ENG	101	First-Year Composition I 3
	ENG	102	First-Year Composition II 3
	PHL	100	Introduction to Philosophy 3
	PSY	100	Introduction to Psychology
			or
	SOC	100	Introduction to Sociology 3
			Mathematics or Science elective • 3

Criminal Justice Major Program Requirements ... 33

m	CRJ	100	Introduction to Criminal Justice 3
m	CRJ	101	Introduction to Corrections 3
m	CRJ	103	Criminal Justice Report Writing 3
m	CRJ	105	Patrol Operations 3
m	CRJ	107	Juvenile Justice 3
m	CRJ	120	The American Court System 3
m	CRJ	200	Criminal Investigation 3
m	CRJ	220	Criminal Law 3
m	CRJ	230	Criminology 3
m	CRJ	235	Multicultural Law Enforcement 3
m	CRJ	250	Ethics in Criminal Justice 3

Additional Program Requirements 4

	CIS	110	Business Information Systems 3
	PED	136	***or*** 140 Physical Fitness* 1

(continued on next page)

Criminal Justice

Electives 5

Select electives from the courses listed.

m	CRJ	102	Criminal Justice Career Exploration	2
m	CRJ	115	Accident Investigation	3
m	CRJ	145	Commercial Security Operations	3
m	CRJ	201	Crime Scene Investigation Laboratory	3
m	CRJ	202	Drug Enforcement Investigation	3
m	CRJ	226	Criminal Evidence	3
m	CRJ	260	Leadership in Criminal Justice	3
m	CRJ	296	Special Topics/Criminal Justice	1-3
	DIS	101	Disability in Society	3
	HSV	210	Psychopharmacology and the Addictive Process	3
	PED	118*	Personal Defense	1
	PED	141*	Jogging and Calisthenics	1
	PED	142*	Weight Training	1
	PED	148*	Conditioning	1
	PSY	226	Adolescent Psychology	3
	SSC	297	Social Studies Internship	1
	SSC	298	Social Studies Internship	2
	SSC	299	Social Studies Internship	3

PROGRAM TOTAL 60

- *See course choices listed on pages 72-73.*

* *A maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.*

m *Major course requires minimum grade of C.*

Commercial Security Operations

Certificate of Achievement

(554B) major code

Students pursuing a certificate in commercial security operations study the responsibilities, techniques and methods of commercial security. Topics include safety, loss reduction, screening of employees, alarm systems, physical plant security, post-disaster operations and retail security. Firearms liability, safety and policy are studied, and live firing on a pistol range is required.

Course Requirements

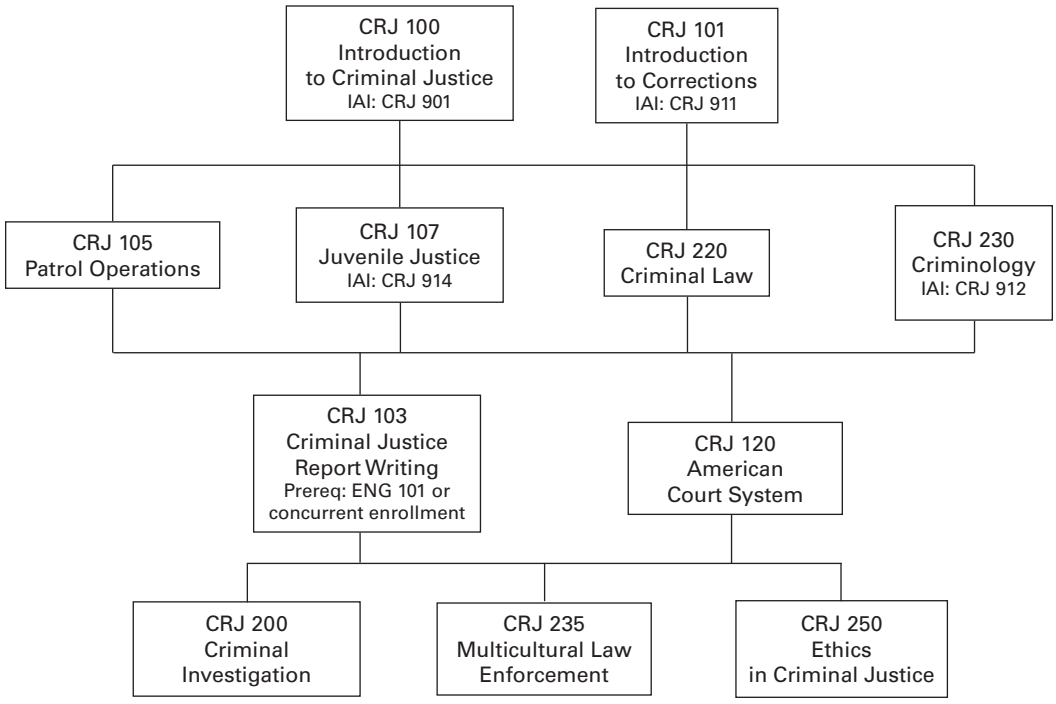
m	CRJ	145	Commercial Security Operations	3

PROGRAM TOTAL 3

m *Major course requires minimum grade of C.*

See directory inside back cover.

Recommended Course Sequence for Criminal Justice Requirements



Early Childhood Education

Job Titles

- Preschool or Child Care Director
- Preschool or Child Care Teacher
- Preschool or Child Care Assistant
- Preschool or Child Care Classroom Aide
- School Teacher Aide
- Family Child Care Provider

About the Occupation

The profession of early childhood education offers a wide variety of career opportunities, ranging from caring for infants and toddlers to working with school-age children to supervising child care centers and programs. Early childhood educators may choose to provide family child care services, seek employment in the corporate setting, or work in public or private preschools and child care centers.

Highlights of Waubonsee's Program

- Early childhood education students often get the chance to observe at the college's on-site child care facilities.
- Waubonsee has been approved by the Illinois Network of Child Care Resource and Referral Agencies to offer five professional credentials as part of the "Gateways to Opportunity: Illinois Professional Development System." These offerings include the Early Childhood Education (ECE) Credential Levels 2 and 4, the Infant and Toddler Credential Levels 2 and 4, and the Illinois Director Credential Level I.

Early Childhood Education

Associate in Applied Science Degree

(570B) major code

The Early Childhood Education program is designed to prepare professionals for a variety of positions within the field from caring for and educating infants, toddlers and preschoolers to managing a child care center or preschool program. It also prepares students to serve as a teacher's aide in a public school or to work in school-age child care programs.

Waubonsee Community College is approved to offer the ECE Credential Levels 2 and 4, Infant and Toddler Credential Levels 2 and 4, and the Illinois Director Credential Level I, that students may choose to apply for through the credentialing system. Additional application fees, as well as documented professional contributions, are required for the Gateways credentials. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

For further information regarding the attainment of the Gateways credentials or other program questions, contact Carla Ahmann, Associate Professor of Early Childhood Education, ext. 2311, or Linda O'Connell-Knuth, Assistant Professor of Early Childhood Education, ext. 6698.

General Education Requirements 18

COM	100	Fund. of Speech Communication	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3
PSY	100	Introduction to Psychology	3
SOC	120	Racial and Ethnic Relations	
		or	
SOC	130	Sociology of Family	3
		Math or Physical and Life Sciences elective •	3

Early Childhood Education Major Program Requirements..... 36

Students pursuing the ECE Credential Level 4 or the Infant and Toddler Credential Level 4 are required to complete this core group of courses.

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth and Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	125	Child, Family and Community	3
m	ECE	130	Observation and Assessment	2
m	ECE	140	Inclusion in Early Childhood: Birth Through Age Eight	3
m	ECE	198	Curriculum for Early Childhood Programs	3
m	ECE	210	Language Arts for the Young Child	3
m	ECE	215	Creative Activities for the Young Child	3
m	ECE	220	Mathematics and Science for the Young Child	3
m	ECE	250	Early Childhood Education Practicum	4

(continued on next page)

Early Childhood Education

Electives and Emphasis Areas 6

Students who plan to teach in Early Childhood Education settings or those pursuing the ECE Credential Level 4 should select electives from the ECE Credential Level 4 emphasis; students who are pursuing the Infant and Toddler Credential Level 4, should complete the specialized courses listed in the Infant and Toddler Credential Level 4 emphasis.

ECE Credential Level 4 Emphasis

Select electives from the courses listed.

m	ECE	102	Career Explorations in Early Childhood ..	3
m	ECE	104	Infant and Toddler Development.....	3
m	ECE	107	Development and Guidance of the School-Age Child	3
m	ECE	145	Multiculturalism in Early Childhood	3
m	ECE	150	Foundations of Early Childhood Education.....	3
m	ECE	204	Infant and Toddler Curriculum.....	3
m	ECE	207	School-Age Programming.....	3
m	ECE	225	Play and Creative Expression for the Young Child.....	3
m	ECE	230*	Early Childhood Center Administration...	3

Infant and Toddler Credential Level 4 Emphasis

Complete the courses listed.

m	ECE	104	Infant and Toddler Development.....	3
m	ECE	204	Infant and Toddler Curriculum.....	3

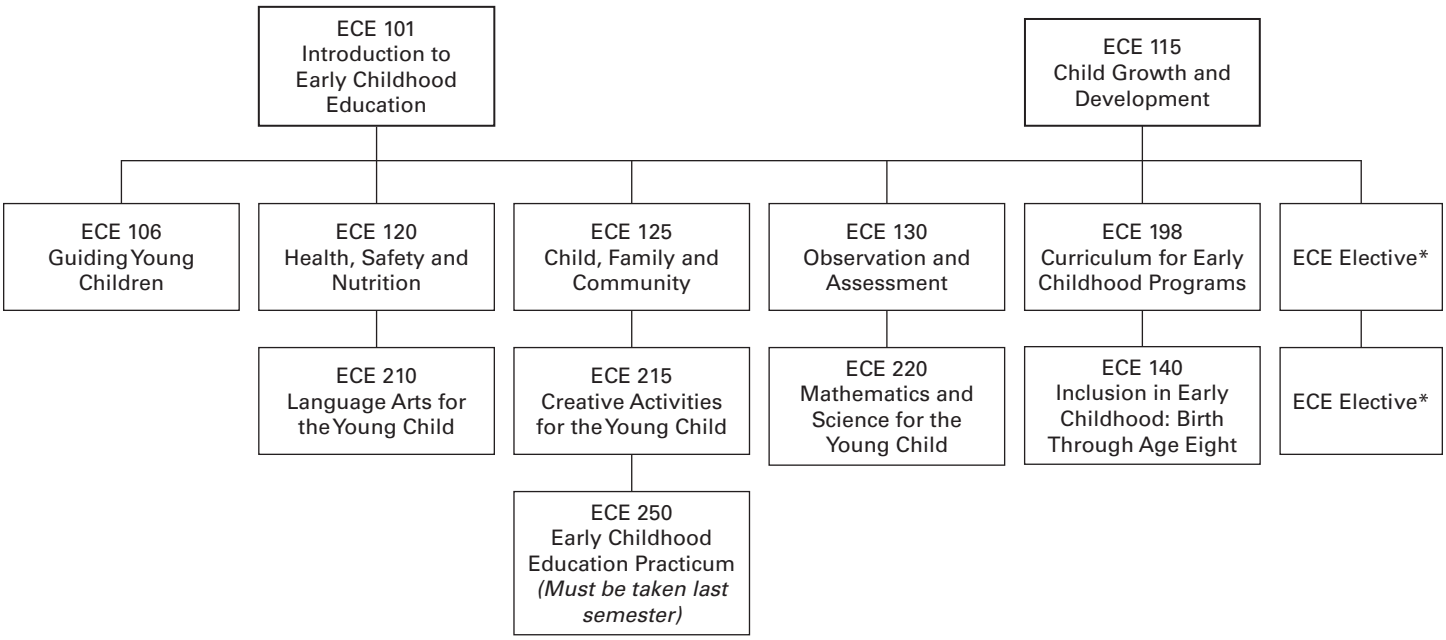
PROGRAM TOTAL 60

- *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

* *If planning to complete the Illinois Director Credential Level I, select ECE230 as one of the chosen electives.*

Recommended Course Sequence for Early Childhood Education Requirements



** Please consult course descriptions for prerequisites for electives.*

Child Care Worker

Certificate of Achievement

(572B) major code

The Child Care Worker certificate prepares students to work as teachers, teacher's aides, or other assistants in a variety of early childhood education settings. The coursework aligns with the State of Illinois Department of Children and Family services licensing standards for child care staff, and students with the certificate and the requisite number of contact hours with children may be qualified, subject to the requirements of individual programs, for positions as early childhood education teachers in licensed facilities.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth and Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	125	Child, Family and Community	3
m	ECE	130	Observation and Assessment	2
m	ECE	140	Inclusion in Early Childhood: Birth Through Age Eight	3
m	ECE	198	Curriculum for Early Childhood Programs	3
m	ECE	210	Language Arts for the Young Child	3
m	ECE	215	Creative Activities for the Young Child	3
m	ECE	220	Mathematics and Science for the Young Child	3

PROGRAM TOTAL 32

m *Major course requires minimum grade of C.*

ECE Credential Level 2

Certificate of Achievement

(573B) major code

This certificate/credential provides students the essential knowledge, skills and experience necessary to provide quality programing for children birth through age 8. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth/Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	130	Observation and Assessment	2
m	ECE	198	Curriculum for Early Childhood Programs	3

PROGRAM TOTAL 17

m *Major course requires minimum grade of C.*

Infant and Toddler Credential Level 2

Certificate of Achievement

(574B) major code

This certificate/credential provides students who wish to specialize in working with infants and toddlers the essential knowledge, skills and experience necessary to provide quality programming. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	104	Infant and Toddler Development	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth and Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	130	Observation and Assessment	2
m	ECE	198	Curriculum for Early Childhood Programs	3

PROGRAM TOTAL 20

NOTE: *Students must complete 200 hours of documented work experience in an infant and toddler program within a two-year time period to attain the Infant and Toddler Credential Level 2.*

m *Major course requires minimum grade of C.*

Before and After School-Age Care

Certificate of Achievement

(575B) major code

This certificate acquaints students with basic knowledge about the development, guidance, and appropriate curriculum for a school-age program.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	107	Development and Guidance of the School-Age Child	3
m	ECE	115	Child Growth and Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	207	School-Age Programming	3

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Illinois Director Credential Level I

Certificate of Achievement

(579A) major code

The Illinois Director Credential Level I (IDC) is recognized by the State of Illinois and is also recognized as the statewide standard of management and leadership capabilities by the National Association for the Education of Young Children (NAEYC). By achieving the IDC, administrators are enhancing their commitment to quality programming.

In addition to completing the Early Childhood Education AAS degree (60 hours), the Illinois Director Credential Level I also requires the completion of the following specialized courses, as well as professional contributions.

	Course Requirements			12
m	ECE	230	Early Childhood Center Administration	3
m	ECE	299	Early Childhood Education Administration Internship	3
	BUS	100	Introduction to Business	3
	PDV	110	Leadership Studies	3
	Electives			3
	Select an elective from the courses listed.			
m	ECE	102	Career Explorations in Early Childhood	3
m	ECE	104	Infant and Toddler Development	3
m	ECE	107	Development and Guidance of the School-Age Child	3
m	ECE	145	Multiculturalism in Early Childhood	3
m	ECE	150	Foundations of Early Childhood Education	3
m	ECE	204	Infant and Toddler Curriculum	3
m	ECE	207	School-Age Programming	3
m	ECE	225	Play and Creative Expression for the Young Child	3
	PROGRAM TOTAL			**15**

m *Major course requires minimum grade of C.*

Electronics Technology

Job Titles

- Electronics Technician
- Electronic Equipment Repairer
- Service Technician
- Electronics Inspector
- Technical Manager
- Technical Sales Representative

About the Occupation

Electronics technician skills are required in a wide range of industries, including biotechnology, manufacturing, entertainment, automotive, and consumer products. Most modern electronics technicians work at the system level, which means they no longer troubleshoot and replace discrete components. Rather, they work on systems that are assemblies of electronic and mechanical components. These systems are controlled by software and operate together as a unit to perform designated functions.

Highlights of Waubonsee's Program

- Waubonsee's curriculum has been designed to meet the needs of the evolving job market. With a core of six electronics courses, the program provides students the knowledge and hands-on experience they need to work on electronics systems in a variety of industries.
- Electronics students choose from a large group of technical electives to complete their degrees. They may focus on a specialty area, or they may complete their studies with a range of coursework from disciplines that include Heating, Ventilation and Air Conditioning, Renewable Energy Technologies, and Industrial Technology.

Electronics Technology

Associate in Applied Science Degree

(750B) major code

The electronics technology program prepares the graduate for entry into the occupation of servicing digital and microprocessor controlled systems. Graduates also have knowledge of linear circuits and radio frequency circuits.

General Education Requirements 16

	COM	100	***or*** 121	Communications 3
	ENG	101	***or*** 151	English 3
	ENG	102	***or*** 153	English 3
	PHY	111		Introduction to Physics I 4
				Social and Behavioral Sciences elective • 3

Electronics Technology Major Program Requirements 24

m	ELT	110		DC-AC Circuit Analysis 4
m	ELT	120		Introduction to Solid State Devices 4
m	ELT	130		Digital Fundamentals 4
m	ELT	235		Microprocessors 4
m	ELT	250		Data Acquisition and Measurement 4
m	ELT	260		Introduction to Modern Telecommunication 4

Electives 20

Select electives from: Computer-Aided Design and Drafting (CAD), Computer Information Systems (CIS), Electronics Technology (ELT), Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT), Renewable Energy Technologies (RET).

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Basic Electronics Technology

Certificate of Achievement

(754C) major code

Completion of this electronics technology certificate gives students a basic knowledge of electronics with the option to emphasize electrical maintenance.

Course Requirements

m	ELT	101	Introductory Electronics	4
m	ELT	110	DC-AC Circuit Analysis	4
			or	
m	IDT	115	Motor Controls I	3
m	ELT	120	Introduction to Solid State Devices	4
			or	
m	IDT	250	Commercial and Residential Wiring	3

PROGRAM TOTAL 10

m *Major course requires minimum grade of C.*

Advanced Electronics Technology

Certificate of Achievement

(756B) major code

Completion of the advanced electronics technology certificate indicates that the student has a solid foundation in solid state and digital electronics. The student is prepared to enter or advance within the production, quality, design, research or marketing fields of electronics.

Course Requirements

m	ELT	110	DC-AC Circuit Analysis	4
m	ELT	120	Introduction to Solid State Devices	4
m	ELT	130	Digital Fundamentals	4
m	ELT	235	Microprocessors	4
m	ELT	250	Data Acquisition and Measurement	4
m	ELT	260	Introduction to Modern Telecommunication	4

PROGRAM TOTAL 24

m *Major course requires minimum grade of C.*

Emergency Medical Technician

Job Title

- Emergency Medical Technician-Basic
- Paramedic

About the Occupation

People's lives depend on the quick reaction and expertise of emergency medical technicians (EMTs). EMTs treat victims of automobile accidents, heart attacks, drownings, gunshots, and childbirth at the scene. Following strict guidelines, EMTs give appropriate emergency care and then transport the sick or injured to a medical facility. The specific responsibilities of the EMT depend on the level of qualification and training.

Highlights of Waubonsee's Program

- In EMT 120, emergency situations are simulated, with students playing the roles not only of the EMTs, but also the victims, bystanders, police officers and hospital personnel. Students then get a dose of the real thing during their 12 hours of required emergency room observation.

Professional Certification Opportunities

Students who earn Waubonsee's EMT-B certificate are prepared to take either the state licensure examination, Emergency Medical Technician-Basic, or the National Registry of Emergency Medical Technician examination through the Illinois Department of Public Health. Additional education and experience offer the EMT-B certificate-holder an opportunity for employment in a variety of occupations including EMT-Intermediate, EMT-Advanced and EMT-Paramedic.

Emergency Medical Technician – Paramedic

Associate in Applied Science Degree

(400A major code)

The Emergency Medical Technician – Paramedic degree represents collaboration between Waubonsee Community College and the Southern Fox Valley Emergency Medical Services System (SFVEMSS) Paramedic Training Program based at Delnor-Community Hospital. This degree program prepares individuals for employment as paramedics in fire departments and fire protection districts. Those entering the degree program must have a current license as an EMT-B (Emergency Medical Technician-Basic) and acceptance into the EMT-Paramedic Program at Delnor-Community Hospital.

	General Education Requirements			**15**
	COM	100	***or*** COM 121 Communications	3
	ENG	101	***or*** ENG 151 English	3
	ENG	102	***or*** ENG 153 English	3
	BIO	100	Introduction to Biology	3
			Social Science elective (SOC 120 suggested)	3
	EMT-Paramedic Major Program Requirements			**45.5**
m	EMT	120	EMT-Basic +	9
m	EMT	125	Paramedic I +	6.5
m	EMT	126	Paramedic II +	6.5
m	EMT	127	Paramedic III +	4.5
m	EMT	128	Paramedic IV +	4.5
m	EMT	129	Paramedic V +	4.5
m	EMT	130	In-Hospital Clinical Experience for the Paramedic I +	1
m	EMT	131	Field Clinical Experience for the Paramedic I +	1
m	EMT	230	In-Hospital Clinical Experience for the Paramedic II +	3
m	EMT	231	Field Clinical Experience for the Paramedic II +	2
m	EMT	299	Paramedic Internship +	3

(continued on next page)

Electives 7
Select electives from the courses listed.

AOS	100	Keyboarding	1
CIS	110	Business Information Systems	3
COM	125	Communication Strategies for Health Care Careers	2
COM	201	Business and Professional Presentations	3
CRJ	103	Criminal Justice Report Writing	3
EPM	120	Emergency Management	3
EPM	200	Disaster Response Operations and Management	3
MGT	210	Supervisory Management	3
MGT	215	Human Resources Management I	3
SPN	110	Survival Spanish I	3

PROGRAM TOTAL 67.5

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Emergency Medical Technician-Basic

Certificate of Achievement

(402A) major code

This certificate program prepares individuals for employment as primary medical responders or as ambulance personnel. Those receiving the certificate are prepared to take either the state licensure examination, Emergency Medical Technician-Basic, or the National Registry of Emergency Medical Technician examination through the Illinois Department of Public Health for employment as an Emergency Medical Technician-Basic (EMT-B). Additional education and experience offer the EMT-B certificate-holder an opportunity for employment in a variety of occupations, including EMT-Intermediate and Advanced.

Students are eligible to take the state exam after successful completion of this certificate program. The State of Illinois requires that individuals possess a high school diploma or GED and be at least 18 years of age prior to certification testing. This course is also required as part of the Fire Science Technology Associate in Applied Science degree program.

Prerequisites

Students interested in taking this certificate program must be 17.5 years of age or older, and have either American Heart Association Basic Life Support (BLS) for Health Care Providers or American Red Cross Professional Rescuer current CPR certification on the first day of class. Proof of up-to-date immunizations and 2-step tuberculosis testing is required prior to the first emergency room experience. Students are also required to lift a pre-determined weight capacity for this course.

Contact the Dean for Health and Life Sciences for additional information (see directory).

Course Requirements

m	EMT	120	Emergency Medical Technician-Basic +	9

PROGRAM TOTAL 9

\+ P*rogram admission required for enrollment.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Emergency Medical Technician Program

Students should contact the Center for Learning Assessment (see directory) for details. Acceptance into the program is based on assessment results, with documentation of reading skills at the 8th grade level.

Program Costs

In addition to tuition and regular fees, the Emergency Medical Technician student has the following minimum fees and expenses:

Textbook	$60
CPR/BLS Certification	$45
IDPH Examination Fee	$20
Stethoscope	$15
Immunizations/TB Testing	per health care provider

Total Estimated Costs

(excluding medical requirements) $140

NOTE: These fees and expenses are ***approximate*** costs and are subject to change without prior notice to the student.

Entrepreneurship

Job Titles

- Entrepreneur
- Small Business Owner/Manager

About the Occupation

Countless opportunities exist for the startup and management of business ventures. Nearly all companies are small or mid-sized. These enterprises contribute greatly to our way of life and put forward about half of all jobs. Recent success stories like Twitter, Skype, Jimmy John's and hundreds of lesser known undertakings showcase just a few of the exciting opportunities inherent in entrepreneurship. Launching a new venture is not without significant risk, however, and recent studies show that proper planning and academic preparation greatly enhance an entrepreneur's chances for success. A degree in entrepreneurship not only addresses core competencies for creating, financing, and managing a business, but also how to use natural creativity and passions in entrepreneurial endeavors.

Highlights of Waubonsee's Program

- As in all of Waubonsee's business programs, entrepreneurship students are encouraged to complete an internship to gain both college credit and valuable on-the-job experience.
- Waubonsee's Aurora Campus houses an Illinois Small Business Development Center (SBDC), which provides free assistance and advice to budding business owners.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Entrepreneurship

Associate in Applied Science Degree

(095A) major code

This degree is designed for students who wish to major in business with a special emphasis on small business operation and for students who have or wish to have a technology background and are interested in starting their own small business. Technology areas include: automotive; electronics; auto body; construction management; industrial maintenance; machine tool; heating, ventilation and air conditioning; and real estate.

General Education Requirements 15

	COM	121	***or*** 100 ***or*** 201 Communications 3
	ENG	151	***or*** 101 English..... 3
	ENG	152	***or*** 102 ***or*** 153 English..... 3
	MTH	104	Business Mathematics..... 3
			Economics elective• 3

Entrepreneurship Major Program Requirements..... 36

m	ACC	120	***or*** 115 Accounting 3
m	ACC	121	***or*** 230 Accounting ***or*** CIS 112 Comprehensive Excel Spreadsheet 3
m	BUS	100	Introduction to Business 3
m	BUS	210	***or*** 211 Business Law..... 3
m	BUS	220	Leadership in Business 3
m	CIS	110	***or*** AOS 110 Computers 3
m	ETR	140	Introduction to Entrepreneurship 3
m	ETR	150	Business Plan Development 3
m	ETR	160	Entrepreneurial Finance 3
m	ETR	250	Advance Business Planning 3
m	MGT	200	Principles of Management 3
m	MKT	200	Principles of Marketing..... 3

Electives 9

Select electives from: Accounting (ACC), Business (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Entrepreneurship

Certificate of Achievement

(096A) major code

This program offers individuals who currently are operating a small business or plan to operate a small business some training in basic small business/entrepreneurial practices. Emphasis is placed on real-world operations and problems unique to the small business environment.

Course Requirements 15

	ACC	230	Microcomputer Accounting Applications	3
m	ETR	140	Introduction to Entrepreneurship	3
m	ETR	150	Business Plan Development	3
m	ETR	160	Entrepreneurial Finance	3
m	ETR	250	Advanced Business Planning	3

Electives 3

Select electives from: Accounting (ACC), Business (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Exercise Science

Job Titles

- Personal Trainer
- Group Exercise Instructor
- Fitness Instructor
- Program Director

About the Occupation

Fitness workers and instructors lead individuals or groups of people in exercise activities. Personal trainers work one-on-one with clients to develop an individualized exercise and health program. Health and wellness specialists design and implement exercise programs for healthy individuals, as well as individuals with controlled disease. They lead health and fitness programs in a variety of settings including universities, colleges, businesses and community centers.

Highlights of Waubonsee's Program

- Students can complete their internship requirement on-campus at the college's Total Fitness Center or off-campus at a variety of health and fitness facilities.

Professional Certification Opportunities

- Certified Personal Trainer (CPT) — Degree and certificate students who complete PED 234, 236, 237 and 238 are encouraged to take the exam for this certification from the American College of Sports Medicine (ACSM).
- Certified Group Exercise Instructor (GEI) — Degree and certificate students who complete PED234, PED236, PED237 and PED238 are also encouraged to take the exam for this certification from the American College of Sports Medicine (ACSM).

Health and Wellness Specialist

Associate in Applied Science Degree

(440A major code)

This two-year degree prepares the wellness specialist to assess, design and implement individual and group exercise and fitness programs for healthy individuals and individuals with controlled disease. The graduate will be skilled in evaluating health behaviors and risk factors, conducting fitness assessments, writing appropriate exercise prescriptions, and motivating individuals to modify negative health habits and maintain positive lifestyle behaviors for health promotion.

General Education Requirements 15

	COM	100	***or*** 120 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3

Health and Wellness Specialist Major Program Requirements 36

m	BIO	200	Nutrition	3
m	BIO	260	Human Structure and Function	4
m	BIO	262	Neuro-Musculoskeletal Systems	3
m	HED	100	Personal Wellness	3
m	PED	136	Fitness	1
m	PED	141	Jogging and Calisthenics	1
m	PED	142	Weight Training	1
m	PED	146	Yoga	1
m	PED	150	Basic Prevention and Care of Athletic Injuries	3
m	PED	211	First Aid and Emergency Care	3
m	PED	234	Cardiovascular Fitness*	2
m	PED	236	Exercise for Special Populations*	3
m	PED	237	Principles of Resistance Training*	3
m	PED	238	Fitness Assessment and Exercise Programming*	3
m	PED	298	Exercise Science Internship II	2

Electives 9

Select electives from the courses listed.

BIO	264	Kinesiology and Pathology	3
BUS	100	Introduction to Business	3
CIS	110	Business Information Systems	3
ETR	150	Business Plan Development	3
MKT	200	Principles of Marketing	3
MKT	210	Principles of Selling	3
PED	145	Fitness Training	1
PED	148	Fitness/Conditioning	1
PED	235	Survey of the Sports Organization	3
PSY	205	Life-Span Psychology	3

PROGRAM TOTAL 60

** Take the Certified Personal Trainer exam and the Certified Group Exercise Instructor exam through the American College of Sports Medicine after completion of PED234, PED236, PED237 and PED238.*

m *Major course requires minimum grade of C.*

Exercise Science

Certificate of Achievement

(442A) major code

This certificate will prepare the graduate to deliver a variety of exercise assessment, training, risk factor identification and lifestyle management services to individuals with or at risk for cardiovascular, metabolic or pulmonary diseases.

Course Requirements

m	BIO	200	Nutrition	3
m	BIO	260	Human Structure and Function	4
	ETR	150	Business Plan Development	3
m	HED	100	Personal Wellness	3
m	PED	136	***or*** 145 Fitness Training	1
m	PED	211	First Aid and Emergency Care	3
m	PED	234	Cardiovascular Fitness*	2
m	PED	236	Exercise for Special Populations*	3
m	PED	237	Principles of Resistance Training*	3
m	PED	238	Fitness Assessment and Exercise Programming*	3
m	PED	297	***or*** 298 Exercise Science Internship	1.5-2
	PSY	100	Introduction to Psychology	3

PROGRAM TOTAL 32.5

** Take the Certified Personal Trainer exam and the Certified Group Exercise Instructor exam through the American College of Sports Medicine after completion of PED234, PED236, PED237 and PED238.*

m *Major course requires minimum grade of C.*

Facility Service Technology

Job Titles

- Maintenance Technician
- Building Engineer
- Chief Engineer
- Facilities Engineer
- Building Technician
- Boiler Operator

About the Occupation

Commercial properties, such as shopping centers, strip malls, hospitals, high-rise buildings and educational institutions, all need to be taken care of, and that is the job of the facility service technology professional. He/she needs to be a "jack-of-all-trades," as each building has plumbing, electrical, ventilation, heating, lighting, air conditioning, refrigeration and mechanical systems that need to be repaired and maintained.

Highlights of Waubonsee's Program

- In completing Waubonsee's facility service technology certificate, students will gain a broad base of knowledge in heating, ventilation and air conditioning plus industrial electricity, wiring, power distribution and mechanical systems.

Facility Service Technology

Certificate of Achievement

(793A) major code

Students who complete this certificate are prepared to maintain and service heating, ventilating, and air conditioning systems as well as electrical and mechanical systems that are found in commercial and industrial buildings. Coursework covers theory and provides hands-on experience. Current electrical and mechanical codes are also covered.

Course Requirements 23

m	HVA	100	Basic Electricity for HVAC	3
m	HVA	110	Refrigeration Principles	3
m	HVA	140	Basic Heating Systems	3
m	HVA	160	Refrigerant Transition and Certification	1
m	HVA	170	Universal R-410A Safety and Training Certification	1
m	IDT	115	Motor Controls I	3
m	IDT	150	Building Mechanical Systems	3
m	IDT	230	Commercial Power Distribution and Lighting	3
m	IDT	250	Commercial and Residential Wiring	3

Electives 7

Select electives from: Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT), Renewable Energy Technologies (RET), Welding (WLD)

PROGRAM TOTAL 30

m *Major course requires minimum grade of C.*

Fire Science

Fire Science Technology

Associate in Applied Science Degree

(610A) major code

This degree is designed for individuals seeking a career in fire science. The program includes coursework toward the Office of the State Fire Marshal Certifications as a Basic Operations Firefighter, Advanced Technician Firefighter, Instructor I, Hazardous Materials First Responder — Operations, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator, Vehicle and Machinery Operations, Fire Apparatus Engineer and Officer I. Students may also acquire Department of Public Health certification as an Emergency Medical Technician Assistant. All fire science courses at Waubonsee are approved by the Office of the Illinois State Fire Marshal.

General Education Requirements 15

	COM	100	***or*** 121 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 153 English	3
	MTH	101	College Mathematics	3
	PSY	100	Introduction to Psychology	3

Fire Science Technology Major Program Requirements 35

m	FSC	105	Basic Operations Firefighter I	4
m	FSC	115	Basic Operations Firefighter II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	125	Advanced Technician Firefighter	4
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	160	Tactics and Strategy I	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	215	Technical Rescue and Vehicle Operations	1
m	FSC	220	Fire Inspection and Prevention	3
m	FSC	231	Fire Science Administration I	3
m	FSC	232	Fire Science Administration II	3

Additional Program Requirements 9

	EMT	120	Emergency Medical Technician-Basic	9

Electives 3

Select an elective from the courses listed.

m	FSC	150	Vehicle and Machinery Operations	3
m	FSC	233	Fire Science Administration III	3
m	FSC	234	Fire Science Administration IV	3
m	FSC	260	Tactics and Strategy II	3
m	FSC	270	Fire Science Instructor II	3

PROGRAM TOTAL 62

m *Major course requires minimum grade of C.*

Job Titles

- Firefighter
- Fire Inspector
- Fire Chief
- Fire Engineer
- Fire Officer
- Fire Instructor

About the Occupation

Firefighting is a dangerous and complex profession. From entry-level firefighter through fire chief, they work in teams to save lives, extinguish fires and respond to a variety of emergency situations. They also help prevent fires through public education and building inspections. Firefighters participate in training and practice drills throughout their careers.

Highlights of Waubonsee's Program

- The Waubonsee fire science program is certified by the Office of the Illinois State Fire Marshal (OSFM) and complies with the latest OSFM curriculum.
- Completion of Waubonsee's associate degree in fire science technology prepares a student to transfer to a university and pursue a bachelor's degree.

Professional Certification Opportunities

- Basic Operations Firefighter
- Advanced Technician Firefighter
- Fire Apparatus Engineer
- Hazardous Materials First Responder
- Rescue Specialist — Roadway Extrication
- Technical Rescue Awareness
- Fire Instructor I and II
- Fire Officer I and II

Enrollment and Experience

It is strongly recommended that Fire Science majors either gain employment with a fire department or volunteer with a department as early as possible. Some Illinois State Fire Marshal certifications require experience with a department in addition to coursework.

Firefighter

Certificate of Achievement

(612A) major code

This certificate is for those interested in employment as a firefighter or for those seeking advancement in the field. This program provides coursework toward the Office of the State Fire Marshal certifications as a Basic Operations Firefighter, Advanced Technician Firefighter, Hazardous Materials First Responder-Operations, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator and Fire Apparatus Engineer.

Course Requirements

m	FSC	105	Basic Operations Firefighter I	4
m	FSC	115	Basic Operations Firefighter II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	125	Advanced Technician Firefighter	4
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	215	Technical Rescue and Vehicle Operations	1

PROGRAM TOTAL 20

m *Major course requires minimum grade of C.*

Fire Officer I

Certificate of Achievement

(613C) major code

This certificate is designed for those wishing to pursue a career in fire science as an officer. This program provides coursework toward the Office of the State Fire Marshal certifications as Instructor I, Basic Operations Firefighter, Advanced Technician Firefighter, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator, Fire Officer I and Hazardous Materials First Responder-Operations.

Course Requirements

m	FSC	105	Basic Operations Firefighter I	4
m	FSC	115	Basic Operations Firefighter II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	125	Advanced Technician Firefighter	4
m	FSC	160	Tactics and Strategy I	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	215	Technical Rescue and Vehicle Operations	1
m	FSC	220	Fire Inspection and Prevention	3
m	FSC	231	Fire Science Administration I	3
m	FSC	232	Fire Science Administration II	3
	PSY	245	***or*** 100 Psychology	3

PROGRAM TOTAL 34

m *Major course requires minimum grade of C.*

Fire Officer II

Certificate of Achievement

(614A) major code

This certificate is designed for those currently holding Fire Officer I Certification and who are interested in career advancement as officers in a fire science organization. This program provides coursework toward the Office of the State Fire Marshal certification as Fire Officer II.

Course Requirements

m	FSC	233	Fire Science Administration III	3
m	FSC	234	Fire Science Administration IV	3
m	FSC	260	Tactics and Strategy II	3
m	FSC	270	Fire Science Instructor II	3

PROGRAM TOTAL 12

m *Major course requires minimum grade of C.*

Fire Service Instructor

Certificate of Achievement

(617A) major code

This certificate is for those wishing to pursue a career in fire science as an instructor. This program provides coursework toward the Office of the State Fire Marshal certifications as Instructor I, II, Basic Operations Firefighter, Advanced Technician Firefighter, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator and Hazardous Materials First Responder-Operations.

Course Requirements

m	FSC	105	Basic Operations Firefighter I	4
m	FSC	115	Basic Operations Firefighter II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	125	Advanced Technician Firefighter	4
m	FSC	170	Fire Science Instructor I	3
m	FSC	215	Technical Rescue and Vehicle Operations	1
m	FSC	270	Fire Science Instructor II	3

PROGRAM TOTAL 22

m *Major course requires minimum grade of C.*

Geographic Information Systems

Geographic Information Systems

Associate in Applied Science Degree

(260A) major code

The Geographic Information Systems (GIS) curriculum is designed for students who want to gain employment or advance their knowledge and skills within an industry sector that utilizes GIS. The curriculum contains core GIS courses that provide an expansive skill set and a range of electives for program customization, which allows students to tailor this degree to their specific needs and interests.

General Education Requirements 15

	COM	100	***or*** 121 ***or*** 201	Communications 3
	ECN	100	***or*** 110	Economics 3
	ENG	101	***or*** 151	English 3
	ENG	102	***or*** 152 ***or*** 153	English 3
	MTH	107		Basic Statistics 3

Geographic Information Systems Major Program Requirements 27

m	CAD	100		Basic Technical Drawing 3
m	CIS	110		Business Information Systems 3
m	GEO	130		GIS and Mapping Principles 3
m	GEO	131		Geographic Information Systems I 3
m	GEO	132		Geographic Information Systems II 3
m	GEO	140		Geographic Information Systems III 3
m	GEO	200		Applications for Geographic Information Systems 3
m	GEO	210		GIS and Logistics Management 3
m	GEO	120		World Regional Geography
			or	
m	GEO	220		Geography of the Developing World 3

Electives 18

Select electives from the disciplines and courses listed. Disciplines: Computer-Aided Design and Drafting (CAD), Computer Information Systems (CIS), Earth Science (ESC), Geography (GEO), Real Estate (REL).

BUS	100		Introduction to Business 3
BUS	207		Business Statistics 3
CMT	240		Construction Surveying 3
ECN	100		Introduction to Economics 3
GRD	170		Digital Image 3
MGT	200		Principles of Management 3
MKT	200		Principles of Marketing 3
MKT	260		Consumer Behavior 3
PSC	240		State and Local Government 3
WEB	110		Web Development with HTML/XHTML 3

PROGRAM TOTAL 60

m *Major course requires minimum grade of C.*

Job Titles

- Geographic Information Systems Technician
- Mapmaker
- Surveying Technician

About the Occupation

Geographic Information System (GIS) technicians apply their knowledge of computers, electronics and geography to create maps and graphs using special GIS software. They work in the government sector, as well as industries such as communications, agriculture, engineering, health and human services, and education. Natural resource management groups, marketing firms, insurance companies, real estate developers and utility companies also employ GIS technicians, making this a rapidly growing field. Furthermore, GIS training can be of use to other professions such as drafting, surveying, computer programming and cartographic design.

Highlights of Waubonsee's Program

- Students learn to use the most highly respected GIS software in the industry, ArcGIS, developed by Environmental Systems Research Institute, Inc. (Esri).
- Students have the opportunity to apply their knowledge and skills to complete a real-world project of their own choosing.
- The GIS program includes coursework in logistics management.
- Students who complete the 4-course Geographic Information Systems certificate have the knowledge and skills to immediately seek entry-level employment in the ever expanding field.

Geographic Information Systems

Certificate of Achievement

(263A) major code

The certificate program offers a sequence of courses to individuals who wish to learn GIS technology to begin or complement careers in government, planning, environment, public works and other urban agencies. The program provides a solid understanding of basic GIS concepts, technical and institutional factors in GIS design and implementation, and applications of the technology in various settings.

Course Requirements

m	GEO	130	GIS and Mapping Principles	3
m	GEO	131	Geographic Information Systems I	3
m	GEO	132	Geographic Information Systems II	3
m	GEO	120	World Regional Geography	
			or	
m	GEO	220	Geography of the Developing World	3

PROGRAM TOTAL 12

m *Major course requires minimum grade of C.*

Advanced Geographic Information Systems

Certificate of Achievement

(265B) major code

This advanced GIS certificate offers students a sequence of GIS courses that builds on basic GIS concepts to provide a working knowledge of more advanced software modeling techniques. Emphasis is placed on real world applications, including transportation logistics. The content of this certificate can be adapted to suit a variety of interests and to advance one's GIS knowledge within a specific industry sector.

Course Requirements 21

m	GEO	120	World Regional Geography	
			or	
m	GEO	220	Geography of the Developing World	3
m	GEO	130	GIS and Mapping Principles	3
m	GEO	131	Geographic Information Systems I	3
m	GEO	132	Geographic Information Systems II	3
m	GEO	140	Geographic Information Systems III	3
m	GEO	200	Applications for Geographic Information Systems	3
m	GEO	210	GIS and Logistics Management	3

Electives 6

Select electives from the disciplines and courses listed. Disciplines: Computer-Aided Design and Drafting (CAD),Computer Information Systems (CIS), Earth Science (ESC), Geography (GEO), Real Estate (REL)

BUS	100	Introduction to Business	3
BUS	207	Business Statistics	3
CMT	240	Construction Surveying	3
ECN	100	Introduction to Economics	3
GRD	170	Digital Image	3
MGT	200	Principles of Management	3
MKT	200	Principles of Marketing	3
MKT	260	Consumer Behavior	3
PSC	240	State and Local Government	3
WEB	110	Web Development with HTML/XHTML	3

PROGRAM TOTAL 27

m *Major course requires minimum grade of C.*

Graphic Design

Graphic Design

Associate in Applied Science Degree

(930B) major code

This program combines design theory and principles of visual communication to create computerized graphic design solutions. Graphic design emphasis is integrated in the development of multiple skills, including web design, animation, digital photography and print production. This course of study prepares students to develop a professional portfolio for an immediate graphic design position.

Although the intent of the graphic design AAS degree program is occupational, many courses within the program are individually articulated with four-year colleges offering graphic design programs to facilitate continued study at a four-year institution.

	General Education Requirements			**15**
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
	COM	100	***or*** 120 ***or*** 121 ***or*** 135 Communications	3
			Social and Behavioral Sciences elective (recommend PSY100)•	3
			Math elective (recommend MTH101, MTH102, or MTH103) •	3
	Graphic Design Major Program Requirements			**46**
m	ART	110	Design I	3
m	ART	120	Basic Drawing I	3
m	GRD	105	History of Graphic Design	3
m	GRD	135	Desktop Publishing	3
m	GRD	160	Computer Illustration	3
m	GRD	165	Typography	3
m	GRD	170	Digital Image	3
m	GRD	173	Graphic Design I	3
m	GRD	190	Print Production	3
m	GRD	265	Graphic Design for the World Wide Web	3
m	GRD	273	Graphic Design II	3
m	GRD	275	Digital Photography	3
m	GRD	280	2-D Animation and Multimedia	3
m	GRD	285	3-D Animation and Multimedia	3
m	GRD	292	Graphic Design Portfolio	1
m	WEB	110	Web Development with HTML/XHTML	3
	Electives			**3**
	Select electives from the courses listed.			
m	GRD	290	Graphic Design Studio Art	3
m	GRD	297	Graphic Design Internship	1
m	GRD	298	Graphic Design Internship	2
m	GRD	299	Graphic Design Internship	3
m	WEB	250	Advanced Website Design	3
	PROGRAM TOTAL			**64**

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Job Titles

- Graphic Designer
- Web Designer
- Animator/Illustrator
- Desktop Publishing Specialist
- Production Artist

About the Occupation

Graphic designers create visual concepts using computer software to communicate ideas that inspire, inform, or captivate consumers. They help to make an organization recognizable by selecting color, images, or logo designs that represent a particular idea or identity to be used in advertising and promotions.

Most graphic designers are employed in specialized design services, publishing or advertising, public relations and related services. Employment of graphic designers is projected to increase by 13 percent from 2010 to 2020. Designers need to continually redefine their field, and knowledge of current events and attitudes will help the designer create designs that reflect and affect society. As the number of people online continues to grow and the use of visual messages through television and film expands, the need for designers to shape the messages that society reads will increase dramatically.

Highlights of Waubonsee's Program

- At Waubonsee, students develop a professional portfolio that can help them land a job after graduation.

Graphic Design

Certificate of Achievement

(938C) major code

This program is structured to provide a practical hands-on experience in digital design and graphic fundamentals such as design, layout techniques, computer applications, Web design, illustration/ animation, digital prepress techniques and portfolio development. This career direction of training/ retraining was created to address the rapidly expanding needs of business and industry for graphic design software/hardware specialists. A professional portfolio will be expected to attain this certificate.

Course Requirements

m	GRD	105	History of Graphic Design	3
m	GRD	135	Desktop Publishing	3
m	GRD	160	Computer Illustration	3
m	GRD	165	Typography	3
m	GRD	170	Digital Image	3
m	GRD	173	Graphic Design I	3
m	GRD	190	Print Production	3
m	GRD	265	Graphic Design for the WWW	3
m	GRD	273	Graphic Design II	3
m	GRD	275	Digital Photography	3
m	GRD	280	2-D Animation and Multimedia	3
m	GRD	285	3-D Animation and Multimedia	3
m	GRD	292	Graphic Design Portfolio	1
m	WEB	110	Web Development with HTML/XHTML	3

PROGRAM TOTAL 40

m *Major course requires a minimum grade of C.*

Electronic Publishing

Certificate of Achievement

(943A) major code

This program addresses the emerging areas of study and vocational training in electronic publishing. Word processing, electronic typesetting, and design/layout techniques are covered, and prepress problems in desktop publishing are solved. This certificate of study trains the student in basic graphic design/ graphic arts skills used by desktop specialists.

Course Requirements

	*AOS	100	Keyboarding	1
	AOS	113	PowerPoint Presentations for Business	3
	AOS	114	Comprehensive Word Processing	3
m	GRD	105	History of Graphic Design	3
m	GRD	135	Desktop Publishing	3
m	GRD	160	Computer Illustration	3
m	GRD	165	Typography	3
m	GRD	170	Digital Image	3
m	GRD	190	Print Production	3
m	GRD	265	Graphic Design for the World Wide Web	3
m	GRD	292	Graphic Design Portfolio	1
	MKT	215	Principles of Advertising	3

PROGRAM TOTAL 32

* S*tudents may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems (see directory).*

m *Major course requires minimum grade of C.*

There are several Web development certificates and degrees offered by both the Graphic Design and World Wide Web curriculums. The certificate and degree titles in both areas may sound similar, but there are distinct differences between the two. Your own specific background and interest will determine which certificate or degree is best for you. If you are interested in the artistic design of Web pages through the use of design software, design layout techniques, advanced use of multimedia, animation, sound and video, the Graphic Design certificates and programs are appropriate for study. If you are interested in the construction, maintenance and support of Web pages through the use of computer programming and limited Web design software, the World Wide Web certificates and degrees are appropriate. In short, the Graphic Design certificates and degree focus on the design of Web pages, while the World Wide Web certificates and degrees primarily focus on the maintenance and support of websites. Please contact Counseling (see directory) for more specific descriptions of these certificates and degrees and to discuss which one may be most appropriate for you.

Animation

Certificate of Achievement

(945A) major code

This certificate program enables students to develop the visual art capabilities and skills needed for a career in animation. Courses in the program incorporate skills that include the drawing basics, such as figures and characters design, adding depth and personality to animations, establishing proper emotions in animation, and state-of-the-art computer assisted animation techniques in 2-D and 3-D animation courses. The animation certificate provides students the tools to tell a story and give life to characters through the use of the most modern electronic media. Courses are taught in a state-of-the-art computer lab.

Course Requirements

m	ART	110	Design I	3
m	ART	120	Basic Drawing I	3
m	GRD	105	History of Graphic Design	3
m	GRD	160	Computer Illustration	3
m	GRD	170	Digital Image	3
m	GRD	265	Graphic Design for the WWW	3
m	GRD	275	Digital Photography	3
m	GRD	280	2-D Animation and Multimedia	3
m	GRD	285	3-D Animation and Multimedia	3
m	GRD	292	Graphic Design Portfolio	1
	PROGRAM TOTAL			**28**

m *Major course requires minimum grade of C.*

Web Design

Certificate of Achievement

(944B) major code

This certificate program addresses the emerging area of Web page design and publishing by preparing students to create professional-level Web pages and media. The courses are designed to give students the education and hands-on experience necessary to gain an edge in the rapidly growing field of Web page design and publishing. Students will begin with Web design fundamentals and work up to advanced use of multimedia, animation, and sound and video in developing attractive and effective Web pages and publications. Courses are taught in a state-of-the-art computer lab.

Course Requirements

m	GRD	105	History of Graphic Design	3
m	GRD	160	Computer Illustration	3
m	GRD	170	Digital Image	3
m	GRD	173	Graphic Design I	3
m	GRD	265	Graphic Design for the WWW	3
m	GRD	275	Digital Photography	3
m	GRD	280	2-D Animation and Multimedia	3
m	GRD	292	Graphic Design Portfolio	1
m	WEB	110	Web Development with HTML/XHTML	3
m	WEB	250	Advanced Website Design	3
	PROGRAM TOTAL			**28**

m *Major course requires minimum grade of C.*

Health Care Interpreting

Job Title

- Health Care Interpreter

About the Occupation

Health care interpreters are bilingual individuals trained in interpretation skills and medical terminology who facilitate communication between people speaking different languages in health care settings. The occupation involves listening and understanding meaning in one language and attempting to reproduce the most equivalent meaning possible in another language.

Health care interpreting is an emerging discipline as health care settings seek to more accurately comply with the Americans with Disabilities Act and Title VI of the 1964 Civil Rights Act. Health care interpreters are trained to understand their professional role and adhere to a code of ethics while transmitting messages accurately and completely.

Highlights of Waubonsee's Program

- Waubonsee's associate degree in HCI is the first program of its kind in the state of Illinois.
- Full-time faculty member Cynthia Perez formerly worked as the lead interpreter at Provena Mercy Center in Aurora.

Sound Interesting?

Students interested in this program may also be interested in Legal Interpreting; see page 137.

Health Care Interpreting: English/Spanish

Associate in Applied Science Degree

(630B) major code

Health care interpreting is an applied science degree that trains bilingual individuals to be interpreters in health care settings. Currently, the degree focuses on English/Spanish interpreting. Health care interpreters facilitate communication between people who speak different languages and have different cultural backgrounds.

Structured written and oral screening tests are conducted to determine proficiency in both English and Spanish. Students must be 18 years of age or older at the time of assignment to a practicum site. Six credit hours of College Level Examination Program (CLEP) credits in Spanish may be applied to the degree as electives, and students are encouraged to earn this credit. CLEP testing is administered through the Center for Learning Assessment.

	General Education Requirements			**16**
	BIO	260	Human Structure and Function	4
	COM	100	***or*** 121 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
	PSY	100	Introduction to Psychology	
			or	
	SOC	120	Racial and Ethnic Relations	3
	Health Care Interpreting Major Program Requirements			**36**
m	COM	125	Communication Strategies for Health Care Careers	2
m	HCI	102	Survey Of Mental Health and Substance Abuse Issues in Health Care Interpreting	3
m	HCI	105	Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish	3
m	HCI	106	Introduction to Health Care Interpreting: English/Spanish	3
m	HCI	110	Health Care Interpreting: English/Spanish +	2
m	HCI	130	Mental Health Care Interpreting: English/Spanish +	2
m	HCI	150	Anatomical Terminology: English/Spanish +	2
m	HCI	175	Introduction to Medical Translation: English/Spanish	3
m	HCI	200	Simultaneous Health Care Interpreting: English/Spanish +	3
m	HCI	220	Approaches to Health Care in Hispanic Culture	3
m	HCI	275	Advanced Medical Translation: English/Spanish+	3
m	HCI	290	Health Care Interpreting Seminar and Field Experience +	2
m	HIT	135	Health Care Delivery Systems	2
m	SPN	205	Spanish for Native Speakers	3
	Electives			**8**
	Select electives from any discipline. See Counseling for course guidance.			
	PROGRAM TOTAL			**60**

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C*

Health Care Interpreting: English/Spanish

Certificate of Achievement

(635B) major code

This certificate indicates completion of all the health care interpreting and translation courses required for a fully-trained health care interpreter.

Structured written and oral screening tests are conducted to determine proficiency in both English and Spanish. Students must be 18 of age or older at the time of assignment to a practicum site.

Course Requirements

m	COM	125	Communication Strategies for Health care Careers	2
m	HCI	102	Survey of Mental Health and Substance Abuse Issues in Health Care Interpreting	3
m	HCI	105	Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish	3
m	HCI	106	Introduction to Health Care Interpreting: English/Spanish	3
m	HCI	110	Health Care Interpreting: English/Spanish +	2
m	HCI	130	Mental Health Care Interpreting: English/Spanish +	2
m	HCI	150	Anatomical Terminology: English/Spanish +	2
m	HCI	175	Introduction to Medical Translation: English/Spanish	3
m	HCI	200	Simultaneous Health Care Interpreting: English/Spanish +	3
m	HCI	220	Approaches to Health Care in Hispanic Culture	3
m	HCI	275	Advanced Medical Translation: English/Spanish +	3
m	HCI	290	Health Care Interpreting Seminar and Field Experience +	2
m	HIT	135	Health Care Delivery Systems	2
m	SOC	120	Racial and Ethnic Relations	3
m	SPN	205	Spanish for Native Speakers	3

PROGRAM TOTAL 39

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Health Care Interpreting Theory: English/Spanish

Certificate of Achievement

(642B) major code

This certificate is designed for the practicing health care interpreter who has received on-the-job training. The selected health care interpreting and translation courses provide a body of knowledge and theory to complement and reinforce the skills acquired through experience. The students have the option of taking these courses online.

Course Requirements

m	COM	125	Communication Strategies for Health care Careers	2
m	HCI	102	Survey Of Mental Health and Substance Abuse Issues in Health Care Interpreting	3
m	HCI	105	Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish	3
m	HCI	106	Introduction to Health Care Interpreting: English/Spanish	3
m	HCI	175	Introduction to Medical Translation: English/Spanish	3
m	HCI	220	Approaches to Health Care in Hispanic Culture	3
m	HIT	105	Medical Terms for Health Occupations	1

PROGRAM TOTAL 18

m *Major course requires minimum grade of C.*

Health Information Technology

Job Titles

- Health Information Coder
- Medical Record Coder
- Coder/Abstractors
- Coding Specialist
- Cancer Registrar
- Medical Transcriptionist

About the Occupation

Health information technicians help patients, doctors and insurance companies by maintaining accurate and secure medical records. The field is expected to grow thanks to the increasing digitization of medical records. These health care professionals have very little direct contact with patients, working primarily with computers in office settings at hospitals, clinics, nursing homes and other health care facilities.

Highlights of Waubonsee's Program

- Students in the degree program gain valuable hands-on experience in required practicum courses.

Professional Certification Opportunities

- The Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) accredits the Associate in Applied Science degree in Health Information Technology. Only graduates of an accredited health information management program are eligible for the national American Health Information Management Association (AHIMA) certification examination to become RHIT certified. (This program has received Candidacy Status for Accreditation as of Jan. 3, 2011). The HIT program has been assigned the Educational Program Code (EPC) of #765 by AHIMA. Students are eligible for student membership and other discounts offered by AHIMA.
- Medical Coding certifications — Students in the Health Information Technology program are encouraged to investigate certifications offered by the American Health Information Management Association (AHIMA). For additional information visit www.ahima.org.

Health Information Technology

Associate in Applied Science Degree

(110B) major code

The health information technology degree is designed to meet the needs of individuals seeking employment in the field of health data management. The degree provides a comprehensive set of courses to learn the technology needed to assemble, organize and manage a patient's medical record. The skills and competencies learned in this degree can apply to a variety of areas in health data management: clinical work flow, information policy, billing, coding and database management.

General Education Requirements 16

	BIO	270	Anatomy and Physiology I	4
	COM	100	***or*** 121 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 English	3
	PSY	100	Introduction to Psychology	3

Health Information Technology Core Program Requirements 13

m	AOS	110	***or*** CIS 110 Computers	3
m	HIT	100	Introduction to Health Information Technology	3
m	HIT	110	Medical Terminology	3
m	HIT	135	Health Care Delivery Systems	2
m	HIT	140	Legal/Ethical Issues in Health Care	2

Health Information Technology Major Program Requirements 31

m	BIO	272	Anatomy and Physiology II	4
m	HIT	210	ICD Coding	3
m	HIT	215	CPT Coding	3
m	HIT	216	Advanced Clinical Classification Systems	2
m	HIT	218	Reimbursement Systems	3
m	HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional	3
m	HIT	230	Data Applications and Health Care Quality	3
m	HIT	240	Health Information Processes	3
m	HIT	245	Health Information Data Analysis	2
m	HIT	248	Organization Resources	2
m	HIT	299	Professional Practice Experience	3

PROGRAM TOTAL 60

m *Major course requires a minimum grade of C.*

Medical Office

Certificate of Achievement

(115A) major code

This program prepares students to work in medical offices including the use of computerized systems.

Course Requirements

m	AOS	110	***or*** CIS 110 Computers	3
m	AOS	130	Customer Service	2
m	HIT	100	Introduction to Health Information Technology	3
m	HIT	110	Medical Terminology	3
m	HIT	120	Medical Office Procedures	3
m	HIT	130	Medical Insurance and Reimbursement	3
m	HIT	140	Legal/Ethical Issues in Health Care	2
	PROGRAM TOTAL			**19**

m *Major course requires minimum grade of C.*

Health Care Coding

Certificate of Achievement

(118B) major code

This program prepares students for a career in medical coding. Medical coding opportunities exist in physician offices, billing companies, insurance offices and in the home.

Course Requirements

m	AOS	110	***or*** CIS 110 Computers	3
m	BIO	270	Anatomy and Physiology I	4
m	BIO	272	Anatomy and Physiology II	4
m	HIT	100	Introduction to Health Information Technology	3
m	HIT	110	Medical Terminology	3
m	HIT	135	Health Care Delivery Systems	2
m	HIT	140	Legal/Ethical Issues in Health Care	2
m	HIT	210	ICD Coding	3
m	HIT	215	CPT Coding	3
m	HIT	216	Advanced Clinical Classification Systems	2
m	HIT	218	Reimbursement Systems	3
m	HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional	3
	PROGRAM TOTAL			**35**

m *Major course requires minimum grade of C.*

Heating, Ventilation and Air Conditioning

Job Titles

- Heating and Cooling Mechanic
- Furnace/Air Conditioning Installer
- Heating, Ventilation and Air Conditioning Contractor

About the Occupation

Heating, ventilation and air conditioning (HVAC) technicians install, maintain and repair the heating and cooling systems that control temperature, humidity and air cleanliness in homes, schools and other buildings. Some technicians also work on refrigeration systems. They apply knowledge of gas, oil, water and electrical systems, along with sound problem solving skills. Many work with sheet metal, piping and a variety of mechanical components such as motors, compressors, condensing units and evaporators. HVAC career opportunities are expanding in the areas of geothermal and solar thermal systems.

Highlights of Waubonsee's Program

- Waubonsee's HVAC lab includes a wide variety of heating, air conditioning and cooling systems. Students learn and develop their troubleshooting skills through hands-on training on "live" equipment.
- The Waubonsee curriculum allows students to choose from a wide range of technical electives, such as industrial motor controls and commercial and residential wiring.
- Waubonsee HVAC students can also select electives in Renewable Energy Technology (RET) that include courses in geothermal system and solar thermal systems.
- As part of their advanced coursework, Waubonsee students go out into the field to get real world experience.

Professional Certification Opportunities

- Section 608 E.P.A. Refrigerant Certification
- R-410 and R-407C Refrigerant Certification

Related Programs

HVAC students also pursue the following Waubonsee certificates (see page 158):

- *Solar Thermal*
- *Geothermal Basics*
- *Geothermal*

Heating, Ventilation and Air Conditioning

Associate in Applied Science Degree

(800A) major code

The heating, ventilation and air conditioning program provides students the skills needed to install, service and maintain commercial and residential heating, ventilation and air conditioning equipment. Upon completion of this program, students should be capable of installing a commercial or residential heating, ventilation and air conditioning system; performing routine maintenance on the unit; conducting standard tests on the unit to insure operating efficiency; and following a logical procedure to troubleshoot a mechanical or electrical problem. The program is appropriate for pre-service entry-level students, as well as current employees who desire an upgrading of their current knowledge and skills.

General Education Requirements 15

COM	100	***or*** 121	Communications 3
ENG	101	***or*** 151	English 3
ENG	102	***or*** 153	English 3
MTH	101	***or*** 103 ***or*** 107	Mathematics 3
			Economics elective • 3

HVAC Major Program Requirements 29

m	HVA	100	Basic Electricity for HVAC	3
m	HVA	110	Refrigeration Principles	3
m	HVA	120	HVACR Electrical Systems	3
m	HVA	130	Residential Comfort Systems	3
m	HVA	140	Basic Heating Systems	3
m	HVA	150	Basic Sheet Metal Fabrication and Print Reading	3
m	HVA	160	Refrigerant Transition and Certification	1
m	HVA	170	Universal R-410A Safety and Training Certification	1
m	HVA	200	Sheet Metal Estimating, Fabrication and Installation	3
m	HVA	210	Advanced Heating and Cooling Systems	3
m	HVA	220	Advanced Heating /Cooling Systems Service and Maintenance	3

(continued on next page)

Electives 16
Select electives from the courses listed.

AOS	110	Computer Software for the Office	3
CAD	102	Introduction to 2-D CAD	3
CAD	140	Residential Architectural Drafting	3
CIS	110	Business Information Systems	3
HVA	230	Advanced HVAC Controls	3
HVA	245	Load Calculations and Duct Design	3
HVA	250	Residential Hydronic Boiler Tech	3
HVA	297	HVAC Internship	1
HVA	298	HVAC Internship	2
HVA	299	HVAC Internship	3
IDT	115	Motor Controls I	3
IDT	150	Building Mechanical Systems	3
IDT	215	Motor Controls II	3
IDT	230	Commercial Power Distribution and Lighting	3
IDT	240	Programmable Controllers	3
IDT	250	Commercial/Residential Wiring	3
RET	170	Geothermal Systems	3
WLD	100	Survey of Welding	3
WLD	115	Oxy-Fuel Welding and Cutting	3
WLD	120	Shielded Metal Arc Welding I	3

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Heating, Ventilation and Air Conditioning

Certificate of Achievement

(804A) major code

This certificate takes the student from the most basic through the most advanced courses in HVAC. Students completing the certificate are qualified to install and service residential as well as light commercial HVAC equipment.

Course Requirements 26

m	HVA	100	Basic Electricity for HVAC	3
m	HVA	110	Refrigeration Principles	3
m	HVA	120	HVACR Electrical Systems	3
m	HVA	130	Residential Comfort Systems	3
m	HVA	140	Basic Heating Systems	3
m	HVA	150	Basic Sheet Metal Fabrication and Print Reading	3
m	HVA	160	Refrigerant Transition and Certification	1
m	HVA	170	Universal R-410A Safety and Training Certification	1
m	HVA	210	Advanced Heating and Cooling Systems	3
m	HVA	220	Advanced Heating and Cooling Systems Service and Maintenance	3

Electives 9
Select electives from the courses listed.

COM	121	Communication in the Workplace	3
HVA	200	Sheet Metal Estimating, Fabrication and Installation	3
HVA	230	Advanced HVAC Controls	3
HVA	245	Load Calculations and Duct Design	3
HVA	250	Residential Hydronic Boiler Tech	3
HVA	297	Heating, Ventilation, and Air Conditioning Internship	1
HVA	298	Heating, Ventilation, and Air Conditioning Internship	2
HVA	299	Heating, Ventilation, and Air Conditioning Internship	3
IDT	115	Motor Controls I	3
IDT	250	Commercial and Residential Wiring	3
RET	170	Geothermal Systems	3

PROGRAM TOTAL 35

m *Major course requires minimum grade of C.*

Human Services

Job Titles

- Certified Addictions Counselor
- Community Outreach Worker
- Family Support Worker
- Group Home Worker
- Mental Health Worker
- Residential Counselor
- Social Services Aide
- Youth Worker

About the Occupation

Projected to be among the future's fastest growing occupations, human services workers are employed in a wide variety of settings under many different job titles that are all characterized by a single unifying feature — their primary job function is helping people cope with their problems.

Highlights of Waubonsee's Program

- Because of its advanced accreditation from the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA), graduates of Waubonsee's human services AAS degree program can become Certified Alcohol and Other Drug Abuse Counselors (CADC) and enter the workforce more quickly.
- Visits to and field experiences at local human services agencies allow students to see what career areas are a good fit for them.

Human Services

Associate in Applied Science Degree

(650A) major code

This program prepares paraprofessionals for employment in a variety of social service organizations. The alcohol or other drug abuse (AODA) counseling program is accredited at the advanced level by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

General Education Requirements 15

	COM	100	Fund. of Speech Communication	3
	ENG	101	First-Year Composition I	3
	ENG	102	First-Year Composition II	3
	PSY	100	Introduction to Psychology	3
			Mathematics/Science elective •	3

Human Services
Major Program Requirements 21

m	HSV	105	Survey of Human Services	3
m	HSV	110	Group Dynamics	3
m	HSV	115	Crisis Intervention	3
m	HSV	120	Introduction to Substance Abuse	3
m	HSV	140	Assessment and Treatment of the Dual-Disordered Client	4
m	HSV	230	Human Services Seminar and Field Experience I (5)	
			or	
m	HSV	235	Human Services Seminar and Field Experience II (5) (for Addictions emphasis)	5

Additional Program Requirements 6

	AOS	110	Computer Software for the Office	3
	SPN	110	Survival Spanish I	
			or	
	SGN	101	American Sign Language I	3

(continued on next page)

Electives and Emphasis Area 18

Students wanting to specialize in addictions counseling should select electives from the emphasis area listed; students wanting a more general approach can select any electives from the categories listed.

Addictions Counseling Emphasis

m	HSV	125	Counseling Theories and Strategies	3
m	HSV	210	Psychopharmacology and the Addictive Process	3
m	HSV	220	Addictions Counseling I	3
m	HSV	225	Addictions Counseling II	3
m	HSV	240	Human Services Seminar and Field Experience III	5

Electives

Electives may be selected from the courses listed.

m	HSV	296	Special Topics	1-6
	PED	211	First Aid and Emergency Care	3
	PSY	215	Adulthood and Aging	3
	PSY	220	Child Psychology	3
	PSY	235	Social Psychology	3
	SGN	101	Sign Language I	3
	SGN	102	Sign Language II	3
	SOC	100	Introduction to Sociology	3
	SOC	215	Introduction to Social Work	3
	SPN	111	Survival Spanish II	3

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Addictions Counseling

Certificate of Achievement

(652A) major code

This certificate prepares individuals for employment as alcohol and other drug abuse (AODA) counselors in a variety of agencies and facilities that serve persons who are substance abusers. Students with prior and/or additional education can become AODA counselors as a result of completing this program. The program includes both classroom instruction and on-the-job training (field experience) and may be applied toward the Associate in Applied Science degree in human services. The program is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

Course Requirements

m	HSV	105	Survey of Human Services	3
m	HSV	110	Group Dynamics	3
m	HSV	115	Crisis Intervention	3
m	HSV	120	Introduction to Substance Abuse	3
m	HSV	125	Counseling Theories and Strategies	3
m	HSV	210	Psychopharmacology and the Addictive Process	3
m	HSV	220	Addictions Counseling I	3
m	HSV	225	Addictions Counseling II	3
m	HSV	235	Human Services Seminar and Field Experience II	5
m	HSV	240	Human Services Seminar and Field Experience III	5

PROGRAM TOTAL 34

m *Major course requires minimum grade of C.*

Industrial Technology

Job Titles

- Electrical and Electronic engineering Technician
- Electro-Mechanical Technician
- Mechanical Engineering Technician
- Engineering Technician
- Industrial Maintenance Mechanic
- Industrial Machine Repairer
- Maintenance Mechanic Helper
- Fluid Power Technician

About the Occupation

Engineering technicians use their broad base of knowledge to assist engineers and scientists in a variety of areas, such as research and development, product testing, and quality control. Industrial maintenance mechanics, machinery repairers, fluid power technicians and others install, maintain and repair machinery of all types. Some also care for buildings and work on electrical, heating/cooling, hydraulic and pneumatic systems.

Highlights of Waubonsee's Program

- Students learn in a hands-on environment that includes actual equipment as well as sophisticated training simulators.
- Emphasis areas allow students to customize their Industrial Technology degree based on their career goals.

Industrial Technology

Associate in Applied Science Degree

(809A) major code

This degree prepares students for technical positions in a variety of venues, some of which include manufacturing, material processing, quality assurance, custom machinery fabrication and research. Students develop the knowledge and skills for jobs that require a broad-based understanding of science, math and various technologies. Engineering technician, research and development technician, field service technician, and test lab technician are just a few such positions.

General Education Requirements 19

	COM	100	***or*** 121 ***or*** 201 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 153 English	3
	MTH	112	Plane Trigonometry	3
	PHY	111	Introduction to Physics I	4
			Social and Behavioral Sciences elective •	3

Industrial Technology Major Program Requirements 28

m	ACC	120	Financial Accounting	3
m	CHM	100	Introduction to Chemistry	3
m	EGR	101	Engineering Graphics	4
m	IDT	130	Manufacturing Processes	3
m	IDT	132	Machine Tool Basics	3
m	IDT	134	Metrology	2
m	IDT	270	Materials of Industry	3
m	IDT	280	Quality Management for Industry	3
m	IDT	290	Industrial Technology Capstone	1
m	MTH	107	Basic Statistics	3

Electives and Emphasis Areas 13

Students wanting to specialize in a particular industrial technology area should select electives from one of the emphasis areas. Students wanting a more general background can select any electives from the categories listed.

Electronic Equipment Emphasis

Students who plan to work on the design, development, testing and/or servicing of sophisticated, electronically controlled products and equipment are encouraged to select from the following electives.

ELT	101	Introductory Electronics	4
ELT	110	DC-AC Circuit Analysis	4
ELT	120	Introduction to Solid State Devices	4
ELT	130	Digital Fundamentals	4
ELT	235	Microprocessors	4
IDT	115	Motor Controls I	3
IDT	125	Machine Repair	3
IDT	215	Motor Controls II	3
IDT	240	Programmable Controllers	3

(continued on next page)

Laboratory Testing Emphasis

Students who plan to work in research and testing laboratories operating test equipment and machinery, running experiments, analyzing test data and writing reports are encouraged to select from the following electives.

CAD	270	Product Design and Development	3
CHM	101	Introduction to Chemistry Laboratory	1
CIS	112	Comprehensive Excel Spreadsheet	3
CMT	111	Construction Materials	3
ELT	101	Introductory Electronics	4
ELT	110	DC-AC Circuit Analysis	4
ELT	120	Introduction to Solid State Devices	4
ELT	130	Digital Fundamentals	4
ELT	235	Microprocessors	4
ENG	153	Business Communication-Technical Writing	3
IDT	195	Blueprint Reading	2
IDT	218	Strength of Materials	3
WLD	150	Metallurgy and Heat Treatment	3

Machinery Design Emphasis

Students who plan to work on the design, fabrication and/or servicing of automated machinery are encouraged to select from the following electives.

CAD	102	Introduction to 2D CAD	3
CAD	120	Advanced 2-D CAD Topics	3
ELT	101	Introductory Electronics	4
ELT	110	DC-AC Circuit Analysis	4
ELT	120	Introduction to Solid State Devices	4
IDT	115	Motor Controls I	3
IDT	120	Hydraulics	3
IDT	125	Machine Repair	3
IDT	195	Blueprint Reading	2
IDT	215	Motor Controls II	3
IDT	218	Strength of Materials	3
IDT	220	Pneumatics	3
IDT	240	Programmable Controllers	3
WLD	100	Survey of Welding	3

Product Design Emphasis

Students who plan to work with engineers on the design and development of manufactured products are encouraged to include the following courses in their selection of electives.

CAD	120	Advanced 2-D CAD Topics	3
CAD	210	Geometric Dimensioning and Tolerancing	3
CAD	240	Parametric Part Modeling	3
CAD	270	Product Design and Development	3

Electives

Electives may be selected from the disciplines and courses listed.

Disciplines: Computer-Aided Design and Drafting (CAD), Electronics Technology (ELT), Industrial Technology (IDT), Renewable Energy Technologies (RET), Welding (WLD)

CHM	101	Introduction to Chemistry Laboratory	1
CIS	112	Comprehensive Excel Spreadsheet	3
CMT	111	Construction Materials	3
ENG	153	Business Communication-Technical Writing	3
GEO	130	GIS and Mapping Principles	3
GEO	131	Geographic Information Systems I	3
HVA	100	Basic Electricity for HVAC	3

PROGRAM TOTAL 60

- *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Industrial Technology

Certificate of Achievement

(824A) major code

The Industrial Technology Certificate of Achievement prepares students for a variety of entry-level technical positions in manufacturing companies and a variety of other venues.

Course Requirements 16

m	IDT	130	Manufacturing Processes	3
m	IDT	132	Machine Tool Basics	3
m	IDT	270	Materials of Industry	3
m	IDT	280	Quality Management for Industry	3
	PHY	111	Introduction to Physics I	4

Electives 6

Select electives from the disciplines and courses listed.

Disciplines: Computer-Aided Design and Drafting (CAD), Electronics Technology (ELT), Industrial Technology (IDT), Renewable Energy Technologies (RET), Welding (WLD)

ACC	120	Financial Accounting	3
CHM	100	Introduction to Chemistry	3
CHM	101	Introduction to Chemistry Laboratory	1
CIS	112	Comprehensive Excel Spreadsheet	3
CMT	111	Construction Materials	3
EGR	101	Engineering Graphics	4
ENG	153	Business Communication-Technical Writing	3
GEO	130	GIS and Mapping Principles	3
GEO	131	Geographic Information Systems I	3
HVA	100	Basic Electricity for HVAC	3
MTH	107	Basic Statistics	3
MTH	112	Plane Trigonometry	3

PROGRAM TOTAL 22

m *Major course requires minimum grade of C.*

Advanced Industrial Technology

Certificate of Achievement

(825A) major code

The Advanced Industrial Technology Certificate of Achievement prepares students for entry-level technical positions that require broad-based knowledge and skills in math, science and technology.

Course Requirements 34

m	ACC	120	Financial Accounting	3
m	CHM	100	Introduction to Chemistry	3
m	EGR	101	Engineering Graphics	4
m	IDT	130	Manufacturing Processes	3
m	IDT	132	Machine Tool Basics	3
m	IDT	134	Metrology	2
m	IDT	270	Materials of Industry	3
m	IDT	280	Quality Management for Industry	3
m	MTH	107	Basic Statistics	3
	MTH	112	Plane Trigonometry	3
	PHY	111	Introduction to Physics I	4

Electives 11

Select electives from the disciplines and courses listed.
Disciplines: Computer-Aided Design and Drafting (CAD), Electronics Technology (ELT), Industrial Technology (IDT), Renewable Energy Technologies (RET), Welding (WLD)

CHM	101	Introduction to Chemistry Laboratory	1
CIS	112	Comprehensive Excel Spreadsheet	3
CMT	111	Construction Materials	3
ENG	153	Business Communication-Technical Writing	3
GEO	130	GIS and Mapping Principles	3
GEO	131	Geographic Information Systems I	3
HVA	100	Basic Electricity for HVAC	3

PROGRAM TOTAL 45

m *Major course requires minimum grade of C.*

Industrial Maintenance

Associate in Applied Science Degree

(810C) major code

The industrial maintenance program prepares the graduate for entry into and advancement within the field of industrial maintenance. The graduate has thorough knowledge of the installation and repair of electrical and mechanical systems, including electrical circuits, motor controls, PLCs, hydraulic and pneumatic systems, and various other types of mechanical systems and machinery.

General Education Requirements 15

COM	100	***or*** 121 Communications	3
ECN	100	***or*** 110 Economics	3
ENG	101	***or*** 151 English	3
ENG	102	***or*** 152 English	3
MTH	103	Elementary Technical Math	3

Industrial Maintenance Major Program Requirements 33

m	HVA	100	Basic Electricity for HVAC	3
m	IDT	110	Introduction to Industrial Maintenance	3
m	IDT	115	Motor Controls I	3
m	IDT	120	Hydraulics	3
m	IDT	125	Machine Repair	3
m	IDT	150	Building Mechanical Systems	3
m	IDT	215	Motor Controls II	3
m	IDT	220	Pneumatics	3
m	IDT	230	Commercial Power Distribution and Lighting	3
m	IDT	240	Programmable Controllers	3
m	IDT	250	Commercial and Residential Wiring	3

Additional Program Requirements 3

m	WLD	100	***or*** WLD 120 Welding	3

Electives 9

Select electives from the disciplines and courses listed.
Disciplines: Computer-Aided Design and Drafting (CAD), Electronics Technology (ELT), Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT), Welding (WLD)

RET	110	Photovoltaic Systems I	3
RET	120	Photovoltaic Systems II	3

PROGRAM TOTAL 60

m *Major course requires minimum grade of C.*

Basic Industrial Maintenance

Certificate of Achievement

(812B) major code

The Basic Industrial Maintenance Certificate of Achievement prepares an individual for a variety of entry-level positions related to manufacturing, machinery repair, and industrial maintenance. It helps that individual identify areas for career advancement and specialization by presenting a broad overview of industrial tools, systems, equipment, and maintenance operations that includes basic hands-on lab work. It also covers employer expectations with emphasis on issues related to safety and quality.

Course requirements

m	IDT	110	Introduction to Industrial Maintenance	3

PROGRAM TOTAL 3

m *Major course requires minimum grade of C.*

Intermediate Industrial Maintenance

Certificate of Achievement

(813D) major code

The Intermediate Industrial Maintenance Certificate provides the student with a broad overview of industrial technology as it relates to maintenance, along with specific skills in the areas of motor controls, machinery repair and electrical circuitry. This prepares the student for employment in basic maintenance positions.

Course Requirements

m	HVA	100	Basic Electricity for HVAC	3
m	IDT	110	Introduction to Industrial Maintenance	3
m	IDT	115	Motor Controls I	3
m	IDT	125	Machine Repair	3
m	IDT	250	Commercial and Residential Wiring	3

PROGRAM TOTAL 15

m *Major course requires minimum grade of C.*

Advanced Industrial Maintenance

Certificate of Achievement

(815C) major code

The Advanced Industrial Maintenance Certificate prepares the graduate for entry into and advancement within the field of industrial maintenance. The graduate has knowledge of the installation and repair of electrical and mechanical systems, including electrical circuits, motor controls, hydraulic systems, and machinery repair. Electives may be chosen in areas of interest or specialization.

Course Requirements 21

m	HVA	100	Basic Electricity for HVAC	3
m	IDT	110	Introduction to Industrial Maintenance	3
m	IDT	115	Motor Controls I	3
m	IDT	120	Hydraulics	3
m	IDT	125	Machine Repair	3
m	IDT	250	Commercial and Residential Wiring	3
m	WLD	100	or WLD 120 Welding	3

Electives 9

Select electives from the courses listed.

m	CAD	100	Basic Technical Drawing	3
m	CAD	120	Advanced 2-D CAD Topics	3
m	IDT	130	Manufacturing Processes	3
m	IDT	134	Metrology	2
m	IDT	150	Building Mechanical Systems	3
m	IDT	160	Introduction to Computer Numerical Control	3
m	IDT	195	Blueprint Reading	2
m	IDT	215	Motor Controls II	3
m	IDT	220	Pneumatics	3
m	IDT	230	Commercial Power Distribution and Lighting	3
m	IDT	240	Programmable Controllers	3
m	IDT	296	Special Topics for Industry	1-3
m	IDT	297	Industrial Technology Internship	1
m	IDT	298	Industrial Technology Internship	2
m	IDT	299	Industrial Technology Internship	3

PROGRAM TOTAL 30

m Major course requires minimum grade of C.

Industrial Maintenance Management

Certificate of Achievement

(818A) major code

This Industrial Maintenance Management Certificate provides the graduate with a broad overview of industrial technology and a skill set in specific maintenance areas. Together with business and management coursework, it prepares the graduate to assume a supervisory position over maintenance workers and to advance towards management positions with industry.

Course Requirements (Technical) 15

m	IDT	110	Introduction to Industrial Maintenance	3
m	IDT	115	Motor Controls I	3
m	IDT	125	Machine Repair	3
m	HVA	100	Basic Electricity for HVAC	3
m	IDT	250	Commercial and Residential Wiring	3

Course Requirements (Management) 15

m	BUS	100	Introduction to Business	3
m	CIS	110	Business Information Systems	3
m	MGT	200	Principles of Management	3
m	MGT	210	Supervisory Management	3
m	MGT	215	Human Resource Management	3

PROGRAM TOTAL 30

m *Major course requires minimum grade of C.*

These certificates prepare students to work in Computer-aided Machining (CAM) venues where Computer Numerical Control (CNC) technology is applied. Students can learn to operate CNC machining centers, or they can build their computer-aided design (CAD) knowledge to learn how to program and operate sophisticated CAD/CAM machinery.

CNC Operator

Certificate of Achievement

(822A) major code

The CNC Operator Certificate of Achievement is designed to impart entry-level skills to the student desiring employment in the high tech manufacturing arena. Basic knowledge in manual machining provides a foundation for producing machine code, uploading the code, setting up and operating numerically controlled machine tools.

Course Requirements

m	IDT	132	Machine Tool Basics	3
m	IDT	160	Introduction to Computer Numerical Control	3
m	IDT	195	Blueprint Reading (2)	
			or	
	CAD	100	Basic Technical Drawing (3)	2-3

PROGRAM TOTAL 8

m *Major course requires minimum grade of C.*

Advanced CAD/CAM

Certificate of Achievement

(820A) major code

This curriculum is intended for students wishing to study advanced computer-aided manufacturing techniques. Possible job positions in industry include two-axis and three-axis machine programmer/operators.

Course Requirements

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	210	Geometric Dimensioning and Tolerancing	3
m	CAD	240	Parametric Part Modeling	3
m	IDT	132	Machine Tool Basics	3
m	IDT	160	Introduction to Computer Numerical Control	3
m	IDT	260	Computer-Aided Machining (CAM)	3
m	IDT	262	Intermediate CAD/CAM	3
m	IDT	264	Advanced CAD/CAM	2

PROGRAM TOTAL 29

m *Major course requires minimum grade of C.*

Interpreter Training

Interpreter Training

Associate in Applied Science Degree

(660A) major code

Interpreter training is an Associate in Applied Science degree that trains people to be sign language interpreters for the Deaf. Interpreter training was the first program of its kind established in Illinois in 1975 and is currently one of six programs within the state. Waubonsee's program provides students with the opportunity to become proficient in American Sign Language and gain knowledge of Deaf culture.

	First Semester			**18**
	ENG	101	First-Year Composition I	3
	PSY	100	Introduction to Psychology	3
m	SGN	100	Orientation to Deafness	3
m	SGN	101	American Sign Language I	3
m	SGN	104	Signs of Everyday Use	3
m	SGN	105	Linguistics of ASL I	3
	Second Semester			**15**
	ENG	102	First-Year Composition II	3
m	SGN	102	American Sign Language II	3
m	SGN	106	Linguistics of ASL II	3
m	SGN	108	Conceptually Accurate Signed English	3
m	SGN	110	Introduction to American Deaf Culture	3
	Third Semester			**18**
	(All third-semester ITP courses must be taken concurrently.)			
	COM	100	Fund. of Speech Communication	3
m	ITP	200	Introduction to Interpreting +	3
m	ITP	210	Etymology for Interpreters +	3
m	ITP	211	Transliterating I +	3
m	ITP	221	Interpreting I +	3
m	ITP	231	Sign to Voice I +	3
	Fourth Semester			**18**
	(All fourth-semester ITP courses must be taken concurrently and after successful completion of all third semester ITP courses.)			
m	ITP	212	Transliterating II +	3
m	ITP	222	Topics in Interpreting +	3
m	ITP	223	Interpreting II +	3
m	ITP	230	Specialized Areas of Interpreting +	3
m	ITP	232	Sign to Voice II +	3
			Math or Physical and Life Sciences elective •	3
	Fifth Semester			**3**
m	ITP	290	The Interpreter as Practitioner +	3
	PROGRAM TOTAL			**72**

m *Major course requires minimum grade of C.*

• *See course choices listed on pages 72-73.*

\+ *Program admission required for enrollment.*

Job Titles

- Interpreter for the Deaf
- Sign Language Interpreter

About the Occupation

Sign language interpreters facilitate communication between individuals who are deaf or hard of hearing and those who can hear. The interpreter is considered to be a bilingual/bicultural mediator in the communication exchange. Those engaged in conversation rely heavily on the skill, fluency, professionalism and ethical behavior of the interpreter. The interpreter is an integral part of the communication exchange.

Highlights of Waubonsee's Program

- In 1975, Waubonsee became the first college in the state to design an interpreter training program.
- The program utilizes technology to create a rich visual learning environment. Students' signing performances are captured by digital video cameras, uploaded to a computer and then reviewed by both the student and the instructor.

Procedure for Entering the Interpreter Training Program

Waubonsee offers a full-time Interpreter Training Program (ITP) that must be completed in a block fashion. Students are eligible to register for ITP courses after completing the following steps:

1. Meet with Counseling to establish a schedule for taking the Sign Language (SGN) courses.
2. Complete all SGN courses with a grade of C or better; also, a grade of C or better AND cumulative grade point average of 3.0 or higher in SGN104, SGN105, SGN106 and SGN108 is required.
3. Submit an ITP application by April 1.
4. Earn acceptable scores on the ITP admissions test. Contact the Center for Learning Assessment for more information on the ITP admissions test and scores. Recommended testing time is between May and November the year before the fall start time for ITP. Testing must be completed by May 1 before starting in the ITP that fall.
5. Complete the last SGN course within 18 months of planned start date for ITP. This requirement can only be waived by the Dean for Humanities, Fine Arts and Languages when the student has documented interpreting experience.

Procedure for Completing the Interpreter Training Program

To complete the Interpreter Training Program with a certificate or degree, students must complete the following steps:

1. Complete all ITP courses with a grade of C or better.
2. Complete all ITP courses within a three-year time period. Exceptions can only be granted by the Dean for Humanities, Fine Arts and Languages.
3. Complete all practicum hours.

Scheduling Note: SGN courses are offered during the day and evenings, but not all courses are offered every semester. Since all SGN courses must be completed before entering any ITP courses, please consider this when scheduling. ITP courses are only offered during the day. Students may repeat a course only once.

For additional information, contact the Dean for Humanities, Fine Arts and Languages (see directory).

Interpreter Training

Certificate of Achievement

(662A) major code

Students must successfully complete the sign language certificate before enrolling in the following courses to achieve the interpreter training certificate. Because sign language courses are prerequisites, this certificate will require two years for completion.

Course Requirements

m	ITP	200	Introduction to Interpreting +	3
m	ITP	210	Etymology for Interpreters +	3
m	ITP	211	Transliterating I +	3
m	ITP	212	Transliterating II +	3
m	ITP	221	Interpreting I +	3
m	ITP	222	Topics in Interpreting +	3
m	ITP	223	Interpreting II +	3
m	ITP	230	Specialized Areas of Interpreting +	3
m	ITP	231	Sign to Voice I +	3
m	ITP	232	Sign to Voice II +	3
m	ITP	290	The Interpreter as Practitioner +	3

PROGRAM TOTAL 33

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Sign Language

Certificate of Achievement

(664B) major code

This certificate indicates completion of the fundamental sign language courses. Note also that the completion of these courses is a prerequisite for enrolling in the interpreter training certificate program.

Refer to the interpreter training admission requirements before completing the sign language certificate.

Course Requirements

m	SGN	100	Orientation to Deafness	3
m	SGN	101	American Sign Language I	3
m	SGN	102	American Sign Language II	3
m	SGN	104	Signs of Everyday Use	3
m	SGN	105	Linguistics of ASL I	3
m	SGN	106	Linguistics of ASL II	3
m	SGN	108	Conceptually Accurate Signed English	3
m	SGN	110	Introduction to American Deaf Culture	3

PROGRAM TOTAL 24

m *Major course requires minimum grade of C.*

Laboratory Technology

Laboratory Technology

Associate in Applied Science Degree

(845A) major code

(ICCB Approval Pending)

The laboratory technology program prepares students for entry-level employment in a variety of laboratory settings. Through hands-on laboratory work, students gain valuable knowledge, skills and experience in laboratory techniques. The program prepares graduates for positions such as laboratory assistant, laboratory technician, quality control technician and process control technician. Jobs exist in a variety of industries including agriculture, consumer protection, environmental protection, food processing, manufacturing and pharmaceuticals. This program is not intended for those seeking employment in a health care or clinical lab setting.

General Education Requirements 15

ENG	101	***or*** 151 English	3
ENG	102	***or*** 152 ***or*** 153 English	3
MTH	101	***or*** 102 Mathematics	3
PHL	110	Introduction to Critical Thinking	3
		Social and Behavioral Sciences elective	3

Laboratory Technology Major Program Requirements 42

m	AOS	110	Computer Software for the Office	
			or	
m	CIS	110	Business Information Systems	
			or	
m	CIS	112	Comprehensive Excel Spreadsheet	3
m	BIO	120	Principles of Biology I	4
m	CHM	100	Introduction to Chemistry (3)	
			and	
m	CHM	101	Introduction to Chemistry Laboratory (1)	
			or	
m	CHM	121	General Chemistry	4
m	CHM	102	Introduction to Organic Chemistry	3
m	CHM	103	Introduction to Organic Chemistry Laboratory	1
m	CHM	241	Introduction to Biochemistry	3
m	LBT	101	Introduction to Laboratory Technology	3
m	LBT	221	Applied Microbiology	4
m	LBT	251	Introduction to Analytical Chemistry	4
m	LBT	252	Introduction to Instrumental Analysis	4
m	MTH	107	Basic Statistics	3
m	PHY	103	Concepts of Physics	3
m	PHY	104	Concepts of Physics Laboratory	1
m			Internship: LBT298 or LBT299 (2 semester hours required)	2

(continued on next page)

Job Titles

- Chemical Lab Assistant
- Chemical Lab Technician
- Biology Lab Assistant
- Biology Lab Technician
- Quality Control Technician
- Process Control Technician

About the Occupation

Laboratory technicians use specialized instruments and techniques to assist scientists in conducting experiments, researching and developing new products, performing quality tests, and producing a chemical or biological product. Technicians work in a variety of industries including agriculture, consumer and environmental protection, food processing, manufacturing, and pharmaceuticals.

Highlights of Waubonsee's Program

- Students learn the techniques, processes and procedures of industrial laboratories through hands-on laboratory experiences designed to simulate tasks in the workplace.
- A required internship provides students a work-based learning opportunity for their resume.
- The LBT program was developed with a Trade Adjustment Assistance Community College and Career Training grant from the Department of Labor.

Electives				3
	Select electives from the discipline and courses listed:			
m	Discipline: Chemistry (CHM)			
m	BIO	110	Environmental Biology	3
m	BIO	111	Environmental Biology Laboratory	1
m	BIO	122	Principles of Biology II	4
m	BIO	200	Nutrition	3
	BUS	100	Introduction to Business	3
	CIS	112	Comprehensive Excel Spreadsheet	3
	COM	120	Interpersonal Communication	3
	COM	121	Communication in the Workplace	3
	CRJ	201	Crime Scene Investigation Laboratory	3
	ELT	101	Introductory Electronics	4
	IDT	110	Introduction to Industrial Maintenance	3
	IDT	130	Manufacturing Processes	3
	IDT	280	Quality Management for Industry	3
m	LBT	297	Laboratory Technology Internship	1
	PROGRAM TOTAL			**60**

m *Major course requires minimum grade of C.*

Basic Laboratory Technology

Certificate of Achievement

(847A) major code

(ICCB Approval Pending)

The Basic Laboratory Technology Certificate of Achievement prepares graduates for employment as laboratory assistants with duties such as solution preparation, sample collection, basic analysis and inventory control of supplies, chemicals, and samples.

Course Requirements

m	BIO	120	Principles of Biology I	4
m	CHM	100	Introduction to Chemistry (3)	
			and	
m	CHM	101	Introduction to Chemistry Laboratory (1)	
			or	
m	CHM	121	General Chemistry	4
m	AOS	110	Computer Software for the Office	
			or	
m	CIS	110	Business Information Systems	
			or	
m	CIS	112	Comprehensive Excel Spreadsheet	3
m	LBT	101	Introduction to Laboratory Technology	3
m	MTH	107	Basic Statistics	3
	PROGRAM TOTAL			**17**

m *Major course requires minimum grade of C.*

Biology Laboratory Technology

Certificate of Achievement

(848A) major code

(ICCB Approval Pending)

With a focus on techniques and content of biological laboratories, this certificate prepares graduates for entry-level employment as a biological laboratory assistant with duties such as media preparation, sample collection, sterilization and inventory control of supplies, specimens, and samples.

Course Requirements

m	BIO	110	Environmental Biology	3
m	BIO	111	Environmental Biology Laboratory	
			or	
m	CHM	101	Introduction to Chemistry Laboratory	1
m	BIO	120	Principles of Biology I	4
m	CHM	100	Introduction to Chemistry	3
m	LBT	101	Introduction to Laboratory Technology	3
m	LBT	221	Applied Microbiology	4
	PROGRAM TOTAL			**18**

m *Major course requires minimum grade of C.*

Legal Interpreting

Legal Interpreting: English/Spanish

Certificate of Achievement

(621B) major code

Legal interpreting is a certificate of achievement that provides English/Spanish bilingual individuals the knowledge and skills to interpret successfully in legal settings. Students learn the procedures and processes of the American justice system, specialized legal vocabulary, and the legal interpreter's code of ethics and standards. Students also receive targeted practice with the three modes of legal interpreting: consecutive, simultaneous and sight translation.

Structured written and oral screening tests are conducted to determine proficiency in both English and Spanish. Students must be 18 years of age or older at the time of assignment to a practicum site.

Course Requirements

m	CRJ	120	The American Court System	3
m	LGI	100	Introduction to Legal Interpreting: English/Spanish	3
m	LGI	105	Legal System and Terminology: English/Spanish+	3
m	LGI	110	Legal Interpreting: Simultaneous, Consecutive and Sight: English/Spanish +	3
m	LGI	120	Introduction to Legal Translation: English/Spanish+	3
m	LGI	290	Legal Interpreting Seminar and Field Experience: English/Spanish +	3
	PROGRAM TOTAL			**18**

\+ *Program admission required for enrollment.*

m *Major course requires a minimum grade of C.*

Job Titles

Legal Interpreter

About the Occupation

A legal interpreter is a bilingual individual who translates in a legal setting, including local and state courts. Many court interpreters work on a freelance basis. Legal interpreters are also hired by attorneys for depositions, civil cases and other pre-trial assignments. Upon further study of translation, which deals with the written rather than the spoken word, students could prepare for court and legal translation and transcription positions or freelance work. Waubonsee's program is for individuals who are bilingual in English and Spanish.

Highlights of Waubonsee's Program

- The legal interpreting program is the only one of its kind in the region. This program targets bilingual (English/Spanish) individuals who seek entry-level training and skills, as well as working interpreters who need more formal training. Entry-level wages are significantly above minimum wage, and with experience, provide middle-class income.
- The Bureau of Labor Statistics projects the interpreters and translators occupation to grow faster than the average through 2016. The BLS projects the occupation to grow by 24 percent with the fastest growth in the health care and legal fields.

Sound Interesting?

Students interested in this program may also be interested in Health Care Interpreting; see page 120.

Library and Information Studies

Job Titles

- Library Technical Assistant
- Library Aide
- Library Clerk
- Library Technician

About the Occupation

Jobs in today's libraries are not focused entirely on books. A Library Technical Assistant today works a great deal with computers, data input, and audio-visual equipment. The job demands highly developed customer service skills, attention to details, and critical thinking skills.

The library job market continues to be ranked as a top 10 job market in most surveys. The LTA degree indicates to a prospective employer that this job candidate has up-to-date training and equipment expertise. An LTA can work in any type of library, from public school to specialized technical libraries. While the actual job tasks vary from library system to library system, an LTA might enter cataloging information about books into the library computer system, set up equipment for a meeting, run a children's story time, check out books to patrons, create promotional materials for library events, or do the acquisitions processing of materials. LTA students have a passion to help life-long learning.

Highlights of Waubonsee's Program

- In 2007, the American Library Association developed national certifications for library support staff. The Waubonsee LTA program is approved by ALA as a course provider for this national certification. Currently all Library Support Staff Certification (LSSC) competencies are addressed in Waubonsee coursework. Students with national certifications are usually considered for better job prospects.

Library Technical Assistant

Associate in Applied Science Degree

(667A) major code

The Library Technical Assistant degree provides students with a solid foundation in the theory of library work, practical knowledge of the roles and responsibilities of library technical assistants, and hands-on workplace experience that prepares them for employment in a variety of library departments. Students interested in developing expertise in a specific area can also choose to focus their studies on one of the emphasis areas – youth services, library leadership, or library technology.

General Education Requirements 18

COM	100	***or*** 121	Communication 3
ENG	101		First-Year Composition I 3
ENG	102		First-Year Composition II 3
HUM	101	***or*** 102	Humanities 3
PSY	100		Introduction to Psychology 3
			Math or Physical and Life Sciences elective • 3

Library Technical Assistant Major Program Requirements 20

m	LIB	100	Library as Place 3
m	LIB	105	Introduction to Technical Services 3
m	LIB	110	Technology in Libraries 3
m	LIB	115	Public Services 3
m	LIB	120	Reference and Research Strategies 3
m	LIB	125	Library Collections and the Community .. 3
m	LIB	250	Library Technical Assistant Practicum 2

Additional Program Requirements 5

AOS	110		Computer Software for the Office ***or***
CIS	110		Business Information Systems (if pursuing technology emphasis) 3
AOS	130		Customer Service 2

(continued on next page)

Electives and Emphasis Areas 17
Students wanting to specialize in a particular library area should select electives from one emphasis area; students wanting a more general approach can select any electives from the categories listed.

Youth Services Emphasis

	ECE	115	Child Growth and Development ***or***	
	PSY	220	Child Psychology	3
	ENG	228	Children's Literature	3
m	LIB	205	Pre-Teens and Teens in the Library	2
m	LIB	210	The School Library Media Center	3

Library Leadership Emphasis

	AOS	205	Records Management	3
	COM	122	Group Communication	3
	MGT	210	Supervisory Management	3
	PSY	215	Adulthood and Aging	3

Library Technology Emphasis

	CIS	170	Networking Essentials	3
	CIS	173	Introduction to TCP/IP Internet working	2
	CIS	174	Wireless Local Area Networking	2
	CIS	176	Windows Server Administration	3
	CIS	180	Linux/UNIX Operating Systems	3
	CIS	181	Introduction to Information Systems Security	3
	CIS	280	Linux/UNIX System Administration	3
	WEB	110	Web Development with HTML/XHTML	3

Electives

Electives may be selected from the courses listed.

	DIS	101	Disability in Society	3
	DIS	201	Catalyst for Change	3
m	LIB	200	Reader's Advisory and Adult Programming	2
m	LIB	240	Seminar of Current Library Issues	3
m	LIB	296	Special Topics in Library and Information Studies	1-3
	SGN	100	American Sign Language I	3
	SPN	110	Survival Spanish I	3
	SPN	111	Survival Spanish II	3

PROGRAM TOTAL 60

- *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Library Technical Assistant

Certificate of Achievement

(668A) major code

The Library Technical Assistant certificate program offers a core of courses, including experience with computer software and library technology and an on-the-job practicum experience, that provides students with a basic framework for successful library employment.

Course Requirements

	AOS	110	Computer Software for the Office	3
m	LIB	100	Library as Place	3
m	LIB	105	Introduction to Technical Services	3
m	LIB	110	Technology in Libraries	3
m	LIB	115	Public Services	3
m	LIB	120	Reference and Research Strategies	3
m	LIB	125	Library Collections and the Community	3
m	LIB	250	Library Technical Assistant Practicum	2

PROGRAM TOTAL 23

m *Major course requires minimum grade of C.*

Management: Human Resources

Job Titles

- Employee Trainer
- HR Assistant
- Employee Benefit Coordinator

About the Occupation

Managers are needed in every business to plan, organize, lead, and direct its major functions toward organizational goals. Human Resource managers serve as a link between management and employees. They help management make effective use of employees' skills, and help employees find satisfaction in their jobs and working conditions.

Highlights of Waubonsee's Program

- As in all of Waubonsee's business programs, management students are encouraged to complete an internship to gain both college credit and valuable on-the-job experience.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Professional Association Opportunities

- *Society for Human Resource Management (SHRM)* — This national organization is committed to advancing the HR profession. Student membership is available. Visit www.shrm.org.
- *American Management Association (AMA)* — This international organization is dedicated to building management excellence. Student membership is available. Visit www.amanet.org.

Human Resources Management

Associate in Applied Science Degree

(131B) major code

This degree prepares the student for employment in the area of human resources management. Courses in the areas of office management, applied human relations and personnel management are offered.

General Education Requirements 15

COM	121	***or*** 201 ***or*** 100	Communications 3
ENG	151	***or*** 101	English..... 3
ENG	152	***or*** 102	English 3
MTH	104		Business Mathematics..... 3
			Economics elective• 3

Human Resources Management Major Program Requirements..... 33

m	ACC	120	***or*** 115	Accounting 3
m	ACC	121	***or*** 230	Accounting..... 3
m	BUS	100		Introduction to Business 3
m	BUS	210	***or*** 211	Business Law..... 3
m	BUS	220		Leadership in Business 3
m	BUS	225		Organizational Behavior..... 3
m	CIS	110	***or*** AOS 110	Computers 3
m	CIS	112		Comprehensive Excel Spreadsheet 3
m	MGT	200		Principles of Management 3
m	MGT	215		Human Resources Management I 3
m	MGT	220		Human Resources Management II 3

Electives 12

Select electives from: Accounting (ACC), Business (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Entrepreneurship (ETR), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73..*

m *Major course requires minimum grade of C.*

Mass Communication

Mass Communication

Associate in Applied Science Degree

(970B) major code

This degree is intended for individuals interested in working in the fields of television, film, Internet and/or radio broadcasting as announcers, radio/TV producers, camera operators and directors. The program utilizes Waubonsee's television studio in preparing students for this medium.

Although the intent of this degree program is occupational, many courses within the program are individually articulated with four-year colleges offering radio/TV programs to facilitate continued study at a four-year institution. Courses are aligned with IAI courses when possible.

General Education Requirements 18

	COM	100	Fundamentals of Speech Communication 3
	ENG	101	***or*** 151 English 3
	ENG	102	***or*** 152 ***or*** 153 English 3
	PSY	100	Introduction to Psychology 3
			Humanities/Fine Arts elective • 3
			Math or Science elective • 3

Mass Communication Major Program Requirements 21

m	MCM	130	Introduction to Mass Communication 3
m	MCM	140	Television and Media Production I 3
m	MCM	201	Broadcast Writing 3
m	MCM	205	Basic Broadcast Announcing 3
m	MCM	245	Mass Media Ethics and Laws 3
m	MCM	280	Mass Communication Capstone: The Business, Media and Careers of TV/Internet/Radio/Film 3
m	MCM	297	***or*** 298 ***or*** 299 Radio/TV/Internet/Film Internship 3

Electives 21

Select electives from the courses listed.

	COM	110	Voice and Diction 3
	COM	115	Online Communication 3
	COM	121	Communication in the Workplace 3
	COM	135	Introduction to Advertising Communication 3
	COM	150	Intercultural Communication 3
	COM	200	Advanced Speech Communication 3
	COM	201	Business and Professional Presentations 3
m	MCM	211	Introduction to Radio Production 3
m	MCM	215	Basic News Writing 3
m	MCM	221	Basic News Editing 3
m	MCM	240	Television and Media Production II 3

(continued on next page)

Job Titles

- Camera Operator
- TV/Radio Production Staff
- TV/Radio Program Host
- Audio/Video Editor
- Producer/Director
- Internet/Multimedia Specialist

About the Occupation

The mass communication field provides a vast opportunity for individuals to learn the skills and techniques necessary to produce, direct or support television, film, radio and Internet productions. Technical positions in this field can go from the broad-based to the more highly specialized, and include camera operators, a wide variety of production staff positions, "on-air personalities," audio and video editors, producers, directors and Internet producers. Knowledge and experience in a variety of aspects in audio, video and Internet media production offer students an opportunity for employment in many venues and allow the student to move as the needs of the field shift.

Highlights of Waubonsee's Program

- Students gain hands-on experience creating shows in the college's own television studio, located in Collins Hall.
- A public service announcement created by Waubonsee students won the 2006 and 2008 Illinois Department of Transportation college video challenge and ran on local cable television.

m	MCM	243	Film Production 3
m	MCM	296	Special Topics/ Mass Communication 1-3
	MUS	110	Music Careers 2
	MUS	211	Introduction to the Recording Studio 3
	MUS	213	Advanced Studio Recording 3
	THE	110	The Art of Oral Interpretation 3

PROGRAM TOTAL 60

- *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Mass Communication

Certificate of Achievement

(972B) major code

This certificate is intended for individuals interested in working in the fields of television and/or film as announcers, TV producers, camera operators, directors and related occupations. The program utilizes Waubonsee's television studio in preparing students for these media.

Course Requirements

m	MCM	130	Introduction to Mass Communication 3
m	MCM	140	Television and Media Production I 3
m	MCM	201	Broadcast Writing 3
m	MCM	205	Basic Broadcast Announcing 3
m	MCM	240	Television and Media Production II
			or
m	MCM	243	Film Production 3
m	MCM	297	***or*** 298 ***or*** 299 Radio/TV/Internet/Film Internship 1-3

PROGRAM TOTAL 16

m *Major course requires minimum grade of C.*

Medical Assistant

Medical Assistant

Certificate of Achievement

(422A) major code

This certificate program prepares individuals for employment in the administrative and clinical areas of medical offices, clinics, and other health care agencies. The Waubonsee Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP — Commission on Accreditation of Allied Health Education Programs
1361 Park St., Clearwater, FL 33756
(727) 210-2350 Phone
(727) 210-2354 Fax
www.caahep.org

MAERB — Medical Assisting Education Review Board
20 N. Wacker Drive, Suite 1575
Chicago, IL 60606
(800) 228-2262 Phone
(312) 899-1259 Fax
www.maerb.com

Graduates of the program who meet CAAHEP requirements are eligible to take the national certification exam for Certified Medical Assistants, CMA. Students who are able to meet American Society of Clinical Pathologists (ASCP) requirements will be eligible to take the national certification exam for Phlebotomy Technician, PBT (ASCP).

NOTE: This sequence is intended for full-time students in the medical assistant program. Students interested in a part-time program option should contact the Dean for Health and Life Sciences for scheduling options (see directory).

	Summer Semester 10			
m	BIO	260	Human Structure and Function	4
m	HIT	105	Medical Terms for Health Occupations	1
m	MLA	220	Pharmacology/Med.Assist. +	2
m	PSY	100	Introduction to Psychology	3
	Fall Semester 12.5			
m	AOS	110	Computer Software for the Office	3
m	MLA	150	Basic Administrative Procedures for the Medical Assistant	3
m	MLA	171	Medical Assistant Clinical I +	2.5
m	MLA	230	Medical Law and Ethics	1
m	PSY	205	Life-Span Psychology	3

(continued on next page)

Job Title

- Medical Assistant

About the Occupation

According to the Bureau of Labor Statistics, there will be an almost 60 percent increase in medical assisting jobs in the next five years.

Medical assistants perform routine administrative, clinical and laboratory tasks to keep medical offices, clinics, laboratories and other health care agencies running smoothly.

In smaller practice settings, medical assistants are usually generalists, handling both administrative and clinical duties and reporting directly to an office manager or health care provider. Usually the medical assistant helps with routine examinations, obtains specimens, performs laboratory tests, schedules appointments, handles medical insurance claims and accomplishes other office duties.

Highlights of Waubonsee's Program

- Students may choose to complete the program in four semesters (full-time) or six semesters (part-time).
- The required externship allows students to gain experience at a local physician's office, clinic or outpatient facility.

Professional Certification Opportunities

- Certified Medical Assistant (CMA) — Graduates who meet certain requirements are eligible to take this national certification exam from the American Association of Medical Assistants (AAMA).
- Phlebotomy Technician (PBT) — Students who meet certain requirements will be eligible to take this national certification exam from the American Society of Clinical Pathologists (ASCP).

Spring Semester.....10.5

m COM 125 Communication Strategies for Health care Careers 2
m HIT 130 Medical Insurance and Reimbursement.....3
m MLA 172 Medical Assistant Clinical II + ...2.5
m MLA 210 Laboratory Procedures/Med. Assist. +.....3

Summer Semester 2

m MLA 298 Medical Assistant Externship + ...2

PROGRAM TOTAL 35

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Medical Assistant Program

The medical assistant program is offered in either an accelerated (four semester) or part-time (six semester) sequence. Students seeking admission to the medical assistant program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health and Life Sciences (see directory).
3. Complete the special application required for entry into the program, which is available in the Health and Life Sciences office, the Counseling Center or on the Internet www.waubonsee.edu/healthcareers. Enrollment in the medical assistant (MLA) courses is limited in order to provide the best possible educational experience for students. Students interested in the accelerated sequence and desiring to take courses with the MLA prefix in the summer must make application by April 1. Students interested in the part-time sequence and desiring to take courses with the MLA prefix in the fall must make application by July 1.
4. Complete required Pre-Admission Exam-RN (PAX-RN) and Nelson Denny (ND) assessment. Note: Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 50 percent for the PAX-RN, as well as a composite of 60 percent for the PAX-RN, and comprehension and vocabulary skills at the 10th grade level for the ND.
   A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the Nelson Denny assessment and for the PAX-RN assessment.
5. Understand that the medical assistant application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately three weeks after the application deadline date as to selection status.
   It is the responsibility of the applicant to make sure the following required documents are received by Registration and Records: WCC New Student Information Form; high school transcript or GED certificate; transcripts from other colleges or vocational schools attended.
6. Follow the program sequence once a student is accepted into the program. The student is expected to follow either the accelerated or part-time program sequence for all MLA courses. Students may opt to complete any or all of the AOS, BIO, COM, HIT or PSY courses prior to submitting an application to the medical assistant program.
   For continuation in the medical assistant program, a 2.0 or better GPA must be received in each of the major courses.
   Note: HIT and MLA courses are offered on a limited basis during the year. Please contact the offices of Business and Information Systems (HIT) and Health and Life Sciences (MLA) for specific course information.
7. Submit documentation of a physical examination, immunizations and 2-step tuberculosis (TB) test upon acceptance into the accelerated program, and prior to the start of MLA 171 Medical Assistant Clinical I for students accepted into the part-time program.
8. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

Program Costs

In addition to tuition and regular fees, the medical assistant student has the following minimum fees and expenses:

Textbooks for MLA classes (excludes general education courses)..... $120
Uniform/white shoes $70
Stethoscope $15
Physical exam, immunizations, TB testing ..... per health care provider

Total Estimated Costs

(excluding medical requirements)..... $205

NOTE: These fees and expenses are ***approximate*** costs and are subject to change without prior notice to the student.

Advanced Placement

Applicants who wish to transfer medical assistant courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (e.g. transcripts, course descriptions) be submitted along with the medical assistant application.

This program does not grant credit for life or work experience.

Music

Audio Production Technology

Certificate of Achievement

(986A) major code

This certificate is intended for individuals interested in working in the field of electronic music production in a variety of venues including radio, television, recording studios, internet broadcasting and live sound reinforcement. Using a variety of software audio applications, students gain knowledge and practice in digital audio recording and editing, digital sampling, audio mixing console operations, fundamentals in electronics and fundamentals of music theory. Students also gain experience in small entrepreneurial endeavors to be applied in music business practices.

Course Requirements

	MCM	130	Introduction to Mass Communication	3
m	MUS	211	Introduction to the Recording Studio	3
m	MUS	213	Advanced Studio Recording	3
m	MUS	215	Electronics for Audio Production	3
	ETR	140	Introduction to Entrepreneurship (3)	
			or	
	MUS	110	Careers in Music (2)	2-3
	MUS	120	Basic Elements of Music (3)	
			or	
	MUS	121	Theory of Music I (4)	3-4

PROGRAM TOTAL 17

m *Major course requires minimum grade of C.*

Job Titles

- Radio Operator
- Broadcast Technician
- TV/Radio Announcer
- Audio/Video Equipment Technician
- Producer/Director
- Sound Engineering Technician
- Media and Communications Equipment Workers

About the Occupation

Professionals in this field use a variety of equipment, processes and techniques to capture, create, edit and mix sound and/or music. They combine a general knowledge of acoustics with more specialized knowledge about electronics and recording software. Job opportunities exist in radio, TV and recording studios, as well as at live entertainment venues.

Highlights of Waubonsee's Program

- With a deeper and more narrowed focus than a general mass communication program, this certificate is unique within the Illinois community college system.
- Students use Waubonsee's recording studio/lab to produce class projects.
- For those students wanting to start their own businesses, an entrepreneurship course is included as an option in the program.

Nurse Assistant

Job Title

- Certified Nurse Assistant (CNA)

About the Occupation

Certified nurse assistants are valued members of the health care team, working in acute and long-term care settings. The nurse assistant generally bathes, dresses or feeds patients and performs various other supervised tasks to assist nurses.
A student who wants to pursue a career in health care should have a sincere desire to work with people and be empathetic to the needs of others. Nurse assistants receive satisfaction from knowing their work contributes to the well-being of others.

Highlights of Waubonsee's Program

- Certified nurse assistant status may serve as a springboard for a variety of careers within the health care field, such as phlebotomy technician, medical assistant, massage therapist or registered nurse. Following completion of the program, a student can enroll in several noncredit classes offered through Workforce Development (see directory). These include Phlebotomy and Beyond the Basics (advanced course for the CNA).

Basic Nurse Assistant Training

Certificate of Achievement

(427A) major code

Graduates of this program have the competencies to work as nurse assistants in hospitals and long-term care facilities and for home health agencies. The program is approved by the Illinois Department of Public Health (IDPH) and meets the requirements of the Nursing Home Reform Act of 1979.

Students are eligible to take the IDPH exam for Certified Nurse Assistant (CNA) after successful completion of this course.

Course Requirements

m NAS 101 Basic Nurse Assistant Training+ 7

PROGRAM TOTAL 7

\+ *Program admission required for enrollment.*

m *Major course requires a minimum grade of C.*

Procedure for Entering Basic Nurse Assistant Training

Students seeking admission to the basic nurse assistant training program are required to:

1. Contact the Center for Learning Assessment (see directory) for details. Acceptance into the program is based on assessment results, with documentation of reading skills at an 8th grade level.
2. Be at least 16 years of age or older.
3. Submit required documentation of a 2-step tuberculosis (TB) test prior to entering the clinical experience.
4. Submit $25 application fee required by the Illinois Department of Public Health (IDPH) to initiate a background check and finger printing during the first week of classes.
5. Submit $60 application fee for the state certification examination prior to the conclusion of the course.
6. Maintain a 2.0 GPA (course grade of C or better) and pass the final examination with a grade of C to complete the course.
7. Pass the 21 manual skills mandated by IDPH.
8. Attend the required number of hours mandated by IDPH. This allows for only one absence from clinical and two from theory classes. Unexcused tardiness also counts as an absence. Any student who does not meet these IDPH attendance requirements will be withdrawn from NAS 101, without exception.
9. Present a valid social security number at the time of enrollment in NAS101.

Certification testing will be arranged and documentation of course completion will be submitted to the IDPH by the college. The state examination will be administered one to two months following completion of the course.
Contact the Dean for Health and Life Sciences for additional information (see directory).

(continued on next page)

Nurse Assistant

Program Costs

In addition to tuition and regular fees, the nurse assistant student has the following minimum fees and expenses:

Textbooks $64
Uniform/shoes $43
Name Badge $4
Supplies (e.g. gait belt) $9
Immunizations, TB testing ..... per health care provider

Total Estimated Costs

(excluding medical requirements): $120

In addition, students are responsible for personal transportation to required clinical experiences.

NOTE: These fees and expenses are approximate costs and are subject to change without prior notice to the student.

Paraprofessional Educator

Job Titles

- Paraprofessional Educators
- Parapros
- Paraeducators
- Classroom Teacher Assistants
- Special Education Teacher Assistants
- Clerical/Support Staff Assistants
- Computer Laboratory Assistants
- Library/Media Center Assistants
- Bilingual Teacher Assistants

About the Occupation

Employment options and job responsibilities for paraprofessional educators vary widely. Some para-educators exclusively perform non-instructional or clerical duties, such as working in the main office, monitoring playgrounds or hallways, or supervising lunchrooms or field trips. Many paraprofessional educators in the general classroom, however, provide a combination of instructional and clerical tasks. They may reinforce instruction by working with students individually or in small groups. Paraeducators may be asked to help prepare the classroom by setting up/maintaining media equipment, ordering supplies, or creating bulletin boards and displays. Paraeducators may assist teachers with grading, typing, filing, duplicating, maintaining health and attendance records, and collecting money. A teacher may require a paraprofessional educator to research a topic and assemble materials to be used in a particular instructional unit.

Highlights of Waubonsee's Program

- Graduating from this program ensures that students have met the requirements for paraprofessional educators established by the No Child Left Behind legislation.
- Because of the important role it plays in today's educational environment, technology is emphasized throughout the paraprofessional curricula. Students create an electronic portfolio to aid them in their job search and take a technology in education course where they learn to do Web research, develop a Web page and work with digital cameras and scanners.

Paraprofessional Educator

Associate in Applied Science Degree

(590A) major code

This degree offers students a wide range of educational experiences and prepares them to assist classroom teachers at all levels of the K-12 educational system. Students who complete this degree meet the requirements for paraprofessional educators established by the No Child Left Behind legislation.

General Education Requirements 15

	COM	100	Fundamentals of Speech Communication 3
	ENG	101	First-Year Composition I 3
	ENG	102	First-Year Composition II 3
	PSY	100	Introduction to Psychology 3
	MTH	201	Math for Elementary Teachers I 3

Paraprofessional Educator Major Program Requirements 33

	DIS	101	Disability in Society 3
	ECE	115	Child Growth/Development
			or
	PSY	220	Child Psychology
			or
	PSY	226	Adolescent Psychology 3
	ECE	120	Health, Safety, and Nutrition 3
m	EDU	100	Strategies for the Paraprofessional Educator 3
m	EDU	200	Introduction to Education 3
m	EDU	202	Clinical Experience in Education 3
m	EDU	205	Introduction to Technology in Education 3
m	EDU	210	Educational Psychology 3
m	EDU	220	Introduction to Special Education 3
	MTH	202	Math for Elementary Teachers II 3
	PED	211	First Aid and Emergency Care 3

Electives and Emphasis Areas 12

Students wanting to specialize in a particular paraprofessional educator area should select electives from one emphasis area; students wanting a more general approach can select any electives from the categories listed.

Content Specialist Emphasis

Students should select courses related to their content area from sections B, C, and D of the Associate in Applied Science degree (see pages 72-73).

(continued on next page)

Disability Studies Emphasis

	DIS	110	Perspectives on Disability	3
	DIS	201	Catalyst for Change	3

Early Childhood Education Specialist Emphasis

	ECE	101	Introduction to Early Childhood Education	3
	ECE	106	Guiding Young Children	3
	ECE	107	Development and Guidance of the School Age Child	3
	ECE	125	Child, Family and Community	3
	ECE	130	Observation and Assessment	2
	ECE	207	School-Age Programming	3

Support Specialist Emphasis

Select courses from: Administrative Office Systems (AOS), Computer Information Systems (CIS)

Electives

Electives may be selected from the courses listed.

	AST	115	Astronomy for Educators	3
m	EDU	295	Topics/Issues for Paraprofessional Educators	1-3
m	EDU	296	Topics/Issues for Education	1-3
	HSV	120	Introduction to Substance Abuse	3
	MUS	210	Music for Elementary Teachers	3
	SGN	100	Orientation to Deafness	3
	SGN	101	American Sign Language I	3
	SGN	102	American Sign Language II	3
	SPN	101	Elementary Spanish I	3
	SPN	102	Elementary Spanish II	3
	SPN	110	Survival Spanish I	3
	SPN	111	Survival Spanish II	3
	SPN	201	Intermediate Spanish I	3
	SPN	202	Intermediate Spanish II	3
	SPN	205	Spanish for Native Speakers	3
	SPN	211	Conversational Spanish	3

PROGRAM TOTAL 60

NOTE: Proficiency credit is limited to 20 semester hours for this program.

m *Major course requires minimum grade of C.*

Paraprofessional Educator

Certificate of Achievement

(594A) major code

The core courses in this certificate provide students with a basic knowledge of the American educational system, an understanding of the roles and responsibilities of paraprofessional educators, and an opportunity to develop proficiency in assisting classroom teachers.

Course Requirements

	DIS	101	Disability in Society	3
	ECE	115	Child Growth and Development	
			or	
	PSY	220	Child Psychology	
			or	
	PSY	226	Adolescent Psychology	3
m	EDU	100	Strategies for Paraprofessional Educator	3
m	EDU	200	Introduction to Education	3
m	EDU	202	Clinical Experience in Education	3
m	EDU	205	Introduction to Technology in Education	3
m	EDU	210	Educational Psychology	3
m	EDU	220	Introduction to Special Education	3
	MTH	201	Math for Elementary Teachers	3
	PED	211	First Aid and Emergency Care	3

PROGRAM TOTAL 30

NOTE: Proficiency credit is limited to 15 semester hours for this program.

m *Major course requires minimum grade of C.*

Patient Care Technician

Job Titles

- Patient Care Technician (PCT)

About the Occupation

The patient care technician career field allows certified nurse assistants to expand their skill set and career opportunities. Patient care technicians often work in hospitals or other acute care settings monitoring patients' status under the supervision of a registered nurse. They are trained in such areas as dietary procedures, wound care, specimen collection and cardiac monitoring.

Highlights of Waubonsee's Program

- This program is just 7.5 credit hours, allowing students who are Certified Nursing Assistants a quick way to advance in the health care field.
- The required externship allows students to gain 80 hours worth of real-world experience.

Patient Care Technician

Certificate of Achievement

(437A) major code

The Patient Care Technician Certificate of Achievement prepares individuals to provide direct patient care in an acute setting. The program provides graduates with advanced nursing assistant knowledge and skills. Work-based learning in the form of an externship gives graduates hands-on experience in the acute care setting.

Course Requirements

m	COM	125	Communication Strategies for Health Care Careers	2
m	HIT	105	Medical Terms for Health Occupations	1
m	PCT	200	Patient Care Technician +	3
m	PCT	297	Patient Care Technician Externship +	1.5
	PROGRAM TOTAL			**7.5**

\+ *Program admission required for enrollment.*

m *Major course requires a minimum grade of C.*

Procedure for Entering the Patient Care Technician Program

The patient care technician program is offered during the fall and spring semesters and the summer session. Enrollment in the patient care technician (PCT) courses is limited to provide the best possible educational experience for students. Students must hold the Certified Nursing Assistant (CNA) credential through passage of the state of Illinois certification examination prior to enrollment in PCT200. Previous or concurrent enrollment in COM125 and HIT105 is required for enrollment in PCT297.

For continuation in the patient care technician program, a 2.0 or better GPA must be received in each of the major courses.

Current American Heart Association Basic Life Support (BLS) for Health Care Providers, completed health form, documented immunizations, and 2-step tuberculosis (TB) test are required two weeks prior to the start of PCT297 Patient Care Technician Externship.

Program Costs

In addition to tuition and regular fees, the patient care technician student has the following minimum fees and expenses.

Textbooks for PCT classes (excludes general education courses)	$50
BLS Certification	$45
Uniform	$50
Physical exam, immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements): $145

NOTE: These fees and expenses are ***approximate*** costs and are subject to change without prior notice to the student.

Phlebotomy Technician

Phlebotomy Technician

Certificate of Achievement

(435A) major code

This certificate program prepares individuals for employment in a variety of health care settings that require the collection, handling and processing of blood specimens. Graduates may be eligible to take the national certification examination, Phlebotomy Technician, PBT (ASCP) to become Certified Phlebotomy Technicians.

Course Requirements

m	COM	125	Communication Strategies for Health Care Careers	2
m	HIT	105	Medical Terms for Health Care Occupations	1
m	PBT	105	Theoretical and Clinical Aspects of Phlebotomy +	4.5
m	PBT	297	Phlebotomy Externship +	1.5

PROGRAM TOTAL 9

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Phlebotomy Technician Program

The phlebotomy technician program is offered during the fall and spring semesters. Enrollment in the phlebotomy (PBT) courses is limited in order to provide the best possible educational experience for students. Previous or concurrent enrollment in COM 125 and HIT 105, and program assessment testing in reading are required for enrollment in PBT courses. Acceptance into the program is based on assessment results, with documentation of reading skills at an 8th grade level. Students should contact the Center for Learning Assessment (see directory) for details.
For continuation in the phlebotomy technician program, a 2.0 or better GPA must be received in each of the major courses.

Current American Heart Association Basic Life Support (BLS) for Health Care Providers, completed health form, documented immunizations, and 2-step tuberculosis (TB) test are required two weeks prior to the start of PBT 297 Phlebotomy Externship.

Program Costs

In addition to tuition and regular fees, the phlebotomy technician student has the following minimum fees and expenses:

Textbooks for PBT classes (excludes general education courses)	$41
BLS Certification	$45
Uniform	$50
Physical exam, immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements) $136

NOTE: These fees and expenses are ***approximate costs*** and are subject to change without prior notice to the student.

Job Title

- Phlebotomy Technician

About the Occupation

Phlebotomy technicians (phlebotomists) are responsible for the collection, transport, handling and processing of blood specimens for analysis. The phlebotomy technician certificate program provides a foundation for possible transition into other health care careers such as medical assistant, medical lab technician or medical technologist.

Highlights of Waubonsee's Program

- This program is just 9 credit hours, allowing students a quick entry into or way to advance in the health care field.
- The required externship allows students to gain 120 hours worth of real-world experience.

Professional Certification Opportunities

- Phlebotomy Technician (PBT) — Graduates who meet certain requirements will be eligible to take this national certification exam from the American Society of Clinical Pathologists (ASCP).

Photography

Job Titles

- Photographer's Assistant
- Photographer
- Photographic Lab Technician
- Digital Image Specialist

About the Occupation

Professional photographers are employed in a variety of settings. Studio photographers capture objects, individuals and set-ups in a controlled lighting environment. Documentary photographers record events as they occur. Commercial photographers capture images that may be used for personal broadcasting, as in weddings, or for public promotion of consumer items, as in advertisements.

Highlights of Waubonsee's Program

- Waubonsee offers courses in both traditional and digital photographic techniques.
- In addition to using a traditional 35mm camera, students also learn to use a 4" x 5" view camera, one of the most important tools in professional product and commercial photo studios.

Basic Digital Photography

Certificate of Achievement

(905A) major code

This certificate is designed for students interested in advancing their traditional photographic skills into the digital arena. Whether for photo retouching or efficient file management for the Web, students will acquire skills in using image editing software, hardware and the peripherals relevant to the digital darkroom.

Course Requirements

m	ART	140	Photography I	3
m	ART	142	Beginning Digital Photography	3
m	ART	242	Intermediate Digital Photography	3
m	ART	243	Advanced Digital Photography	3

PROGRAM TOTAL 12

m *Major course requires minimum grade of C.*

Comprehensive Photography

Certificate of Achievement

(907A) major code

This certificate program offers a sequence of courses that will enable students to assemble a professional portfolio of both traditional and digital images. The portfolio may be used for professional job searches.

Course Requirements

m	ART	104	History of Photography	3
m	ART	140	Photography I	3
m	ART	142	Beginning Digital Photography	3
m	ART	240	Photography II	3
m	ART	241	Photographic Lighting	3
m	ART	242	Intermediate Digital Photography	3
m	ART	243	Advanced Digital Photography	3
m	ART	290	Studio Art	3

PROGRAM TOTAL 24

m *Major course requires minimum grade of C.*

Real Estate

Real Estate Broker

Certificate of Achievement

(165A) major code

The Real Estate Broker certificate prepares students for entry into the field. Upon successful completion of this certificate, students have met both the pre-license requirements to be eligible for the Illinois Real Estate Broker Examination and the state required post-license requirements. All real estate brokers and managing brokers must be licensed by the State of Illinois to conduct transactions in Illinois.

Requirements for the Illinois Real Estate Broker Examination:

- 21 years of age or older
- High school graduate or equivalent
- Successful completion of the 90 hours of Broker pre-license coursework
- Hold an original Uniform Real Estate Transcript (provided by WCC)

Requirements for the Illinois Real Estate Broker License:

- 21 years of age or older
- High school graduate or equivalent
- Successful completion of the 90 hours of Broker pre-license coursework
- Hold an original Uniform Real Estate Transcript (provided by WCC)
- Sponsorship by an Illinois licensed Managing Broker
- Successfully pass the Illinois Real Estate Broker Examination

Requirements for the Waubonsee Community College Certificate of Achievement

- Complete REL 100 and 105
- Hold an Illinois Real Estate Broker license
- Complete REL 115 and 116 within first renewal cycle of license

Course Requirements

m	REL	100	Real Estate Broker Pre-License	5
m	REL	105	Real Estate Broker Pre-License: Applied Principles	1
m	REL	115	Real Estate Broker Post-License	1
m	REL	116	Real Estate Broker Post-License: Applied Principles	1

PROGRAM TOTAL 8

m *Major course requires minimum grade of C.*

Job Titles

- Real Estate Broker
- Real Estate Managing Broker
- Property and Real Estate Managers

About the Occupation

Real estate agents help people buy or sell their home and base their assistance on a thorough knowledge of the housing market. These agents know local zoning, tax laws and financing. Real estate agents generally are independent contractors who provide their services to a licensed broker on a contract basis. Property managers perform an important function in increasing and maintaining the value of real estate investments. They can administer income-producing commercial and residential properties and/or plan and direct the purchase, development and disposal of real estate for business. Brokers not only sell real estate owned by others, but also rent and manage properties, perform market analyses and assist with developing new building projects.

Highlights of Waubonsee's Program

- Earn college credit and professional licensure at the same time.
- Learn from a team of experienced real estate professionals.
- Courses are available in both face-to-face and online formats.

Professional Certification Opportunities

- Illinois Real Estate Broker
- Illinois Real Estate Managing Broker

Real Estate Managing Broker

Certificate of Achievement

(168A) major code

The Managing Broker license is required by anyone wishing to manage a real estate office. This certificate meets the Illinois Real Estate License Act of 2000 as amended in 2010 and meets the educational requirements to sit for the Managing Broker license. Candidates must complete 165 hours of required education and have two, out of the last three, years experience as a licensed salesperson or broker.

Course Requirements

m	REL	100	Real Estate Broker Pre-License	5
m	REL	105	Real Estate Broker Pre-License: Applied Principles	1
m	REL	115	Real Estate Broker Post-License	1
m	REL	116	Real Estate Broker Post-License: Applied Principles	1
m	REL	200	Real Estate Managing Broker Pre-License	2
m	REL	205	Real Estate Managing Broker Pre-License: Applied Management and Supervision	1

PROGRAM TOTAL 11

m *Major course requires minimum grade of C.*

Registered Nursing

Nursing

Associate in Applied Science Degree

(430A) major code

The nursing program prepares individuals to function as staff nurses in a variety of health care settings, including hospitals, nursing homes, and offices. Graduates of the program are eligible to take the National Council of State Boards of Nursing Examination (NCLEX-RN) which leads to licensure as a registered professional nurse (RN). The program is accredited by the Illinois Department of Professional Regulation.

	General Education Requirements			**27**
m	BIO	250	Microbiology	4
m	BIO	270	Anatomy and Physiology I	4
m	BIO	272	Anatomy and Physiology II	4
m	COM	100	Fund. of Speech Communication	3
m	ENG	101	First-Year Composition I	3
m	ENG	102	First-Year Composition II	3
m	PSY	100	Introduction to Psychology	3
m	PSY	205	Life-Span Psychology	3
			American Heart Association Health Care Provider (CPR) Certificate	0

	Nursing Major Program Requirements			**41**
m	NUR	105	Introduction to Professional Nursing +	5
m	NUR	106	Introduction to Clinical Pharmacology for Nurses +	1
m	NUR	120	Basic Concepts of Nursing +	5
m	NUR	150	Concepts of Nursing I+	5
m	NUR	175	Concepts of Mental Health Nursing +	5
m	NUR	205	Concepts of Nursing II +	5
m	NUR	220	Nursing Concepts of the Childbearing Family +	5
m	NUR	250	Concepts of Nursing III +	5
m	NUR	275	Advanced Concepts of Nursing +	5

PROGRAM TOTAL 68

NOTE: Students enrolled in the clinical portion of the nursing program for the full 16-week semester are considered full-time students. However, student financial aid awards are based on the actual number of credit hours in which the student is enrolled.

\+ *Program admission required for enrollment.*

m *Major course requires a minimum grade of C.*

Job Title

- Registered Professional Nurse (RN)

About the Occupation

Nurses use acquired skills, scientific knowledge and nursing expertise to assess, prioritize actions and assist the client to meet physical and psychological needs. State licensure requirements determine the scope of the nurse's responsibilities. Nurses assess and record clients' symptoms and response to treatment, administer medications, assist in convalescence and rehabilitation, instruct clients and families in proper care, and help individuals and groups take steps to improve or maintain health. Career advancement for experienced nurses with further education may be directed toward nursing management, advanced practice nursing or nursing education.

Highlights of Waubonsee's Program

- For the 2011-2012 academic year, 96 percent of Waubonsee's nursing graduates passed the National Council of State Boards of Nursing Examination (NCLEX-RN); this rate is 10 percentage points higher than the national average and seven percentage points higher than the state average.

Professional Certification Opportunities

- *Registered Professional Nurse (RN)* — Graduates are eligible to take the National Council of State Boards of Nursing Examination (NCLEX-RN).

Procedure for Entering the Nursing Program

Students seeking admission to the nursing program are required to:

1. Submit a completed New Student Information Form to Admissions.
2. Meet with Counseling to establish a schedule for taking prerequisite courses.
3. Obtain specific admission information by contacting the Health Care Programs Office, ext. 2322.
4. Complete required Pre-Admission Exam-RN (PAX-RN). Note: Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 55 percent for the PAX-RN, as well as a composite of 65 percent for the PAX-RN.
   A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the PAX-RN assessment.
5. Complete and submit the nursing application required for entry into the program, along with a program application fee of $10 (check or money order made out to Waubonsee Community College). The nursing program application form is available from the offices of Registration and Records, Counseling, and Health Care Programs, ext. 2322, or on the Internet at www.waubonsee.edu/healthcareers. Application to the program must be made prior to the deadline for the semester the student desires to enter:
   - March 15 for fall enrollment (August/October)
   - September 15 for spring enrollment (January/March)

   Enrollment is limited in the nursing (NUR) courses in order to provide the best possible educational experience for students. (Note: Selection for admission into the program for either August/October or January/March will be determined by the Admissions Committee. Applicants should anticipate acceptance for either start date for fall or spring semesters.)
6. Attain a cumulative GPA of 2.7 or higher for prerequisite courses.
7. Complete science courses within five years of application filing deadline. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.
8. Understand that all of the following documentation must be submitted in order to be considered for acceptance into the program:
   - New Student Information Form;
   - nursing program application (including $10 application fee);
   - successful completion of prerequisite courses or test results from any proficiency examinations (CLEP);
   - nursing assessment entrance testing;
   - transcripts from other colleges/universities.
9. Once accepted into the program, the student must:
   - attend the mandatory new student orientation to the nursing program;
   - submit documentation of a physical and dental examination, current immunizations, and a 2-step tuberculosis (TB) test - none of which should be more than one year old at the time of entry;
   - follow the program sequence for all NUR courses;
   - attain a 2.0 (C) or better GPA in each of the nursing courses.
10. Official written notification of acceptance into the program will be received via certified mail. Students not accepted must reapply.
11. In compliance with the Illinois Community College Act, in-district applicants will be given preference over out-of-district applicants. Proof of residency may be required. Contact Registration and Records for information regarding residency. Having paid in-district tuition rates in the past does not necessarily qualify an individual as an in-district resident.

Advanced Placement

Licensed Practical Nurses (LPNs) may be eligible for advanced placement into the program, as well as students transferring from another nursing program. Applications will be reviewed on an individual basis. Contact the Health Care Programs Office, ext. 2322.

Recommendation for Learning and Enhancement

Applicants who lack basic, beginning keyboarding and Windows navigation skills are encouraged to take an introductory computer course before starting the nursing course sequence. To maximize success, students may take NUR 100 prior to entry into the program.

Program Costs

In addition to tuition and regular fees, the registered nursing student has the following minimum fees and expenses:

Textbooks for NUR classes (excludes general education courses)	$850
BLS certification	$45
Uniform/shoes	$105
Nursing supplies (e.g. watch, stethoscope)	$175
NCLEX-RN licensure exam fee	$264
State of Illinois criminal background check fee	$50
Physical examination, immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements): $1490

In addition, students are responsible for personal transportation to required clinical experiences.

NOTE: These fees and expenses are ***approximate costs*** and are subject to change without prior notice to the student.

Renewable Energy Technologies

Photovoltaic (PV) Basics

Certificate of Achievement

(864A) major code

Photovoltaic systems generate electricity from sunlight. This certificate prepares students for an entry-level position with a dealer, installer, or other photovoltaic industry company.

Course Requirements

m RET 110 Photovoltaic Systems I 3

PROGRAM TOTAL 3

m *Major course requires minimum grade of C.*

Photovoltaic (PV)

Certificate of Achievement

(865A) major code

Photovoltaic (PV) systems generate electricity from sunlight. This certificate prepares students to install and maintain photovoltaic systems. Course objectives align with the North American Board of Certified Energy Practitioners (NABCEP) task list. Upon successful completion of this certificate, students will be prepared to take the NABCEP Entry Level Certificate of Knowledge exam. After students gain the required installation experience, they will qualify to take the NABCEP Photovoltaic Systems Installer exam.

Course Requirements

m RET 110 Photovoltaic Systems I 3
m RET 120 Photovoltaic Systems II 3

PROGRAM TOTAL 6

m *Major course requires minimum grade of C.*

Job Titles

- Solar System Installer
- Photovoltaic System Installer
- Geothermal Technician
- Solar Energy Salesperson

About the Occupation

As concerns about the environment grow, so too does the popularity of systems that harness the power of renewable energy sources, such as sunlight, wind and the heat of the Earth's core, to produce electricity and/or regulate the temperature of homes and businesses. These systems are installed and maintained by professionals in the renewable energy technologies field.

Highlights of Waubonsee's Program

- Coursework prepares students to take entry-level certification examinations offered by North American Board of Certified Energy Practitioners (NABCEP).
- Students gain hands-on experience in a lab environment.
- Students learn by working with Waubonsee's fully functioning renewable energy systems — a geothermal system, a photovoltaic installation and a small wind turbine.
- Photovoltaics students learn how to survey prospective sites, how systems are designed and installed, and the basics for servicing installations. After completing three courses, students are prepared to work in this rapidly expanding industry.
- The program offers construction workers and heating, ventilation and air conditioning professionals the opportunity to expand their employment options.

Professional Certification Opportunities

- North American Board of Certified Energy Practitioners (NABCEP) — The curricula for the photovoltaic, small wind and solar thermal certificates have been aligned with the standards set by the NABCEP, and graduates will have finished the coursework necessary to take the corresponding NABCEP certification exams.

Solar Thermal

Certificate of Achievement

(869A) major code

Solar thermal systems use energy from the sun to heat water for domestic purposes, space heat, and heat pools. The Solar Thermal Certificate of Achievement prepares students to install solar water and pool heating systems. Courses within the certificate align with the North American Board of Certified Energy Practitioners (NABCEP) objectives and task analysis for solar water and pool heating system installers.

Course Requirements

m	RET	130	Introduction to Solar Thermal	3
m	RET	135	Advanced Solar Thermal	3
m	RET	140	Installing Solar Thermal Systems	3

PROGRAM TOTAL 9

m *Major course requires minimum grade of C.*

Small Wind

Certificate of Achievement

(873A) major code

Small wind systems 100 kW or less generate electricity from the wind's energy. The Small Wind Certificate of Achievement prepares students to install both on-grid and off-grid small wind energy systems. The courses within the certificate align with the North American Board of Certified Energy Practitioners (NABCEP) task analysis for small wind energy system installers.

Course Requirements

m	RET	150	Wind Energy Systems I	3
m	RET	160	Wind Energy Systems II	3

PROGRAM TOTAL 6

m *Major course requires minimum grade of C.*

Geothermal Basics

Certificate of Achievement

(876A) major code

The Geothermal Basics Certificate of Achievement provides professionals in the areas of heating, ventilation, and air conditioning, mechanical engineering, and construction with a working knowledge of geothermal systems and their installation.

Course Requirements

m	RET	170	Geothermal Systems	3

PROGRAM TOTAL 3

m *Major course requires minimum grade of C.*

Geothermal

Certificate of Achievement

(877A) major code

The Geothermal Certificate of Achievement prepares students to install geothermal heating and cooling systems. In addition, coursework provides the knowledge and skills necessary to service, troubleshoot, and maintain geothermal heating and cooling systems.

Course Requirements

	HVA	100	Basic Electricity for HVAC	3
	HVA	110	Refrigeration Principles	3
	HVA	120	HVACR Electrical Systems	3
	HVA	130	Residential Comfort Systems	3
	HVA	140	Basic Heating Systems	3
	HVA	150	Basic Sheet Metal Fabrication and Print Reading	3
	HVA	160	Refrigerant Transition and Certification	1
	HVA	170	Universal R-410A Safety and Training Certification	1
	HVA	200	Sheet Metal Estimating, Fabrication and Installation	3
m	RET	170	Geothermal Systems	3

PROGRAM TOTAL 26

m *Major course requires minimum grade of C.*

Surgical Technology

Surgical Technology

Certificate of Achievement

(462A) major code

This certificate program prepares individuals for entry-level employment as surgical technologists. The program provides students with a foundation in the basic sciences and subjects unique to the perioperative setting. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

	Fall Semester			**15**
m	BIO	250	Microbiology	4
m	BIO	260	Human Structure and Function	4
m	HIT	105	Medical Terms for Health Occupations	1
m	SUR	100	Principles of Surgical Tech. +	4
m	SUR	110	Surgical Pharmacology +	2
	Spring Semester			**12**
m	COM	125	Communication Strategies for Health Care Careers	2
m	SUR	120	Instrumentation and Practices Common to Surgical Procedures +	5
m	SUR	150	Health Problems and Surgical Procedures I +	2
m	SUR	151	Surgical Tech Externship I +	3
	Summer Semester			**5.5**
m	SUR	200	Health Problems and Surgical Procedures II +	2
m	SUR	201	Surgical Tech Externship II +	3
m	SUR	220	Seminar in Surgical Tech. +	0.5
	PROGRAM TOTAL			**32.5**

\+ *Program admission required for enrollment.*

m *Major course requires a minimum grade of C.*

Job Title

- Certified Surgical Technologist (CST)

About the Occupation

The surgical technologist assists in surgical procedures under the supervision of surgeons, anesthesiologists, registered nurses or other surgical personnel. Prior to each operation, the technologist positions surgical instruments and equipment, and ensures proper functioning. The technologist also aids patients by preparing incision sites, transporting patients to surgery, positioning and covering them with sterile drapes, and observing vital signs. During surgical procedures, technologists pass instruments and other sterile supplies to the surgeons and surgical team members, and may assist during procedures. They prepare specimens for laboratory analysis, apply dressings and transfer patients to post-anesthesia care.

The surgical technology certificate program provides a foundation for possible transition into other health care careers such as Certified First Assist (CFA) and Surgical Nurse.

Highlights of Waubonsee's Program

- The surgical technology program combines classroom instruction and clinical experience at affiliated health care agencies in the community. Graduates are competent as entry-level technologists, qualified to provide services in surgical areas, sterile processing departments, ambulatory care and other facilities.

Professional Certification Opportunities

- Certified Surgical Technologist (CST) — Graduates are eligible to take this national certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Procedure for Entering the Surgical Technology Program

The surgical technology program is offered in a full-time (three semester) sequence. Students seeking admission to the surgical technology program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health and Life Sciences (see directory).
3. Complete the special application required for entry into the program, which is available in the Health and Life Sciences office, the Counseling Center or on the Internet www.waubonsee.edu/healthcareers. Enrollment is limited in the surgical technology (SUR) courses in order to provide the best possible educational experience for students. Students desiring to take courses with the SUR prefix in the fall must make application by April 1.
4. Complete required Pre-Admission Exam-RN (PAX-RN) and Nelson Denny (ND) assessment. Note: Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 50 percent for the PAX-RN, as well as a composite of 60 percent for the PAX-RN, and comprehension and vocabulary skills at the 10th grade level for the ND.
   A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the Nelson Denny assessment and for the PAX-RN assessment.
5. Understand that the surgical technology application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately four weeks after the application deadline date as to selection status.
6. Provide documentation of current American Heart Association BLS for Health Care Providers (CPR) certification. This certification must remain current for the entire length of the program.
7. Follow the program sequence once a student is accepted into the program. The student is expected to follow the program sequence for all SUR courses. Students may opt to complete any or all of the BIO, COM or HIT courses prior to submitting an application to the surgical technology program. For continuation in the surgical technology program, a 2.0 or better GPA must be received in each of the major courses. NOTE: SUR courses are offered on a limited basis during the year. Please contact the office of Health and Life Sciences for specific course information.
8. Submit documentation of a physical examination, immunization, Hepatitis-B series, and 2-step tuberculosis (TB) test upon acceptance into the program.
9. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

Program Costs

In addition to tuition and regular fees, the surgical technology student has the following minimum fees and expenses:

Textbooks for SUR classes (excludes general education courses)	$245
White shoes, lab coat, patch	$75
Stethoscope	$15
Supplies	$20
Physical exam, immunizations, Hepatitis-B series, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements) $355

NOTE: These fees and expenses are ***approximate costs*** and are subject to change without prior notice to the student.

Therapeutic Massage

Therapeutic Massage

Certificate of Achievement

(472A) major code

The certificate program in therapeutic massage prepares the student to work in the wellness area of professional massage therapy with clients who seek massage for pleasure, relaxation and general health maintenance. Graduates are eligible to take the National Certification Exam in Therapeutic Massage.

	Program Prerequisite Courses			**6**
m	BIO	260	Human Structure and Function*	4
m	HIT	105	Medical Terms for Health Occupations	1
m	TMS	100	Introduction to Therapeutic Massage	1
	Fall Semester			**13**
m	BIO	262	Neuro-musculoskeletal Systems	3
m	TMS	110	Professional Foundations of Therapeutic Massage +	2
m	TMS	120	Massage Techniques I (First 8 weeks) +	3
m	TMS	125	Massage Techniques II (Second 8 weeks) +	3
m	TMS	140	Massage Clinical I (Second 8 weeks) +	2
	Spring Semester			**12**
m	TMS	130	Massage Techniques III +	4
m	TMS	146	Massage Clinical II +	2
m	TMS	150	Business Practices for Massage Therapists +	3
m	TMS	164	Pathology for the Massage Therapist	3
	PROGRAM TOTAL			**31**

* *BIO 260 must be taken in a face-to-face course format. Online courses and other distance learning formats will not be accepted.*

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Job Title

- Massage Therapist

About the Occupation

Massage therapists use many different approaches to produce physical, mental and emotional benefits through the manipulation of the body's soft tissue. Therapeutic techniques utilized include Swedish massage, joint movements, hydrotherapy, sports massage, stretching, muscle energy, myofascial techniques, trigger point therapy, foot reflexology, acupressure, Shiatsu, Jin Shin Do, Reiki, Cranio-sacral therapy and others.

Massage therapists need more than technical skills. To effectively use massage techniques, the therapist must be trained in anatomy, physiology, kinesiology and pathology. A sensitivity toward the needs of the client is essential.

Highlights of Waubonsee's Program

- Waubonsee's program is a member of the American Massage Therapy Association Council of Schools, and is approved by the Illinois State Board of Higher Education.

Professional Certification Opportunities

- Graduates are eligible to take the National Certification Exam in Therapeutic Massage.

Procedure for Entering the Therapeutic Massage Program

Students seeking admission to the therapeutic massage program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking prerequisite and program courses.
2. Obtain specific admission information by contacting the Dean for Health and Life Sciences (see directory).
3. Complete the special application required for entry into the program, which is available from the office of Health and Life Sciences, the Counseling Center, or on the Internet www.waubonsee.edu/healthcareers. Enrollment in the therapeutic massage (TMS) courses is limited in order to provide the best possible educational experience for students. Students desiring to enter the program for fall must make application by April 1.
4. Complete each prerequisite course with a minimum grade of C and cumulative GPA of 2.5 or better.
5. Understand that the therapeutic massage application, completion of prerequisite courses, and previous transcripts are required for admission to the program.
6. Follow the program sequence for all TMS courses once accepted into the program. A student may opt to complete any or all of the BIO courses prior to submitting an application to the therapeutic massage program. Note: TMS courses are offered on a limited basis during the year. Please contact the office of Health and Life Sciences for specific course information. For continuation in the therapeutic massage program, a 2.0 or better GPA must be received in each of the major courses.
7. Submit completed health form and documentation of current immunizations and a 2-step tuberculosis (TB) test upon acceptance into the program.
8. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

Program Costs

In addition to tuition and regular fees, the therapeutic massage student has the following minimum fees and expenses:

Textbooks for TMS classes	$400
Uniform/shoes	$80
Massage table	$450
Massage supplies	$100
Four professional massages	$240
Physical exam, immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements) $1270

NOTE: These fees and expenses are ***approximate costs*** and are subject to change without prior notice to the student.

See directory inside back cover.

Welding Technology

Welding Technology

Associate in Applied Science Degree

(890A) major code

The welding program provides the student with the skills needed to layout, fabricate and weld a variety of metals using the major welding processes in all positions. A graduate of the program may qualify as a production or construction welder, pipe welder, maintenance or repair welder, weld technician, welding operator, welding shop supervisor, or welding salesperson.

General Education Requirements 15

COM	121	***or*** 100	Communications 3
ENG	151	***or*** 101	English 3
ENG	153	***or*** 102	English 3
MTH	103		Elementary Technical Math 3
ECN	110	***or*** 100	Economics 3

Welding Technology Major Program Requirements 37

m	IDT	134	Metrology	2
m	WLD	101	Blueprint Reading for Welders	3
m	WLD	115	Oxy-Fuel Welding and Cutting	3
m	WLD	120	Shielded Metal Arc Welding I	3
m	WLD	122	Welding Inspection and Testing	2
m	WLD	125	Gas Metal Arc and Flux Cored Arc Welding	3
m	WLD	130	Gas Tungsten Arc Welding	3
m	WLD	200	Fabrication and Weld Design	3
m	WLD	220	Shielded Metal Arc Welding II	3
m	WLD	221	Shielded Metal Arc Welding—Pipe I	3
m	WLD	222	Shielded Metal Arc Welding—Pipe II	3
m	WLD	231	Gas Tungsten Arc Welding—Pipe I	3
m	WLD	232	Gas Tungsten Arc Welding—Pipe II	3

Electives 8

Select electives from the courses listed.

ELT	101	Introductory Electronics	4
HVA	100	Basic Electricity for HVAC	3
WLD	150	Metallurgy and Heat Treatment	3
WLD	155	Industrial Safety	1
WLD	296	Special Topics—Welding	1-3
WLD	297	Internship for Welding Technology	1
WLD	298	Internship for Welding Technology	2
WLD	299	Internship for Welding Technology	3

PROGRAM TOTAL 60

m *Major course requires minimum grade of C.*

Job Titles

- Arc Welder
- Spot Welder
- Production Welder
- Construction Welder

About the Occupation

The job of a welder is to permanently join metal parts. Some welders work in the construction industry applying their trade to buildings, bridges, pipelines and more. The majority work in manufacturing, many of them on the assembly of things such as boilers, heavy equipment like bulldozers, large machinery, trucks and ships. There are four basic welding processes, and the equipment and skills for each differ. Welders apply the science of joining metal with the art and hand-eye coordination required to make a good weld.

Highlights of Waubonsee's Program

- Waubonsee's welding program includes courses in each of the four basic welding processes: oxyacetylene, electric arc, gas metal arc (MIG or CO2) and gas tungsten arc (TIG).
- The curriculum includes four courses devoted specifically to pipe welding.

Beginning Welding

Certificate of Achievement

(893B) major code

This welding program provides the student with entry-level skills needed to layout, fabricate and weld a variety of metals using the major welding processes in all positions. A graduate of the program may qualify as a production or construction welder, pipe welder, maintenance or repair welder, weld technician, welding operator, welding shop supervisor, or welding salesperson.

Course Requirements 3

m	WLD	101	Blueprint Reading for Welders	3

Electives 13

Select electives from the courses listed.

m	IDT	134	Metrology	2
m	WLD	115	Oxy-Fuel Welding and Cutting	3
m	WLD	120	Shielded Metal Arc Welding I	3
m	WLD	122	Welding Inspection and Testing	2
m	WLD	125	Gas Metal Arc and Flux Cored Arc Welding	3
m	WLD	130	Gas Tungsten Arc Welding	3
m	WLD	200	Fabrication and Weld Design	3
m	WLD	220	Shielded Metal Arc Welding II	3
m	WLD	221	Shielded Metal Arc Welding—Pipe I	3
m	WLD	222	Shielded Metal Arc Welding—Pipe II	3
m	WLD	231	Gas Tungsten Arc Welding—Pipe I	3
m	WLD	232	Gas Tungsten Arc Welding—Pipe II	3

PROGRAM TOTAL 16

m *Major course requires minimum grade of C.*

Advanced Welding

Certificate of Achievement

(895A) major code

The welding program provides the student with the skills needed to layout, fabricate and weld various metals using a variety of positions and processes. A graduate of the program may qualify as a production welder, lead welder, maintenance or repair welder, welding shop supervisor, or welding salesperson.

Course Requirements

m	IDT	134	Metrology	2
m	WLD	101	Blueprint Reading for Welders	3
m	WLD	115	Oxy-Fuel Welding and Cutting	3
m	WLD	120	Shielded Metal Arc Welding I	3
m	WLD	122	Welding Inspection and Testing	2
m	WLD	125	Gas Metal Arc and Flux Cored Arc Welding	3
m	WLD	130	Gas Tungsten Arc Welding	3
m	WLD	200	Fabrication and Weld Design	3
m	WLD	220	Shielded Metal Arc Welding II	3
m	WLD	221	Shielded Metal Arc Welding—Pipe I	3
m	WLD	222	Shielded Metal Arc Welding—Pipe II	3
m	WLD	231	Gas Tungsten Arc Welding—Pipe I	3
m	WLD	232	Gas Tungsten Arc Welding—Pipe II	3

PROGRAM TOTAL 37

m *Major course requires minimum grade of C.*

World Wide Web

Website Design and Development

Associate in Applied Science Degree

(331B) major code

This degree prepares students for designing, developing and maintaining professional Web content. A graduate from this program will have a background in using cutting-edge tools to create exciting Web pages with graphic and animated content. Career opportunities include Web author and Web page designer.

General Education Requirements 15

	COM	115	Online Communication	3
	ENG	151	***or*** 101 English	3
	ENG	153	***or*** 102 English	3
	PSY	100	Introduction to Psychology	3
			Mathematics elective •	3

CIS Core Program Requirements 15

m	CIS	110	Business Information Systems	3
m	CIS	115	Introduction to Programming	3
m	CIS	170	Networking Essentials	3
m	CIS	205	Information Technology Project Management	3
m	WEB	110	Web Development With HTML/XHTML	3

Website Design and Development Major Program Requirements 21

m	CIS	142	JavaScript Programming	3
m	CIS	202	Database Management	3
m	CIS	235	Flash ActionScript	
			or	
m	CIS	261	PHP Web Server Programming	3
m	GRD	170	Digital Image	3
m	WEB	205	Emerging Internet and Web Technologies	3
m	WEB	230	Dreamweaver	3
m	WEB	250	Advanced Website Design	3

Electives 9

Select electives from: Computer Information Systems (CIS), Graphic Design (GRD), World Wide Web (WEB)

PROGRAM TOTAL 60

• *See course choices listed on pages 72-73.*

m *Major course requires minimum grade of C.*

Job Titles

- Web Developer
- Webmaster
- Web Designer
- Web Editor

About the Occupation

Web programmers or Web developers create the interactivity on a website including the actions on forms, rollovers for menus, and any other programing on the site. Webmasters design and maintain the coding and proper functioning of a website. Website editors create and edit content on a website. All Web workers collaborate with clients to meet the needs of the organization's websites and many employers expect Web workers to have skill sets from the job titles listed.

Highlights of Waubonsee's Program

- The degree includes a set of five core information systems courses, along with well-defined elective choices.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Web Authoring and Design

Certificate of Achievement

(337A) major code

This certificate is intended for individuals interested in developing, designing and maintaining Web sites for the World Wide Web. Graduates are able to develop, design and maintain Web sites with graphic and animated content.

Course Requirements

m	CIS	115	Introduction to Programming	3
m	CIS	142	JavaScript Programming	3
m	CIS	235	Flash ActionScript	
			or	
m	CIS	261	PHP Web Server Programming	3
m	GRD	160	Computer Illustration	3
m	GRD	170	Digital Image	3
m	WEB	110	Web Development With HTML/XHTML	3
m	WEB	230	Dreamweaver	3
m	WEB	231	Web Authoring/Animation With Flash	3
m	WEB	250	Advanced Website Design	3

PROGRAM TOTAL 27

m *Major course requires minimum grade of C.*

There are several Web development certificates and degrees offered by both the Graphic Design and World Wide Web curriculums. The certificate and degree titles in both areas may sound similar, but there are distinct differences between the two. Your own specific background and interest will determine which certificate or degree is best for you. If you are interested in the artistic design of Web pages through the use of design software, design layout techniques, advanced use of multimedia, animation, sound and video, the Graphic Design certificates and programs are appropriate for study. If you are interested in the construction, maintenance and support of Web pages through the use of computer programming and limited Web design software, the World Wide Web certificates and degrees are appropriate. In short, the Graphic Design certificates and degree focus on the design of Web pages, while the World Wide Web certificates and degrees primarily focus on the maintenance and support of websites. Please contact Counseling (see directory) for more specific descriptions of these certificates and degrees and to discuss which one may be most appropriate for you.

WAUBONSEE

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Career Connections

Cooperative Agreements

Waubonsee Community College has Career Education Cooperative Agreements with several Illinois community colleges so that students may enroll in occupational degree and/or certificate programs not available at Waubonsee. Students take all specialized courses at the cooperating college. Related technical and general education courses required in the cooperative programs may be taken at Waubonsee Community College or at the community college offering the program.

The cooperating college issues all degrees or certificates for successful completion of the individual program. The student pays the in-district tuition of the offering institution. See "Cooperative Agreements and Tuition Chargebacks" in the Tuition and Fees section of this catalog. For further information about the program, check with the admissions office at the respective school and contact the office of the Waubonsee Vice President of Student Development (see directory) for application materials.

Students from other community college districts who want to enroll in a Waubonsee program not offered in their district should first contact their own admissions office for the proper forms.

Community Colleges Joint Educational Agreement

This agreement allows students to take any Illinois Community College Board approved occupational program (certificates and degrees) not offered by Waubonsee Community College at the in-district tuition and fees of the college that offers the program. Students covered under this agreement may avail themselves of all services provided other in-district students. An authorization form, signed by a designated representative from the office of the Waubonsee Vice President of Student Development, will be required for enrollment in all programs.

This agreement is among the following community colleges: Black Hawk College, Carl Sandburg College, Danville Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Valley Community College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, McHenry County College, Moraine Valley Community College, Morton College, Prairie State College, Rend Lake College, Richland Community College, Rock Valley College, Sauk Valley Community College, South Suburban College, Southwestern Illinois College and Spoon River College.

Cooperative agreements with other Illinois community colleges include, and are limited to, the programs listed:

College of DuPage

Diagnostic Medical Imaging Nuclear Medicine (certificate)
Diagnostic Medical Imaging Radiography
    (AAS and certificates)
Horticulture (AAS and certificates)
Motion Picture/Television
    Television Production (AAS)
    Film/Video Production (AAS)
    Motion Picture/Television (certificate)
Physical Therapist Assistant (AAS)

✆ ***See directory inside back cover.***

Internship/Externship Programs

In several areas of study, Waubonsee includes an internship/externship as an additional credit course. It is an academic opportunity to expand students' horizons into the career environment they are studying. An internship/externship is a cooperative effort between a business or health care institution and the college that combines education and experience for students and is closely monitored by the student, Waubonsee faculty, and the employer. An internship/externship allows students to gain up to 3 credit hours in a semester toward their Associate in Applied Science (AAS) degree or occupational certificate. The social science internship/externship can apply toward the AA/AS degree. The student commits to working 80 hours in the internship/externship position for every hour of credit earned. Internships/externships in the curriculum include:

- Accounting
- Administrative Office Systems
- Art
- Auto Body Repair
- Business Administration (Management, Marketing, Human Resources Management, Entrepreneurship)
- Computer-Aided Design and Drafting
- Computer Information Systems
- Construction Management
- Early Childhood Education Administration
- Early Childhood Education Practicum
- English
- Exercise Science
- Geographic Information Systems
- Graphic Design
- Health Care Interpreting
- Health Information Technology
- Heating, Ventilation and Air Conditioning
- Human Services
- Industrial Technology
- Laboratory Technology
- Legal Interpreting
- Library Technical Assistant Practicum
- Mass Communication
- Medical Assistant
- Music
- Patient Care Technician
- Phlebotomy
- Social Studies (Anthropology, Criminal Justice, History, Political Science, Psychology and Sociology)
- Surgical Technology
- Therapeutic Massage
- Welding

For information about internship/externship opportunities in a particular instructional division, contact the office of the appropriate Dean or the Career Services Center (see directory).

ROTC Transfer Option

The U.S. Army Reserve Officers' Training Program provides college students who graduate with a bachelor's degree the opportunity to become commissioned officers in the U.S. Army, the Army National Guard, and the U.S. Army Reserve. Army ROTC is traditionally a four-year program consisting of a basic course (freshman and sophomore) and an advanced course (junior and senior).

Waubonsee students, cross-enrolled with the Northern Illinois University Army ROTC program, can complete the first two years of military science classes as electives in an Associate in Arts, Science or Engineering Science degree at Waubonsee. Upon their transfer to a four-year college, they are eligible to enter the advanced course in ROTC.

Students enrolled in the basic course classes (Military Science—MSC) at Waubonsee incur no military obligation. The classes provide elective credit upon transfer to a four-year college offering Army ROTC.

Community college students who have not previously taken ROTC but are within one semester of transferring to a four-year institution may be eligible to enter the advanced course through attending the ROTC Leadership Training Camp during the summer between community college graduation and fall semester entry at the four-year college. The ROTC basic camp is a paid, four-week camp requiring students to meet certain eligibility criteria. Successful completion of the camp and recommendation of camp staff can lead to a federal or state scholarship.

Students who are veterans or prior service reservists or guardsmen are encouraged to enter directly into the Army ROTC advanced course upon their transfer to a four-year college program. Four military science courses at Waubonsee comprise the basic course of study:

MSC 101 Leadership and Personal Development
MSC 102 Foundations in Leadership
MSC 201 Innovative Tactical Leadership
MSC 202 Leadership in Changing Environments

See "Course Descriptions" for more details.

For more information about the Army ROTC Transfer Option or the Army ROTC program in general, contact the Department of Military Science, Army ROTC at Northern Illinois University, (815) 752-ROTC (7682) or 815-753-6234.

VALEES

Credit for High School Coursework

Through an articulation agreement between the Valley Education for Employment System (VALEES) and Waubonsee Community College, credit and/or advanced placement may be awarded in college degree or certificate programs to students who have successfully completed articulated secondary courses.

Credit for secondary classes is considered on the basis of high school transcripts and/or competency demonstration.

Students should first discuss credit transfer with their high school teachers and counselor, then complete the VALEES College Credit Articulation Form. The form is available online at www.valees.org, from high school guidance counselors, from Waubonsee's counselors or at the VALEES office (Building A, Room 161 on the Sugar Grove Campus). Next, students should request that an official high school transcript be forwarded directly to the VALEES office at Waubonsee with the completed VALEES College Credit Articulation Form. The transcript should detail credit and grade for approved courses and date of graduation or leaving school.

Specific requirements under this agreement include:

- Applicants must be registered students.
- Application for articulated credit must be made within two years from the date of high school graduation or last term of high school attendance.
- Students must record the articulated credit and enroll in an approved college curriculum within two years from the date of high school graduation or last term of high school attendance.
- A grade of B (3.0 on a 4.0 scale) must be earned for each semester of high school coursework to be considered for college credit.
- Credit awarded under this agreement, after approval and notification by the VALEES Director and the Waubonsee Community College Assistant Vice President of Instruction, is recorded on a student's college academic record (transcript) and becomes part of the total number of credits required for program completion. A recording fee of $10 per credit hour applies to credit articulated. *(Subject to change without prior notice.)*
- Additional requirements may be established that relate to a specific program for validation of knowledge and skills, such as portfolios, skill demonstrations and tests. An instructor in the program will arrange for student interviews, information and skill validation if needed.
- Students who fail to make satisfactory progress in college course placement under this agreement may be required to take prerequisite college coursework at the discretion of the college.
- For a complete listing of articulated classes and an application, visit the VALEES website at www.valees.org.

VALEES Member High Schools

Batavia High School — District #101
Earlville High School — District #9
East Aurora High School — District #131
Fox Valley Career Center
Geneva High School — District #304
Hinckley/Big Rock High School — District #429
Indian Creek High School — District #425
Indian Valley Vocational Center
Kaneland High School — District #302
Kendall County Special Education Cooperative
Leland High School — District #1
Newark High School — District #18
Oswego High School — District #308
Oswego East High School — District #308
Paw Paw High School — District #271
Plano High School — District #88
Sandwich High School — District #430
Serena High School — District #2
Somonauk High School — District #432
West Aurora High School — District #129
Yorkville High School — District #115

WAUBONSEE

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Course Descriptions

Course Numbering System

All credit courses are described on the following pages. Curriculum placement and other course attributes are signified by the three-digit course numbers explained below.

001-049

Adult and Workforce Development courses. Vocational update/skills courses. Do not apply to any college certificate or degree.

050-099

Semester hour (sem hr) credit courses for developmental education. Do not apply to any college certificate or degree.

100-199

Semester hour (sem hr) credit courses intended primarily for freshmen.

200-299

Semester hour (sem hr) credit courses intended primarily for sophomores.

Definitions

Terminology used in course descriptions is defined below.

prereq

prerequisite(s) — courses or requirements that must be completed before taking the described course.

coreq

corequisite(s) — courses or requirements that must be taken concurrently with the described course.

IAI

designation of Illinois Articulation Initiative course number for courses that are IAI general education or major courses. Refer to the chart in this section.

lec/lab

denotes the number of hours students spend per week in either lecture and/or laboratory time (based on a 16-week course). Courses may be offered in less than 16 weeks, and lecture/laboratory time adjusted accordingly.

sem hrs

semester hours — the credit hours that apply to the course.

var

indicates that the credit hours applied to the course can vary depending upon projects undertaken.

Technology skills are expected in a variety of Waubonsee Community College courses; check prerequisites and other recommendations.

Course Discipline/ Prefix Cross Reference

Course descriptions are organized alphabetically by discipline. The following list shows the discipline and course prefix in the order in which they appear in this section.

Accounting (ACC)
Administrative Office Systems (AOS)
Allied Health (ALH)
Anthropology (ANT)
Art (ART)
Astronomy (AST)
Auto Body Repair (ABR)
Automotive Technology (AUT)
Aviation Pilot (AVP)
Biology (BIO)
Business Administration (BUS)
Chemistry (CHM)
Chinese (CHN)
Communications (COM)
Computer-Aided Design and Drafting (CAD)
Computer Information Systems (CIS)
Construction Management (CMT)
Criminal Justice (CRJ)
Disability Studies (DIS)
Early Childhood Education (ECE)
Earth Science (ESC)
Economics (ECN)
Education (EDU)
Electronics Technology (ELT)
Emergency Medical Technician (EMT)
Emergency Preparedness Management (EPM)
Engineering (EGR)
English (ENG)
English Transition Pathway (ETP)
Entrepreneurship (ETR)
Film Studies (FLM)
Finance and Banking (FIN)
Fire Science (FSC)
Foreign Languages: see Chinese, French, German, Japanese, Spanish
French (FRE)
Geography (GEO)
Geology (GLG)
German (GER)
Graphic Design (GRD)
Health Care Interpreting (HCI)
Health Education (HED)
Health Information Technology (HIT)
Heating, Ventilation and Air Conditioning (HVA)
History (HIS)
Human Services (HSV)
Humanities (HUM)
Independent Study (IND)
Industrial Technology (IDT)
Information and Communication Technology (ICT)
Interdisciplinary Studies (IDS)
Interpreter Training (ITP): see also Sign Language
Japanese (JPN)
Laboratory Technologies
Legal Interpreting (LGI)
Library and Information Studies (LIB)
Management (MGT)
Marketing (MKT)
Mass Communication (MCM)
Mathematics (MTH)
Medical Assistant (MLA)
Military Science (MSC)
Music (MUS)
Nurse Assistant (NAS)
Nursing (NUR)
Patient Care Technician (PCT)
Personal Development (PDV)
Philosophy (PHL)
Phlebotomy (PBT)
Physical Education (PED)
Physics (PHY)
Political Science (PSC)
Psychology (PSY)
Reading (RDG)
Real Estate (REL)
Renewable Energy Technologies (RET)
Sign Language (SGN)
Social Science (SSC)
Sociology (SOC)
Spanish (SPN)
Surgical Technology (SUR)
Sustainability (SUS)
Theatre (THE)
Therapeutic Massage (TMS)
Welding (WLD)
World Wide Web (WEB)

Waubonsee's IAI General Education Courses

The chart below shows Waubonsee transfer courses (listed by IAI category) that meet IAI (Illinois Articulation Initiative) General Education Core Curriculum guidelines. IAI General Education Course Codes follow the Waubonsee title. Course descriptions in this section also include IAI codes as appropriate. Transfer degree guidelines list specific courses conforming to IAI core curriculum; see the appropriate section in this catalog. See page 18 for an explanation of the initiative.

Communication:		IAI Code:
COM 100	Speech Communication	C2 900
ENG 101	First-Year Composition I	C1 900
ENG 102	First-Year Composition II	C1 901R

Fine Arts:		IAI Code:
ART 100	Art Appreciation	F2 900
ART 101	History of Western Art-Ancient to Medieval	F2 901
ART 102	History of Western Art-Ren. to Modern Art	F2 902
ART 103	History of Non-Western Art	F2 903N
ART 104	History of Photography	F2 904
ART 105	Women in Art	F2 907D
ART 106	Contemporary Art-1945 to Present	F2 902
FLM 250	Film as Art: A Survey of Film	F2 908
FLM 260	History of Film	F2 909
FLM 270	Film and Literature	HF 908
HUM 101	Survey of the Humanities	HF 900
HUM 102	The Global Village	HF 904N
HUM 201	Modern Culture and the Arts	HF 903
MUS 100	Music: Art of Listening	F1 900
MUS 101	Musics of the World	F1 903N
MUS 102	Music in America	F1 904
THE 100	Theatre Appreciation	F1 907
THE 130	Diversity in American Theatre	F1 909D

Humanities:		IAI Code:
ENG 211	American Literature to 1865	H3 914
ENG 212	American Literature From 1865	H3 915
ENG 215	Masterpieces of American Literature	H3 915
ENG 220	Multicultural Literatures of the U.S.	H3 910 D
ENG 221	British Literature to 1800	H3 912
ENG 222	British Literature From 1800	H3 913
ENG 225	Masterpieces of British Literature	H3 913
ENG 226	Shakespeare	H3 905
ENG 229	Introduction to Literature	H3 900
ENG 230	Introduction to Poetry	H3 903
ENG 235	Introduction to Fiction	H3 901
ENG 240	Intro. to Drama as Literature	H3 902
ENG 245	World Literature	H3 906
ENG 255	Women's Literature	H3 911D
FLM 270	Film and Literature	HF 908
FRE 202	Intermediate French II	H1 900
GER 202	Intermediate German II	H1 900
HIS 111	Western Civilization to 1648	H2 901
HIS 112	Western Civilization Since 1648	H2 902
HIS 125	American Culture: Colonial to Present	H2 904
HUM 101	Survey of the Humanities	HF 900
HUM 102	The Global Village	HF 904N
HUM 201	Modern Culture and the Arts	HF 903
PHL 100	Introduction to Philosophy	H4 900
PHL 101	Introduction to Logic	H4 906
PHL 105	Introduction to Ethics	H4 904
PHL 110	Introduction to Critical Thinking	H4 906
PHL 120	Introduction to World Religions	H5 904N
PHL 201	History of Philosophy I	H4 901
PHL 202	History of Philosophy II	H4 902
PHL 220	Foundational Texts: Old Testament	H5 901*
PHL 230	Foundational Texts: New Testament	H5 901*
PHL 240	Foundational Texts: Qu'ran	H5 901*
SPN 202	Intermediate Spanish II	H1 900
SPN 205	Spanish for Native Speakers	H1 900
SPN 215	Introduction to Hispanic Literature	H3 916

Life Science:		IAI Code:
BIO 100	Introduction to Biology	L1 900
BIO 101	Introduction to Biology-Lab	L1 900L
BIO 102	Human Biology	L1 904
BIO 103	Human Biology Laboratory	L1 904L
BIO 110	Environmental Biology	L1 905
BIO 111	Environmental Biology-Lab	L1 905L
BIO 120	Biology I	L1 900L
BIO 126	Ecology and Field Biology	L1 905L
BIO 128	Evolution	L1 907L
BIO 200	Nutrition	L1 904
BIO 270	Anatomy and Physiology I	L1 904L

Mathematics:		IAI Code:
MTH 101	College Math	M1 901
MTH 102	Applied Practical Math	M1 904
MTH 107	Basic Statistics	M1 902
MTH 131	Calculus With Analytic Geometry I	M1 900-1
MTH 132	Calculus With Analytic Geometry II	M1 900-2
MTH 202	Mathematics for Elementary Teachers II	M1 903
MTH 210	Finite Math	M1 906
MTH 211	Calculus for Business & Social Sciences	M1900-B
MTH 233	Calculus With Analytic Geometry III	M1 900-3

Physical Science:		IAI Code:
AST 100	Introduction to Astronomy	P1 906
AST 105	Astronomy	P1 906L
AST 110	Planetary Science	P1 906L
CHM 100	Introduction to Chemistry	P1 902
CHM 101	Introduction to Chemistry-Lab	P1 902L
CHM 102	Introduction to Organic Chemistry	P1 904
CHM 103	Introduction to Organic Chemistry-Lab	P1 904L
CHM 106	Chemistry in Society	P1 903L
CHM 121	General Chemistry	P1 902L
ESC 100	Earth Science	P1 905
ESC 101	Survey of Earth Science Lab	P1 905L
ESC 110	Climate and Global Change	P1 905
ESC 120	Introduction to Meteorology	P1 905L
ESC 130	Introduction to Oceanography	P1 905
GEO 121	Physical Geography	P1 909L
GLG 100	Introduction to Physical Geology	P1 907
GLG 101	Introduction to Physical Geology Lab	P1 907L
GLG 102	Historical Geology	P1 907L
GLG 103	Environmental Geology	P1 908
GLG 120	Geology of the National Parks	P1 907*
PHY 103	Concepts of Physics	P1 900
PHY 104	Concepts of Physics-lab	P1 900L
PHY 111	Introduction to Physics I	P1 900L
PHY 221	General Physics I	P2 900L

Social and Behavioral Sciences:		IAI Code:
ANT 100	Introduction to Anthropology	S1 900N
ANT 101	Cultural Anthropology	S1 901N
ANT 102	Human Origins	S1 902
ANT 110	Introduction to Archaeology	S1 903
ECN 100	Introduction to Economics	S3 900
ECN 110	Survey of Contemporary Economic Issues	S3 900
ECN 121	Principles of Macroecon.	S3 901
ECN 122	Principles of Microecon.	S3 902
GEO 120	World Regional Geography	S4 902N*
GEO 220	Geography of the Developing World	S4 902N
GEO 230	Economic Geography	S4 903N
GEO 235	Human Geography	S4 900N
HIS 101	World History to 1500	S2 912N
HIS 102	World History Since 1500	S2 913N
HIS 121	American History to 1865	S2 900
HIS 122	American History Since 1865	S2 901
HIS 205	History of the Middle East	S2 918N
HIS 215	History of China and Japan	S2 908N
HIS 220	History of South Asia	S2 916N*
HIS 225	History of Africa	S2 906N
HIS 235	Latin American History	S2 910N
PSC 100	Introduction to American Government	S5 900
PSC 220	Comparative Government	S5 905
PSC 240	State and Local Government	S5 902
PSC 260	Introduction to International Relations	S5 904
PSY 100	Introduction to Psych.	S6 900
PSY 205	Life-Span Psychology	S6 902
PSY 215	Adulthood and Aging	S6 905
PSY 220	Child Psychology	S6 903
PSY 226	Adolescent Psychology	S6 904
PSY 235	Social Psychology	S8 900
SOC 100	Introduction to Sociology	S7 900
SOC 120	Racial and Ethnic Relations	S7 903D
SOC 130	Sociology of Family	S7 902
SOC 210	Social Problems	S7 901
SOC 230	Sociology of Sex and Gender	S7 904D

IAI General Education Core course designations:
Communication: C
Physical and Life Sciences: P & L
Mathematics: M
Humanities and Fine Arts: H & F
Social and Behavioral Sciences: S

**under IAI review*

For specific, up-to-date information on the IAI, visit Waubonsee's home page, **www.waubonsee.edu/transferring** or access the IAI website directly, **www.itransfer.org.**

Waubonsee's IAI Major Courses

The chart below shows Waubonsee transfer courses (listed by IAI major) that meet IAI (Illinois Articulation Initiative) core curriculum for specific transfer majors. IAI major course codes follow the Waubonsee title. Course descriptions in this section also include IAI codes as appropriate. See page 18 for an explanation of the initiative.

Biological Science:		IAI Code:
BIO 120	Principles of Biology I	BIO 910
BIO 122	Principles of Biology II	BIO 910

Business		IAI Code:
ACC 120	Financial Accounting	BUS 903
ACC 121	Managerial Accounting	BUS 904
AOS 110	Computer Software for the Office	BUS 902
BUS 207	Business Statistics	BUS 901
CIS 110	Business Information Systems	BUS 902

Chemistry		IAI Code:
CHM 121	General Chemistry	CHM911
CHM 122	Chemistry and Qualitative Analysis	CHM912
CHM 231	Organic Chemistry I	CHM913
CHM 232	Organic Chemistry II	CHM914

Computer Science:		IAI Code:
CIS 130	C++ Programming	CS 911
CIS 145	C#.NET Programming	CS 911*
CIS 150	Java Programming	CS 911
CIS 230	Advanced C++	CS 912
CIS 250	Advanced Java	CS 912*

Criminal Justice:		IAI Code:
CRJ 100	Introduction to Criminal Justice	CRJ 901
CRJ 101	Introduction to Corrections	CRJ 911
CRJ 107	Juvenile Justice	CRJ 914
CRJ 230	Criminology	CRJ 912

Engineering:		IAI Code:
EGR 101	Engineering Graphics	EGR 941
EGR 220	Analytical Mechanics-Statics	EGR 942
EGR 230	Analytical Mechanics-Dynamics	EGR 943
EGR 240	Introduction to Circuit Analysis	EGR 931

Industrial Technology:		IAI Code:
IDT 130	Manufacturing Processes	IND 913
EGR 101	Engineering Graphics	IND 911
WLD 150	Metallurgy and Heat Treatment	IND 912

Mass Communication:		IAI Code:
COM 135	Introduction to Advertising Comm.	MC 912
MCM 130	Intro. to Mass Comm.	MC 911
MCM 140	Television Production I	MC 916
MCM 205	Basic Broadcast Announcing	MC 918
MCM 211	Introduction to Radio Production	MC 915
MCM 215	Basic News Writing	MC 919
MCM 221	Basic News Editing	MC 920
MKT 215	Principles of Advertising	MC 912

Mathematics:		IAI Code:
MTH 131	Calculus With Analytic Geometry I	MTH901
MTH 132	Calculus With Analytic Geometry II	MTH902
MTH 233	Calculus With Analytic Geometry III	MTH903
MTH 236	Intro. to Linear Algebra	MTH911
MTH 240	Differential Equations	MTH912

Political Science:		IAI Code:
PSC 280	Intro. to Political Philosophy	PLS 913

Psychology:		IAI Code:
PSY 240	Abnormal Psychology	PSY 905

Theatre Arts:		IAI Code:
THE 110	Art of Oral Interpretation	TA 916
THE 201	Fundamentals of Acting I	TA 914

**under IAI review*

For specific, up-to-date information on the IAI, visit Waubonsee's home page, **www.waubonsee.edu/transferring** or access the IAI website directly, **www.itransfer.org.**

Accounting (ACC)

AN ACCOUNTING OPPORTUNITY: Considering a career change? A job promotion? Most people holding a baccalaureate degree in any field can easily take accounting and business courses to prepare for the CPA (Certified Public Accountant) Examination and/or the CMA (Certified Management Accountant) Examination. Recommended Waubonsee Community College courses include the following:

For the CPA and CMA Exams:

ACC 120	Financial Accounting
ACC 121	Managerial Accounting
ACC 201	Tax Accounting
ACC 220	Intermediate Accounting I
ACC 221	Intermediate Accounting II
ACC 230	Microcomputer Accounting Applications
ACC 240	Cost Accounting
BUS 211	Business Law

Additional courses for the CMA Exam:

ECN 121	Principles of Economics-Macroeconomics
ECN 122	Principles of Economics-Microeconomics
FIN 200	Principles of Finance
MGT 200	Principles of Management

For additional information, contact the division of Business and Information Systems.

ACC 115 Fundamentals of Accounting

This introductory accounting course emphasizes the development of a firm foundation in fundamental accounting procedures using the accounting cycle of a small business organized as a sole proprietorship. Topics include: transaction analysis, financial statements, the accounting cycle of service and merchandising firms, accounting for bank accounts, cash funds, accounts receivable, notes receivable, notes payable, inventory, long-term assets, and introduction to accounting for corporations.

(3 lec/0 lab) ***3 sem hrs***

ACC 120 Financial Accounting

This introduction to financial accounting focuses on procedures and concepts involved in providing relevant financial data to external and internal decision makers. It emphasizes the generation, interpretation and use of financial statements. Coverage includes the accounting cycle with detailed analysis of the transactions related to cash, investments, receivables, inventories, long-term assets, liabilities, stockholders' equity and time value of money.

IAI: BUS 903.

(3 lec/0 lab) ***3 sem hrs***

ACC 121 Managerial Accounting

This introduction to managerial accounting focuses on accumulation, analysis and use of cost information needed for internal decision making in businesses. It covers cost identification; job-order, process and activity-based costing; cost-volume-profit analysis; budgeting; standard costs; variance analysis; the statement of cash flows; capital budgeting; and short-term decision making.

Recommended Prereq: ACC120.

IAI: BUS 904.

(3 lec/0 lab) ***3 sem hrs***

ACC 130 Payroll Accounting

This comprehensive study of payroll procedures includes current federal and Illinois laws affecting payroll. Payroll applications include manual processing, microcomputer payroll software processing, and an application using spreadsheet software.

Recommended Prereq: ACC115 or ACC120.

(2 lec/0 lab) ***2 sem hrs***

ACC 201 Individual Tax Accounting

This course is a study of the concepts of federal income taxation as they apply to individuals. Topics include gross income, exclusions, deductions, credits, the taxation of sole proprietors, tax planning strategies, and computation of gains and losses on the disposition of property.

(3 lec/0 lab) ***3 sem hrs***

ACC 205 Business Tax Accounting

This course is a study of concepts of federal income taxation related to income, deductions, distributions, property transactions, acquisitions and reorganizations for a broad range of taxpayers including corporations, partnerships, S corporations, limited liability companies, estates and trusts.

Recommended Prereq: ACC120; ACC201.

(3 lec/0 lab) ***3 sem hrs***

ACC 220 Intermediate Accounting I

This is the first of two courses in the advanced study of the assumptions, principles, procedures and practices involved in modern corporate financial accounting.

Recommended Prereq: ACC121.

(3 lec/0 lab) ***3 sem hrs***

ACC 221 Intermediate Accounting II

This is the second of two courses in the advanced study of the assumptions, principles, procedures and practices involved in modern corporate financial accounting.

Recommended Prereq: ACC220.

(3 lec/0 lab) ***3 sem hrs***

ACC 230 Microcomputer Accounting Applications

This introduction to computerized accounting systems employs a hands-on approach to processing business transactions on an integrated microcomputer accounting package. Accounting software applications include: general ledger systems for service and merchandising firms, voucher systems, fixed assets, payroll, partnerships, corporations, financial statement analysis, departmentalized accounting, accounting system set-up and spreadsheets.

Recommended Prereq: ACC115 or concurrent enrollment or ACC120.

(3 lec/0 lab) ***3 sem hrs***

ACC 240 Cost Accounting

This advanced study of the accumulation, analysis and use of cost information needed for internal decision making in business covers: accounting for quality allocation of indirect costs, activity-based costing, job-order costing, process costing, accounting for spoilage, standard costing, cost-volume-profit analysis, inventory control, capital budgeting, decentralization and organizational performance.

Recommended Prereq: ACC121.

(3 lec/0 lab) ***3 sem hrs***

ACC 245 VITA Program: Tax Procedure and Practice

The basic principles of federal income taxes as they relate to low-to-moderate income individuals are applied in this hands-on course consisting of the preparation of various low-to-moderate individual income tax returns using Forms 1040EZ, 1040A, 1040 and IL1040. Participation and certification in the volunteer income tax program is required.

(3 lec/0 lab) ***3 sem hrs***

ACC 250 Auditing I

This course provides students with the design, installation and unification of accounting systems and the concepts and procedures involved in the examination of financial statements for the purpose of establishing and expressing an opinion as to their reliability. This course will discuss statistical sampling techniques and the auditor's legal liability.

Recommended Prereq: ACC221.

(3 lec/0 lab) ***3 sem hrs***

ACC 251 Auditing II

This course focuses on the practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case.

Recommended Prereq: ACC250.

(3 lec/0 lab) ***3 sem hrs***

ACC 252 Accounting Research and Analysis

This course is designed to teach students how to perform accounting research using electronic databases. Students learn how to research United States Generally Accepted Accounting Principles (GAAP) using the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). Students examine International Financial Reporting Standards (IFRS) using the eIFRS electronic database. This course meets the State of Illinois CPA examination requirement for Accounting Research and Analysis.
Recommended Prereq: ACC220; ACC221.
(2 lec/0 lab) ***2 sem hrs***

ACC 260 Advanced Accounting

This course is an examination of advanced financial accounting concepts including accounting for business combinations, with emphasis on the consolidation of parent/subsidiary balance sheet and income statement reporting. It also covers accounting for the formation, operation and liquidation of partnership, as well as special reporting requirements for multi-national entities.
Recommended Prereq: ACC221.
(3 lec/0 lab) ***3 sem hrs***

ACC 297 Accounting Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the accounting field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the accounting internship courses (ACC297, ACC298, ACC299) may apply to the accounting degree or certificates.
Prereq: 15 semester hours of ACC courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

ACC 298 Accounting Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the accounting field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the accounting internship courses (ACC297, ACC298, ACC299) may apply to the accounting degree or certificates.
Prereq: 15 semester hours of ACC courses; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

ACC 299 Accounting Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the accounting field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the accounting internship courses (ACC297, ACC298, ACC299) may apply to the accounting degree or certificates.
Prereq: 15 semester hours of ACC courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Administrative Office Systems (AOS)

AOS 100 Keyboarding

This course provides students with basic computer keyboarding skills for personal and professional use. It includes speed and accuracy building in addition to instruction on alphabetic and top line numeric/symbol keys.
(1 lec/0 lab) ***1 sem hrs***

AOS 101 Keyboarding Speed Building

This course emphasizes the development of speed and accuracy using a computer keyboard. Repeatable to a maximum of 2 semester hours; 0.5 semester hour may apply to a degree or certificate.
Recommended Prereq: AOS100.
Recommended Coreq: AOS115.
(0 lec/1 lab) ***.5 sem hrs***

AOS 110 Computer Software for the Office

An introduction to the computer, this course emphasizes application software for the office. The changing electronic office, computer hardware and software, computer operating system and a Web browser are introduced. This is a hands-on introduction to application software for word processing, spreadsheet, database programs and presentation graphics designed for students focused on business careers. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Note: Hardware Requirements: PC; not compatible with MAC; Software Requirements: 2010 Word, Excel, Access, and PowerPoint for PC.
Recommended Prereq: AOS100.
IAI: BUS 902.
(2 lec/2 lab) ***3 sem hrs***

AOS 113 PowerPoint Presentations for Business

This course is an introduction to designing, preparing and delivering electronic business presentations using presentation graphics software. Speaker support materials such as overheads, transparencies, slides, audience handouts, and slide shows are prepared. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS105.
(3 lec/0 lab) ***3 sem hrs***

AOS 114 Comprehensive Word Processing

Fundamental through expert applications of features, commands, and functions of Microsoft Word are included to help users enhance productivity and develop more vibrant documents. The course prepares students to produce word documents and templates emphasizing commonly used commands and strategies for formatting, editing and revising text. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: AOS100; AOS110; CIS105.
(3 lec/0 lab) ***3 sem hrs***

AOS 115 Document Formatting

Students format letters, memos, reports, tables and commonly used business documents using word processing functions. Advanced features of a word processing software program are introduced. Students also improve their keyboarding speed and accuracy.
Recommended Prereq: AOS100. Prereq: AOS110.
(2 lec/2 lab) ***3 sem hrs***

AOS 130 Customer Service

This customer service course introduces students to a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing your telephone customer service skills, handling difficult customers, encouraging customer loyalty, and practicing service recovery.
(2 lec/0 lab) ***2 sem hrs***

AOS 140 Proofreading and Number Skills

Students receive instruction in a systematic method of proofreading and developing accuracy in working with numbers. Common proofreading errors are identified. Audio-visual drills and workbook exercises are used to improve numeric accuracy and speed.
Recommended Prereq: AOS115.
(3 lec/0 lab) ***3 sem hrs***

AOS 205 Records Management

This course covers records management concepts and skills, with emphasis on the information cycle and systems for managing and using information. It includes an introduction to principles for managing paper-based, image-based and computer-based records.
Recommended Prereq: AOS100; AOS110; CIS114.
(3 lec/0 lab) ***3 sem hrs***

AOS 210 Emerging Technologies

This capstone course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes and support their use in the office.
Prereq: AOS110.
(2 lec/2 lab) ***3 sem hrs***

AOS 280 Administrative Office Systems

Responsibilities and tasks expected of a secretary or administrative assistant are covered: office systems and organization, human relations (communication), work planning and prioritizing, decision making, processing mail, telephone techniques, meeting and conference planning, travel arrangements reference sources, and professional growth opportunities.
Recommended Prereq: AOS130.
(3 lec/0 lab) ***3 sem hrs***

AOS 296 Special Topics in Office Systems

This course offers in-depth exploration of a special topic, issue or trend in the office systems field. Topics might include the impact of technology in the office. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

AOS 297 Administrative Office Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the administrative office field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the administrative office systems internship courses (AOS297, AOS298, AAOS299) may apply to a degree or certificate.
Prereq: 15 semester hours of AOS courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

AOS 298 Administrative Office Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the administrative office field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the administrative office systems internship courses (AOS297, AOS298, AAOS299) may apply to a degree or certificate.
Prereq: 15 semester hours of AOS courses; consent of instructor
(0 lec/10 lab) ***2 sem hrs***

AOS 299 Administrative Office Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the administrative office field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the administrative office systems internship courses (AOS297, AOS298, AOS299) may apply to a degree or certificate.
Prereq: 15 semester hours of AOS courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Allied Health (ALH)

ALH 100 Basic 12-Lead EKG and Arrhythmia

This course is designed to prepare individuals to perform EKGs in a variety of health care settings while augmenting their abilities in a variety of health care roles. This course is intended for CNA, EMT, paramedic, phlebotomy, nursing, MLA, surgical technology, and other interested health care professionals. Content includes: basic anatomy with emphasis of the cardiovascular and circulatory systems, electrical conduction system of the heart, special cardiology procedures and basic ECG, among other related topics.
(3 lec/0 lab) ***3 sem hrs***

Anthropology (ANT)

ANT 100 Introduction to Anthropology

This course presents a survey of human physical development, addressing peoples' interaction with their physical and social environment today. The major subfields of anthropology - cultural anthropology, physical anthropology, archaeology and linguistics - are also studied.
IAI: S1 900N.
(3 lec/0 lab) ***3 sem hrs***

ANT 101 Cultural Anthropology

Cultural Anthropology provides an introduction to social and cultural anthropology, emphasizing the socio-culture and psychological characteristics of various cultures: hunters, tribesmen, chiefdoms, peasants and industrial societies. Emphasis is placed on cultural universals, integration of social institutions and the continuing adaptation of man to his environment.
IAI: S1 901N.
(3 lec/0 lab) ***3 sem hrs***

ANT 102 Human Origins

Physical anthropology explores the origins and development of human beings and our closest non-human relatives in the primate order. This course examines the mechanics of genetics and the processes of evolution. Students also investigate the fossil record and archaeological evidence in order to understand the sequence of early human ancestors. In addition, this course studies non-human primates, both living and extinct. The course also explores the adaptability and variation seen in modern human populations.
IAI: S1 902.
(3 lec/0 lab) ***3 sem hrs***

ANT 110 Introduction to Archaeology

Introduction to Archaeology explores the concepts, principles and archaeological methods utilized by anthropologists to reconstruct and interpret past cultures. Specific prehistorical cultures are examined to illustrate this process.
IAI: S1 903.
(3 lec/0 lab) ***3 sem hrs***

ANT 120 Cultures and Peoples of Central America

This course provides a study of the prehistorical, historical, social, economic and political characteristics of the following cultures: Guatemala, Honduras, Costa Rica, Panama, Cuba, Nicaragua and Mexico. Special emphasis is placed on the prehistorical development of Mesoamerica, the Spanish conquest and the hybrid culture developed throughout the region.
(3 lec/0 lab) ***3 sem hrs***

Art (ART)

ART 100 Art Appreciation

ART100 is the study of the developments in fine and applied arts throughout human history. Students are introduced to the vocabulary and media of art. This course is intended to develop an understanding and awareness of the contributions artists make to society.
Note: This course is not recommended for art majors.
IAI: F2 900.
(3 lec/0 lab) ***3 sem hrs***

ART 101 History of Western Art — Ancient to Medieval

This course is a study of the historical developments of the visual arts in Western society from prehistoric through medieval time periods. Discussion of major artistic trends and movements is framed by an examination of the historical context and social milieu.
IAI: F2 901.
(3 lec/0 lab) ***3 sem hrs***

ART 102 History of Western Art-Renaissance to Modern Art

This course is a study of the historical developments of the visual arts in Western society from the Renaissance time period to the present. Discussion of major artistic trends and movements is framed by an examination of the historical context and social milieu.

IAI: F2 902.

(3 lec/0 lab) ***3 sem hrs***

ART 103 History of Non-Western Art

This course is a study of the historical developments of the visual arts in non-Western society. Discussion of major artistic trends and movements is framed by an examination of the historical context and social milieu.

IAI: F2 903N.

(3 lec/0 lab) ***3 sem hrs***

ART 104 History of Photography

This course covers the history of photography from its beginnings in the 1830s to the present. It familiarizes the student with key photographic artists, styles and movements. Current photographic processes and criticism are discussed.

IAI: F2 904.

(3 lec/0 lab) ***3 sem hrs***

ART 105 Women in Art

This course focuses on women as creators and subjects of visual art throughout history and diverse cultures. Consideration is given to how gender is relevant to the definition, creation and appreciation of art.

IAI: F2 907D.

(3 lec/0 lab) ***3 sem hrs***

ART 106 Contemporary Art — 1945 to Present

This course is a study of the historical developments of the visual arts in Western society from 1945 to the present. Discussion of major artistic trends and movements and individual artists is framed by an examination of the historical context and social milieu.

IAI: F2 902.

(3 lec/0 lab) ***3 sem hrs***

ART 110 Design I

This is a basic course in the application and appreciation of the principles and elements of two-dimensional design. It examines selected problems using line, color, mass, value and texture.

(1 lec/5 lab) ***3 sem hrs***

ART 111 Design II

This course explores the basic elements of three-dimensional design. Directed exercises with paper, foamcore, wood, wire, plaster, polymer clay and assorted materials are included.
Note: Required for art majors.
Prereq: ART110.

(1 lec/5 lab) ***3 sem hrs***

ART 112 Color

This course introduces color theory and its application to the visual arts. Students explore the interaction of color in contemporary, historical and cultural contexts.
Recommended Prereq: ART110.

(1 lec/5 lab) ***3 sem hrs***

ART 120 Basic Drawing I

This course encompasses drawing of natural and artificial forms from observation. Line, shape, values, mass, volume and composition are explored. Emphasis is on the use of dry media: pencil, graphite sticks, powdered graphite, charcoal, tortillions and kneaded eraser. Some class sessions may be on life drawing from a live model.

(1 lec/5 lab) ***3 sem hrs***

ART 121 Basic Drawing II

This course is a continuation of ART120, with development of skill in representation and interpretation of subjects, including figure drawing, landscape, still life and imagination. Emphasis is on the continued use of charcoal, pastels, colored pencils, ink and collage materials. Selected class sessions involve life drawing from a live model. Required for art majors.
Prereq: ART120.

(1 lec/5 lab) ***3 sem hrs***

ART 123 Contemporary Drawing

The course involves studio experiments in drawing with an emphasis on abstract concepts, image manipulation and content development. Contemporary drawing trends are examined, discussed and attempted. Students are encouraged to explore current drawing processes, methods and materials.
Recommended Prereq: ART110 strongly recommended.

(1 lec/5 lab) ***3 sem hrs***

ART 130 Ceramics I

This course is an introduction to the processes and techniques involved in making clay objects through hand-building and utilizing the potter's wheel. Various forms are explored. Issues related to both sculptural and functional aesthetics are addressed.

(1 lec/5 lab) ***3 sem hrs***

ART 131 Ceramics II

This course guides students toward developing techniques involved in creating clay vessels on the potter's wheel and a further introduction into hand-building. Students are challenged with conceptual assignments relating to both the historical and contemporary world. Various forms are explored. Students learn to load and fire kilns of multiple processes.
Recommended Prereq: ART130.

(1 lec/5 lab) ***3 sem hrs***

ART 135 Basic Digital Photography

This is a basic digital photography course for non-photo majors. Students learn basic camera operations and create quality prints using Adobe Lightroom software.
Note: Students are required to have a Mac compatible external hard drive with at least 100GB storage and a digital camera with six or more mega-pixels.

(1 lec/5 lab) ***3 sem hrs***

ART 140 Photography I

This course provides technical grounding in black and white 35mm film photography including film processing, enlarging, finishing and presentation. Students explore the historical and contemporary uses and criticisms of photography. A wide range of photographic genres are discussed involving camera vision and ideas.
Note: Students are required to have their own SLR 35mm film camera with interchangeable lenses.

(1 lec/5 lab) ***3 sem hrs***

ART 142 Beginning Digital Photography

This course explores basic techniques and applications of acquiring, manipulating and outputting digitized photographic images utilizing Adobe Photoshop.
Note: Students should have their own digital camera that has interchangeable lenses, is capable of photographing with the RAW file format, and has a minimum of 8 mega-pixels.
Prereq: ART140.

(1 lec/5 lab) ***3 sem hrs***

ART 155 Sculpture I

This studio course introduces basic sculptural processes, materials, and tools, and idea communication through these methods. Studio safety is strongly emphasized. Processes include additive, modeling, constructive; subtractive, carving; and replacement casting. Time arts/4-D may be considered.
Recommended Prereq: ART111.

(1 lec/5 lab) ***3 sem hrs***

ART 222 Life Drawing

This course focuses on the study of the human figure through selected assignments in contour, value, and gesture drawing of the undraped figure. Naturalistic and expressive interpretations in a variety of drawing media are included.
Prereq: ART120.
(1 lec/5 lab) ***3 sem hrs***

ART 230 Ceramics III

This course further develops the skills acquired in ART131 with emphasis placed on a more personal expression within the confines of the processes and material. More complex techniques are explored, and issues related to functional and non-functional aesthetics are addressed. Students learn to load and fire kilns of multiple processes.
Recommended Prereq: ART131.
(1 lec/5 lab) ***3 sem hrs***

ART 231 Materials: Clay and Glaze Development

This course is an introduction to the processes and techniques involved in making clay bodies, glazes and slips for specific firing processes.
Prereq: ART130.
(0 lec/2 lab) ***1 sem hrs***

ART 240 Photography II

This course provides in-depth instruction in black and white 35mm film photography. It introduces the 4x5 view camera and the usage of large format film, color theory and color transparency film, multiple imagery, construction of narratives and experimental black and white darkroom processes. Students learn to master camera operations and film processing, as well as special effects and manipulations.
Prereq: ART140.
(1 lec/5 lab) ***3 sem hrs***

ART 241 Photographic Lighting

This course introduces students to fundamental lighting techniques and concepts encountered in the studio and on location. Students are instructed in the use of 4"x5" view camera, light meters, sheet film, roll film, color transparency, instant film and digital photographing techniques. Both the artistic and commercial use of lighting are explored.
Recommended Prereq: ART240.
Prereq: ART142.
(1 lec/5 lab) ***3 sem hrs***

ART 242 Intermediate Digital Photography

In this course students refine their command and control of Adobe Photoshop skills, focusing on the use of more advanced photo-manipulation tools.
Prereq: ART142.
(1 lec/5 lab) ***3 sem hrs***

ART 243 Advanced Digital Photography

This course is a continuation of ART242. Students explore advanced concepts and techniques in computer image processing. The course culminates in the creation of a digital portfolio.
Prereq: ART242.
(1 lec/5 lab) ***3 sem hrs***

ART 255 Sculpture II

This studio course continues the exploration of sculptural processes, materials, and tools, and the idea of communication through sculptural methods. Studio safety is strongly emphasized. Students develop proficiency in selection, use and manipulation of materials as well as mastery of the processes involved.
Recommended Prereq: ART155.
(1 lec/5 lab) ***3 sem hrs***

ART 260 Painting I

This course is an introduction to painting in acrylic and/or oil media. Students depict a variety of subject matter using a creative approach.
Note: Students are strongly encouraged to complete both ART110 and ART120.
Prereq: ART110 or ART120.
(1 lec/5 lab) ***3 sem hrs***

ART 261 Painting II

This course is a continuation of ART260. Students explore a variety of painting techniques pertinent to the 21st century.
Prereq: ART260.
(1 lec/5 lab) ***3 sem hrs***

ART 262 Painting III

This course is a continuation of ART261. Students explore contemporary issues and how they relate to a realization of personal style in creating art work.
Prereq: ART261.
(1 lec/5 lab) ***3 sem hrs***

ART 265 Watercolor

This course is an introduction to the basic techniques of transparent and opaque watercolor painting. Directed exercises in color and technique execution are included. Students produce finished paintings of still life, figure and/or landscape renditions.
Recommended Prereq: ART120.
(1 lec/5 lab) ***3 sem hrs***

ART 290 Studio Art

This is an advanced studio course for art majors. It allows continuation and concentration in a subject field with emphasis on individual research and personal exploration. Students can further their knowledge in drawing, life drawing, painting, design, photography, sculpture or ceramics. Repeatable to a maximum of 12 semester hours; 6 semester hours may apply to a degree or certificate.
Prereq: Consent of instructor.
(1 lec/5 lab) ***3 sem hrs***

ART 291 Digital Art Portfolio

This course provides non-digital 2-D and 3-D artists a way to digitize their portfolios by photographing, scanning and processing images. Students are expected to have an existing body of artwork to document.
(.5 lec/1 lab) ***1 sem hrs***

ART 292 Art Professional Development

This course is designed to teach essential skills that provide art students with the resources necessary to be successful in the creative job market.
Prereq: Completion of or concurrent enrollment in ART135 or ART142 or ART291.
(.5 lec/1 lab) ***1 sem hrs***

ART 296 Special Topics for the Arts

This course offers in-depth exploration of a special topic, issue or trend in the arts. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 6 lec/0 to 12 lab) ***1 to 6 sem hrs***

ART 297 Art Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the art field, including positions related to visual art and art administration. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the art internship courses (ART297, ART298, ART299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

ART 298 Art Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the art field, including positions related to visual art and art administration. One hundred sixty hours are required for two credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the art internship courses (ART297, ART298, ART299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

ART 299 Art Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the art field, including positions related to visual art and art administration. Two hundred forty hours are required for three credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the art internship courses (ART297, ART298, ART299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Astronomy (AST)

AST 100 Introduction to Astronomy

This course is a descriptive, nonmathematical, nonlaboratory survey course in astronomy - some basic arithmetic may be required. Topics include earth and sky, the structure and evolution of the solar system, stars, galaxies and the universe.
Note: AST100 will not count toward a degree if the student completes AST105 or AST110.
IAI: P1 906.
(3 lec/0 lab) ***3 sem hrs***

AST 105 Astronomy

This course is a descriptive, laboratory, survey course in astronomy. Topics include structure and evolution of the solar system and universe, history of astronomy, interstellar medium, Milky Way, galaxies and cosmology.
Note: Students will not receive credit toward a degree for both AST100 and AST105.
Recommended Prereq: A course in basic algebra.
IAI: P1 906L.
(3 lec/2 lab) ***4 sem hrs***

AST 110 Planetary Science

This course is a descriptive course in astronomy of the solar system. Topics include motions, time, tides, calendars, seasons, earth, moon, planets, minor members of the solar system, tools and history of space and planetary science, results of space exploration and terrestrial and extraterrestrial life.
Note: Students will not receive credit toward a degree for both AST100 and AST110.
Recommended Prereq: A course in basic algebra.
IAI: P1 906L.
(3 lec/2 lab) ***4 sem hrs***

AST 115 Astronomy for Educators

This is a survey course in astronomy designed for present or future teachers at all levels. It is a descriptive, non-mathematical, non-laboratory course to provide teachers an understanding of the fundamentals of astronomy. Demonstrations and activities are presented during the class that the student can then use in their own classroom, including the motions of the sky, formation and description of the solar system, formation, types and evolution of stars and galaxies.
(3 lec/0 lab) ***3 sem hrs***

AST 296 Topics/Issues for the Sciences

This course offers in-depth exploration of a special topic, issue or trend in one or more of the biological or physical sciences fields. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 6 lec/0 lab) ***1 to 6 sem hrs***

Auto Body Repair (ABR)

ABR 100 Auto Body Welding

This course is designed to develop a high level of student skill in the use of various welding and fastening techniques as they relate to auto body repair. Concurrently, the student practices with various tools used in the disassembly of auto body panels. Familiarization with shop facility and routine is also established.
Prereq: Reading assessment.
Coreq: ABR105; ABR110; ABR115; ABR120; ABR125.
(1 lec/4 lab) ***3 sem hrs***

ABR 105 Sheet Metal Repair

This course trains students in the use of metal straightening tools and techniques vital to the repair of damaged auto body panels. Skill levels are developed which allow for metal finishing a panel without the use of body fillers.
Prereq: Reading assessment.
Coreq: ABR100; ABR110; ABR115; ABR120; ABR125.
(1 lec/2 lab) ***2 sem hrs***

ABR 110 Fiberglass Panel and Plastic Repair

This course is designed to enable students to make repairs of both plastic and fiberglass panels.
Prereq: Reading assessment.
Coreq: ABR100; ABR105; ABR115; ABR120; ABR125.
(1 lec/2 lab) ***2 sem hrs***

ABR 115 Basic Auto Body Repair

In this phase of auto body training, students are given the opportunity to apply skills learned previously. Some panel replacements may be necessary to complete the repair. Activities include feathering, taping, masking and spot repair.
Prereq: Reading assessment.
Coreq: ABR100; ABR105; ABR110; ABR120; ABR125.
(2 lec/4 lab) ***4 sem hrs***

ABR 120 Auto Painting and Refinishing

This comprehensive course covers the entire area of auto painting, from the equipment used through prepainting procedures and application techniques including masking and taping, and finishing with rubbing and polishing. Each student must complete a checklist of tasks that encompasses the many facets of auto painting.
Prereq: Reading assessment.
Coreq: ABR100; ABR105; ABR110; ABR115; ABR125.
(2 lec/4 lab) ***4 sem hrs***

ABR 125 Auto Body Careers

This course provides students with exposure to the auto body field. Students experience and observe actual shop operations and career opportunities.
Prereq: Reading assessment.
Coreq: ABR100; ABR105; ABR110; ABR115; ABR120.
(1 lec/0 lab) ***1 sem hrs***

ABR 130 Automotive Collision Appraisal

This course is designed to prepare students for entry into the field of collision repair and collision damage estimating. It deals with evaluating the extent of the damage and defining what repair costs will be for the vehicle.
Prereq: Reading assessment; all basic ABR courses.
Coreq: ABR135; ABR140; ABR145; ABR150.
(.5 lec/1 lab) ***1 sem hrs***

ABR 135 Frame Repair

This course gives students the opportunity to use various body frame machines and measuring systems to effect repairs to frames and unibodies.
Prereq: Reading assessment; all basic ABR courses.
Coreq: ABR130; ABR140; ABR145; ABR150.
(3 lec/6 lab) ***6 sem hrs***

ABR 140 Glass Service

This course trains students in the care and service of automotive glass and glass replacement.
Prereq: Reading assessment; all basic ABR courses.
Coreq: ABR130; ABR135; ABR145; ABR150.
(.5 lec/1 lab) ***1 sem hrs***

ABR 145 Intermediate Auto Body Repair

This course involves the student in the repair of a vehicle with extensive damage. Students join into teams as they now apply all of their basic training. Sectioning, clipping, quarter panel replacement and frame straightening are included. Production and speed are stressed in this phase of the work.
Prereq: Reading assessment; all basic ABR courses.
Coreq: ABR130; ABR135; ABR140; ABR150.
(3 lec/6 lab) ***6 sem hrs***

ABR 150 Chassis and Electrical Systems for Auto Collision

This course is designed to provide auto body students with repair skills in automotive chassis and electrical systems as they relate to work in auto body and collision.
Prereq: Reading assessment; all basic ABR courses.
Coreq: ABR130; ABR135; ABR140; ABR145.
(2 lec/0 lab) ***2 sem hrs***

ABR 215 Advanced Auto Body Repair

This final phase of the auto body repair program is designed to allow the auto body student mastery-level experiences. Students use their previously learned skills to complete real-life auto body and collision repairs.
Prereq: Reading assessment; all advanced ABR courses.
(1 lec/4 lab) ***3 sem hrs***

ABR 297 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.
Prereq: Reading assessment; all basic ABR courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

ABR 298 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.
Prereq: Reading assessment; all basic ABR courses; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

ABR 299 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.
Prereq: Reading assessment; all basic ABR courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Automotive Technology (AUT)

AUT 100 Fundamentals of Automotive Technology

This lecture-lab course is designed to acquaint students with shop safety, shop operations, tools, chemicals, and how to obtain service information. Also covered are employment options and responsibilities in the automotive field.
(1 lec/2 lab) ***2 sem hrs***

AUT 110 Engine Service I

This course is designed to provide background in design, troubleshooting and service procedures of automotive engines. Use of service manuals, shop safety and shop procedures are covered. Students participate in the disassembly, identification and inspection of the engine components, and reassembly of the engine. This class is a hands-on experience of engine rebuilding and problem diagnosis.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 111 Automotive Power Trains

This lecture-lab course is designed to provide the student an opportunity to learn the design, operation and service procedures of automotive power train components. Clutches, manual transmissions, transaxles, differentials and 4 x 4 service are covered.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 112 Automotive Brake Systems

This lecture/lab course is designed to provide the student with a thorough understanding of the design, operation and service procedures related to the complete automotive brake system. This course covers both import and domestic.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 113 Automotive Electrical/ Electronic Systems

This lecture/lab course is designed to provide the knowledge and skills needed to service modern automotive electrical/electronic systems. Basic electrical/electronic topics including circuit types and designs, wiring diagram analysis, wire service and electrical troubleshooting procedures are stressed. Operation and diagnosis of battery, starting, charging, lighting and accessory circuits are also detailed.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 116 Automotive Business Operations

This course prepares the student for a variety of career opportunities in the automotive industry, including parts specialist, automotive service consultant, and automotive service supervisor. Emphasis is placed on professionalism, workplace safety and environmental responsibility.
Prereq: AUT100.
(3 lec/0 lab) ***3 sem hrs***

AUT 120 Engine Service II

This advanced course in automotive engine service presents maintenance and service on some of the more common procedures and repairs on gasoline engines and related areas.
Recommended Prereq: AUT110. Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 122 Automotive Suspension and Wheel Alignment

This lecture/lab course is designed to provide the student an opportunity to learn the design, operation and service procedures of the automotive suspension system. Emphasis is placed on front-wheel drive, strut-equipped vehicles. General areas are tires, wheel balancing, front MacPherson and rear suspensions.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 123 Automotive Ignition Systems

This lecture/lab course is designed to acquaint students in the design, operation and testing of various non-computer and computer-controlled ignition systems. Oscilloscope operation and testing are stressed. Conventional, electronic and distributorless systems are also discussed.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 124 Automotive Fuel and Emission Systems

This course examines the design and operation of various fuel delivery and emission system components. Topics covered include conventional carburetion, feedback carburetion, basic fuel injection, air induction, PCV systems, catalytic converters, evaporative emission systems and exhaust gas recirculation. Detailed fuel and emission system testing, including infra-red exhaust gas analysis, is emphasized. Both carburetor and fuel injection diagnosis, testing and adjustment procedures are covered.
Recommended Prereq: AUT113.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 211 Automotive Recycling Basics

The automotive recycling industry, dismantling best practices and techniques, and safety requirements, quality control, and parts grading are studied in this course. The course prepares students for a variety of roles within the automotive recycling industry such as dismantler and inventory specialist.
(1.5 lec/0 lab) ***1.5 sem hrs***

AUT 212 Environmental Standards for Automotive Recycling

Automotive recycling industry environmental best practices are reviewed in this course. Topics such as safe removal of mercury switches, storm water sampling, and the Illinois Green Certified Automotive Recycler standards are included.
(1.5 lec/0 lab) ***1.5 sem hrs***

AUT 231 Automatic Transmissions/ Transaxles

This lecture-lab course in automatic transmission/transaxle theory and service covers the current more popular transmissions/ transaxle drive units including electronic transmissions. Students participate in inspection disassembly, repair, reassembly and testing of automatic transmissions/tranaxles.
Recommended Prereq: AUT111. Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 232 Advanced Brakes and Suspension Systems

This advanced level, lecture/lab course is designed to provide a student with an opportunity to learn design, operations and service procedures of the automotive brakes and suspension systems, and to acquire knowledge in diagnosing problems related to the operation of these systems. Emphasis is placed on learning the procedures necessary in performing thorough, complete servicing of the brakes and suspension systems.
Recommended Prereq: AUT112; AUT122.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 233 Applied Automotive Fuels and Electricity

This course is designed to give advanced automotive students and professional technicians an opportunity to fine tune their performance-related diagnostic and troubleshooting skills. The testing, diagnosis and repair of various fuel and electrical system problems are stressed. A wide range of hands-on experiences with practical applications are provided.
Recommended Prereq: AUT113; AUT123; AUT124. Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 240 Service Shop Operations

This course is a simulation of the automotive shop environment that includes customer relations, vehicle diagnosis and repairs. Students are provided the opportunity to reinforce previously learned skills and also to complete NATEF tasks from other courses that were not completed. This course helps to make a smoother transition to the work environment.
Recommended Prereq: AUT110; AUT111; AUT112; AUT113; AUT120; AUT122; AUT123; AUT124; AUT231; AUT232; AUT233. Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 243 Advanced Engine Control Systems

This course is designed to acquaint students with electronic engine control systems including advanced fuel, emission and ignition subsystems. Primary emphasis is placed on understanding and developing troubleshooting techniques for 1996 and newer On-Board Diagnostic II systems. Additionally, the design and operation of both generic and manufacturer-specific computer systems are discussed. Troubleshooting procedures detailing both scan and non-scan sequences are also covered.
Recommended Prereq: AUT113; AUT123; AUT124; AUT233. Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 245 Automotive Heating and Air Conditioning

This lecture-lab course is designed to develop the necessary skills and provide the knowledge required to understand, diagnose and service modern automotive heating and air conditioning systems.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 246 Automotive Accessories and Diagnostics

This lecture-lab course is designed to further develop student competency in the area of automotive diagnostics. Advanced electrical/ electronic troubleshooting and repair procedures related to electrical accessories are emphasized. Areas of coverage include, but are not limited to, air bags, power windows, power locks, keyless entry, navigation systems and electronic dash and gauges.
Recommended Prereq: AUT113; AUT124.
Prereq: AUT100.
(1 lec/5 lab) ***3 sem hrs***

AUT 275 Inspection and Maintenance 240 Diagnosis and Repair

This course is designed to meet the State of Illinois IM-240 training requirements for automotive technicians. The course is a lecture/ lab course for technicians and covers diagnostic and repair techniques for IM-240 repairs.
Recommended Prereq: AUT124 and AUT243; or consent of instructor.
(1 lec/2 lab) ***2 sem hrs***

Aviation Pilot (AVP)

AVP 100 Private Pilot Certification

The Private Pilot Certification course is the first step to becoming a Professional Pilot and is designed to fulfill the requirements of the Federal Aviation Regulations for a private pilot certification course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has 35 hours of flight training, consisting of 20 hours of dual instruction and 15 hours of solo flight. The ground training syllabus consists of 35 hours to include block tests and final examination.
(3 lec/4 lab) ***5 sem hrs***

AVP 110 Professional Instrument Rating

The Professional Instrument Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for the Instrument Rating (airplane). This training program, which contains both a flight training syllabus and a ground training syllabus, provides at least 35 hours of flight training and 35 hours of ground training.
(3 lec/4 lab) ***5 sem hrs***

AVP 120 Professional Commercial Pilot

The Professional Commercial Pilot training course is designed to fulfill the requirements of the Federal Aviation Regulations for a commercial pilot certification course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has 155 hours of flight training. The ground training syllabus consists of 30 hours of ground training.
(3 lec/4 lab) ***5 sem hrs***

AVP 130 Professional Multiengine Rating

The Professional Multiengine Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for additional aircraft rating courses. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has a minimum of 15 hours of dual flight instruction. The ground training syllabus consists of 15 hours of ground training.
(2 lec/2 lab) ***3 sem hrs***

AVP 200 Certified Flight Instructor (CFIA)

The Certified Flight Instructor course is designed to fulfill the requirements of the Federal Aviation Regulations for the Basic Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the Basic Instructor has 10 hours of flight training on analysis of maneuvers, 10 hours of practice instruction and 3 hours of progress checks. The ground training syllabus consists of 45 hours of ground training.
(2 lec/2 lab) ***3 sem hrs***

AVP 210 Certified Flight Instrument Instructor (CFIIA)

The Certified Flight Instrument Instructor course is designed to fulfill the requirements of the Federal Aviation Regulations for the Instrument Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible.
Prereq: Valid FAA second-class medical; at least 18 years of age at completion of course; ability to read, speak and understand the English language.
(2 lec/2 lab) ***3 sem hrs***

AVP 230 Certified Flight Instructor Multiengine

The Certified Flight Instructor Multiengine training course is designed to fulfill the requirements of the Federal Aviation Regulations for the Multiengine Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the CFIMEL has 10 hours of flight training on analysis of maneuvers, 10 hours of practice instruction and 3 hours of progress checks. The ground training syllabus consists of 32 hours of ground training.
Prereq: Valid FAA second-class medical; at least 18 years of age at completion of course; ability to read, speak and understand the English language.
(2 lec/2 lab) ***3 sem hrs***

Biology (BIO)

See also Oceanography (ESC 130).

BIO 100 Introduction to Biology

This general survey course deals with selected concepts and theories in biology such as organization, function, heredity, evolution and ecology. Biological issues with personal and social implications are introduced to allow students to make informed decisions regarding issues with a biological basis.
Note: Not intended for students majoring in biology or the health professions. Students enrolling in BIO100 are not required to enroll in BIO101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO100 and BIO101.
Recommended Coreq: BIO101.
IAI: L1 900.
(3 lec/0 lab) ***3 sem hrs***

BIO 101 Introduction to Biology Laboratory

A laboratory course intended to be taken concurrently with BIO100, this course explores selected concepts and theories in biology such as organization, function, heredity, evolution and ecology through laboratory exercises.
Note: Not intended for students majoring in biology or the health professions.
Recommended Coreq: BIO100.
IAI: L1 900L.
(0 lec/2 lab) ***1 sem hrs***

BIO 102 Human Biology

This general survey course focuses on the biology of the human organism. Concepts include the structure, organization, and function of human systems with a focus on the interconnectedness of these systems, health and disease, growth and development, genetics, and evolution. Emphasis is placed on the relationship of the issues to the individual and society.
Note: Not intended for students majoring in biology or the health professions. Students enrolling in BIO102 are not required to enroll in BIO103 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO102 and BIO103.
Recommended Coreq: BIO103.
IAI: L1 904.
(3 lec/0 lab) ***3 sem hrs***

BIO 103 Human Biology Laboratory

This laboratory course is meant to be taken concurrently with Human Biology (BIO102). Through laboratory experiences, this course explores selected concepts and theories in biology such as organization, structure, function, heredity and evolution using the human organism as a model.
Note: Not intended for students majoring in biology or the health professions.
Recommended Prereq: BIO102 or concurrent enrollment.
IAI: L1 904L.
(0 lec/2 lab) ***1 sem hrs***

BIO 104 The Nature of Science

The process of science is exciting, but traditional explanations often miss its dynamic nature. Science affects us all everyday, but people often feel removed from science. Science is an intensely human endeavor, but many portrayals gloss over the passion, curiosity and even rivalries and pitfalls that characterize this specific human venture. This course gives students an inside look at the general principles, methods and motivations that underlie all of science.
Recommended Prereq: PHL110.
(3 lec/0 lab) ***3 sem hrs***

BIO 110 Environmental Biology

This course examines ecological principles in relation to environmental problems. Basic ecology and a study of biodiversity are included with an emphasis on current environmental issues and possible solutions and courses of action. Both local and global environmental issues are examined from the biological, political, sociological, economic and ethical views.
Note: Students enrolling in BIO110 are not required to enroll in BIO111 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO110 and BIO111.
Recommended Coreq: BIO111.
IAI: L1 905.
(3 lec/0 lab) ***3 sem hrs***

BIO 111 Environmental Biology Laboratory

This laboratory course, meant to be taken concurrently with BIO110, examines ecological principles in relation to environmental problems, allowing students to gain an awareness of their surroundings. Biotic and abiotic components of ecosystems are examined, as are various types of air, water and soil pollutants. Procedures and techniques used in the study of environmental issues are introduced, as are biological basics such as experimental design and problem solving.
Recommended Coreq: BIO110.
IAI: L1 905L.
(0 lec/2 lab) ***1 sem hrs***

BIO 120 Principles of Biology I

This course includes an introduction to science, general chemistry, organic chemistry, cell structures and their functions, cellular activities (photosynthesis, respiration and reproduction), classical and molecular genetics, and evolution. Selected topics discussed in lecture are expanded upon and explored in the laboratory. Emphasis in the laboratory is on cellular functions and processes.
IAI: L1 900L, BIO 910.
(3 lec/3 lab) ***4 sem hrs***

BIO 122 Principles of Biology II

Topics covered in this continuation of the study of general biology include general ecology, detailed discussion of the process of evolution, selected study of plants and animals which represent key organisms as well as the study of plant and animal tissues, and a brief overview of all the vertebrate organ systems. Significant laboratory time is spent on using the scientific process and writing a scientific paper.
Recommended Prereq: BIO120.
IAI: BIO 910.
(3 lec/3 lab) ***4 sem hrs***

BIO 126 Ecology and Field Biology

A field-orientation course designed to introduce the basic concepts of ecology. Topics covered include the interrelationships of plants, animals and organization of ecosystems. Habitats, energy flow, conservation and management of natural resources are also studied. Current environmental problems including the study of local plant and animal communities and their identification, collection cataloging and preservation are integrated into the course. Field experiments include collecting specimens and recording data. Report writing is also included in the laboratory portion of the course. This course assists students in acquiring basic working knowledge in fieldwork.
IAI: L1 905L.
(3 lec/3 lab) ***4 sem hrs***

BIO 128 Evolution

Evolution examines the origin of life and its diversification from a scientific perspective, including the impact of evolution on human thought.
IAI: L1 907L.
(3 lec/3 lab) ***4 sem hrs***

BIO 200 Nutrition

This course involves the study of nutrients including amino acids, carbohydrates, fats, vitamins, minerals and water and their relationship to health and disease. Cultural and psychosocial influences on food selection and habits are studied as well as respiration, metabolism and the digestive process.
IAI: L1 904.
(3 lec/0 lab) ***3 sem hrs***

BIO 250 Microbiology

This course studies the general characteristics of bacteria, fungi, algae and viruses. Included are isolation, cultivation and biochemical identification of bacteria. Certain aspects of pathology and immunity are also studied. Aseptic techniques are especially emphasized.
(3 lec/3 lab) ***4 sem hrs***

BIO 260 Human Structure and Function

This study of the human body and how it works begins with basic scientific and biological principles necessary to understand human anatomy and physiology and progresses through a brief study of all body systems. Laboratory sessions provide the opportunity to identify anatomical structures on models and skeletal materials.
(3 lec/2 lab) ***4 sem hrs***

BIO 262 Neuro-musculoskeletal Systems

This course is a study of the interrelatedness of the nervous, muscular and skeletal systems as well as the influence of the hormonal system, with a focus on muscle control and movement. The course provides the foundation for the study of biomechanics and incorporates the use of anatomical models and human cadaver laboratory experiences.
Recommended Prereq: BIO260; or BIO270 and concurrent enrollment in BIO272.
(2 lec/2 lab) ***3 sem hrs***

BIO 264 Kinesiology and Pathology

This course is the study of the skeletal and muscular systems and their relation to movement, including an introduction to homeostatis and disease. The course focus begins with the study of the anatomical aspects of movement, with exploration of the pectoral girdle, shoulder joint and upper extremities, followed by a study of the pelvic girdle and lower extremities prior to an analysis of the trunk. A brief study of the biomechanical factors of posture and the pathological processes of the organ systems possibly encountered during treatments concludes this course.
Recommended Prereq: BIO262.
(2 lec/2 lab) ***3 sem hrs***

BIO 270 Anatomy and Physiology I

This course begins with an orientation to the human body followed by a brief review of basic biochemistry and the structure and function of cells. The student is then engaged in major units of study involving tissues; the skeletal, muscular and nervous systems; and the special senses. Incorporates human cadaver laboratory experiences. First of a two-semester sequence.
Recommended Prereq: High school biology and chemistry or the equivalents within the past five years. BIO120 strongly recommended.
IAI: L1 904L.
(3 lec/3 lab) ***4 sem hrs***

BIO 272 Anatomy and Physiology II

This continuation of BIO270 includes study of the following body systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive. The study of nutrition, metabolism and fluid-electrolyte, acid-base balance is incorporated with appropriate organ systems. Laboratory work utilizes models, microscopes and human cadavers.
Prereq: C or better in BIO270.
(3 lec/3 lab) ***4 sem hrs***

Business Administration (BUS)

See also Entrepreneurship (ETR), Finance and Banking (FIN), Management (MGT) and Marketing (MKT).

See also Business Mathematics (MTH 104) and Industrial Organizational Psychology (PSY 245).

BUS 100 Introduction to Business

This course provides the foundation for developing concepts, attitudes and philosophies about business operations. The following topics are introduced: management, marketing, accounting, finance, economics, ethics and social responsibility human resources, advertising and promotion, distribution and international business.
(3 lec/0 lab) ***3 sem hrs***

BUS 150 The Business of Travel and Tourism

The structure and performance of the tourism industry is explored. The sectors of the travel industry are examined as well as specific career options and organizations. Current issues and trends that directly impact the industry are emphasized.
(3 lec/0 lab) ***3 sem hrs***

BUS 207 Business Statistics

This introductory course consists of statistical methods applied in the business environment. Topics include: the collection and presentation of data, measures of central tendency, dispersion, probability, sampling theory, correlation and regression. Students are introduced to at least one computer software package for statistical analysis.
Prereq: C or better in MTH070 or placement determined by assessment.
IAI: BUS 901.
(3 lec/0 lab) ***3 sem hrs***

BUS 210 Legal Environment of Business

This business administration transfer course covers the legal environment in which business and society function. Emphasis is on the judicial system, government regulations, employment and labor law, and the evolving international legal system. These topics are presented within an ethical, social and political framework.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

BUS 211 Business Law

This course provides a basic understanding of the principles of law relating to the sources of law, court systems, litigation, contracts and sales, employment law and antitrust.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

BUS 215 Business Ethics

This course introduces students to the fundamentals of ethics in the workplace. It explores ethical dilemmas pertaining to a variety of aspects of organizational life. The purpose is to provide students with a framework for ethical reasoning, ethical arguing, ethical decision making, and understanding ethical policies and behaviors.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

BUS 220 Leadership in Business

Leadership has transcended the executive level of organizations and has been identified as a necessary skill for individuals working within teams, task forces and work units at all levels. This course integrates fundamental leadership principles and the operation of a business organization. The emphasis is on skill development based on research and experience.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

BUS 225 Organizational Behavior

This course explores the study of individual behavior and group dynamics in organizations. Psychosocial, interpersonal and behavioral dynamics are considered within the variable framework of jobs, work design, communication, performance appraisal, organizational design and structure.
(3 lec/0 lab) ***3 sem hrs***

BUS 240 International Business

This course builds upon the economic concepts learned in the principles of economics courses and studies the operations of international businesses in global markets. It focuses on the economic and competitive forces as well as the cultural, political and legal forces of national business environments. It also addresses the forces of governments, financial institutions and monetary systems, labor, and consumers in the international business environment.
Recommended Prereq: BUS100, ECN100, ECN110, ECN121, or ECN122.
(3 lec/0 lab) ***3 sem hrs***

BUS 296 Special Topics/Business

This course offers in-depth exploration of a special topic, issue or trend in the business field. Topics might include current events' impact (economic or technical) on business. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

BUS 297 Business Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the business field, including positions related to management, marketing, banking and finance. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the business internship courses (BUS297, BUS298, BUS299) may apply to the business degrees or certificates.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

BUS 298 Business Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the business field, including positions related to management, marketing, banking and finance. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the business internship courses (BUS297, BUS298, BUS299) may apply to the business degrees or certificates.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

BUS 299 Business Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the business field, including positions related to management, marketing, banking and finance. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the business internship courses (BUS297, BUS298, BUS299) may apply to the business degrees or certificates.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Chemistry (CHM)

CHM 100 Introduction to Chemistry

This introduction to the basic concepts of general chemistry includes basic atomic structure, chemical symbols, formulas and equations, chemical equation calculations, phases of matter, algebraic manipulations, molecular structure, solutions and solution chemistry.
Note: Students enrolling in CHM100 are not required to enroll in CHM101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in CHM100 and CHM101. This course is not intended for majors in the physical sciences, students with previous chemistry or students with credit in CHM121.
IAI: P1 902.
(3 lec/0 lab) ***3 sem hrs***

CHM 101 Introduction to Chemistry Laboratory

This is a beginning laboratory course for those students with no previous laboratory experience. It is designed to acquaint the student with various basic skills and techniques, terms and minimal theory.
Recommended Coreq: CHM100.
IAI: P1 902L.
(0 lec/3 lab) ***1 sem hrs***

CHM 102 Introduction to Organic Chemistry

This beginning course in organic chemistry includes the structure and reactions of functional groups, with further applications in biochemistry. It is designed to follow CHM100 and to provide a one-year sequence of chemistry.
Recommended Prereq: CHM100 or consent of instructor.
IAI: P1 904.
(3 lec/0 lab) ***3 sem hrs***

CHM 103 Introduction to Organic Chemistry Laboratory

This introductory laboratory for organic chemistry and biochemistry is designed to accompany CHM102.
Recommended Prereq: CHM100; CHM101. Prereq: CHM102 or concurrent enrollment.
IAI: P1 904L.
(0 lec/3 lab) ***1 sem hrs***

CHM 106 Chemistry in Society

This introductory chemistry course for non-science majors applies chemistry to society through the study of contemporary issues such as the environment, energy and health.
IAI: P1 903L.
(3 lec/3 lab) ***4 sem hrs***

CHM 121 General Chemistry

This basic course in the principles of chemistry emphasizes chemical calculations and structure. It is recommended for science and professional majors.
Recommended Prereq: High school chemistry or equivalent. Prereq: MTH070 or placement determined by assessment.
IAI: P1 902L, CHM 911.
(3 lec/3 lab) ***4 sem hrs***

CHM 122 Chemistry and Qualitative Analysis

This continuation of CHM121 emphasizes solution equilibrium chemistry, including gases, precipitation, acid/base, coordination chemistry and oxidation-reduction, culminated with the Nernst equation. It also includes thermodynamics and kinetics.
Prereq: CHM121.
IAI: CHM 912.
(3 lec/3 lab) ***4 sem hrs***

CHM 231 Organic Chemistry I

This course is a study of the fundamental aspects of organic chemistry such as structure, classification of organic reactions and reactions of functional groups.
Recommended Prereq: CHM122. Prereq: CHM121.
IAI: CHM 913.
(3 lec/3 lab) ***4 sem hrs***

CHM 232 Organic Chemistry II

This course is a continuation of the study of the fundamental aspects of organic chemistry with emphasis on the reactions mechanisms and spectra of functional groups.
Prereq: CHM231.
IAI: CHM 914.
(3 lec/3 lab) ***4 sem hrs***

CHM 241 Introduction to Biochemistry

This course introduces students to the chemistry of biologically active molecules including sugars, proteins, amino acids and nucleic acids. In addition, metabolic pathways of carbohydrates and fats are discussed as well as molecular genetics and respiration.
Prereq: C or better in CHM102, or CHM231 and CHM232.
(3 lec/0 lab) ***3 sem hrs***

Chinese (CHN)

CHN 101 Elementary Chinese I

This introduction to standard, modern Mandarin Chinese includes pronunciation, idiomatic expressions, speech patterns, and characters for the beginning students.
(3 lec/0 lab) ***3 sem hrs***

CHN 102 Elementary Chinese II

This course is a continuation of CHN101 using standard, modern Mandarin Chinese with emphasis on increased accuracy in listening, speaking skills, reading, and writing skills.
Recommended Prereq: CHN101 or one year of high school Chinese or its equivalent.
(3 lec/0 lab) ***3 sem hrs***

Communications (COM)

COM 100 Fundamentals of Speech Communication

This basic course in speech communication serves three primary goals: introduction to the theories of human communication, classroom experiences in a variety of communication situations, and evaluation of individual communicative behavior.
IAI: C2 900.
(3 lec/0 lab) ***3 sem hrs***

COM 110 Voice and Diction

Clarity of speech, articulation, accurate pronunciation, effective choices of words, effective use of vocal pitch, rate, and volume make up the core of this course. Incorporated in the study is a basic understanding of the vocal mechanism, phonation and breath control. The International Phonetic Alphabet is also a component of the course and compliments the vocal training.
(3 lec/0 lab) ***3 sem hrs***

COM 115 Online Communication

This course introduces a student to considerations of computer-mediated communication (CMC). Basic principles of effective communication are integrated with the identification of the common language, modes, strengths and limitations inherent to CMC. Consideration of aspects of diversity, culture, ethics, ambiguity and effectiveness are applied to the contexts of interpersonal, group, workplace and e-commerce (global) communication situations.
(3 lec/0 lab) ***3 sem hrs***

COM 120 Interpersonal Communication

This course is a study of interpersonal communication with emphasis on the communication process, self perception, self expression, verbal and nonverbal communication, and listening behavior. Students also study interpersonal relationships and conflict resolution.
(3 lec/0 lab) ***3 sem hrs***

COM 121 Communication in the Workplace

This course develops effective communication skills for a variety of business situations and professional settings. Areas of emphasis include oral presentations for the business person, communicating in a multi-cultural work setting, verbal and non-verbal communication principles, interviewing, persuasion, group communication and participation, communication with customers, creating positive communication climates, and conflict resolution.
(3 lec/0 lab) ***3 sem hrs***

COM 122 Group Communication

This course studies the theories and research explaining small group behavior and provides practical experience working in problem-solving and decision-making groups. Areas of emphasis include interpersonal communication, group leadership, individual roles, norms, phases of group development, decision-making processes and conflict resolution methods.
(3 lec/0 lab) ***3 sem hrs***

COM 125 Communication Strategies for Health Care Careers

This course explores the theory and practice of selected health-related models of communication for individuals in the health care field. Verbal and non-verbal communication in professional-client, professional-professional, and family relationships is stressed. Conflict resolution, informed consent, ethical responsibility, and effective intercultural communication are also emphasized. This course is designed for individuals interested in a career as a medical assistant, phlebotomist, registered nurse, licensed practical nurse, nurse assistant, or other health care fields.
Note: COM125 cannot be substituted for other communication courses required in a degree or certificate.
(2 lec/0 lab) ***2 sem hrs***

COM 135 Introduction to Advertising Communication

Students in this course explore the theory and practice of advertising with special focus on its role in integrated marketing communication. Topics include consumer behavior, market research, communication planning, creative strategies and types of media. Students prepare an original advertising campaign from market/product research to a client presentations.

IAI: MC 912.

(3 lec/0 lab) ***3 sem hrs***

COM 150 Intercultural Communication

This course introduces students to the study of communication and culture. Students examine their own cultural identity and how it influences communication with others. Theories and concepts related to communication and culture are discussed in building communication skills to improve intercultural communication, manage conflicts successfully and build intercultural relationships.

Recommended Prereq: COM100; ENG101.

(3 lec/0 lab) ***3 sem hrs***

COM 200 Advanced Speech Communication

Building on the skills developed in Fundamentals of Speech Communication (COM 100), this course provides advanced skill development in the art of speech making. An additional focus is on rhetorical backgrounds in public speaking to contextualize what we see every day in public address.

Prereq: COM100.

(3 lec/0 lab) ***3 sem hrs***

COM 201 Business and Professional Presentations

COM201 targets the theory and practice of public speaking in business and professional settings. The course examines techniques and tools for building content, organization and delivery of business-related presentations. Presentation topics vary depending on the needs and goals of the learners.

Recommended Prereq: Basic knowledge of PowerPoint.

(3 lec/0 lab) ***3 sem hrs***

Computer-Aided Design and Drafting (CAD)

CAD 100 Basic Technical Drawing

This course includes study and practice in instrument drawing, lettering, technical sketching, geometric constructions, multiview projection, pictorial drawing, section view, auxiliary view, conventions and drawing reproduction.

Recommended Coreq: CAD102.

(1 lec/4 lab) ***3 sem hrs***

CAD 102 Introduction to 2-D CAD

This course provides students who have elementary manual drafting skills with basic competencies in computer-aided drafting on microcomputers using AutoCAD, the most widely used micro-CAD software in the United States. It is recommended students have PC experience with MS Windows and basic keyboarding skills. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CAD100 or EGR101, or concurrent enrollment; or consent of instructor.

(2 lec/2 lab) ***3 sem hrs***

CAD 110 Interior Design

This course explores the elements and principles of design theory as they relate to an interior space. Aesthetic and practical applications of room arrangement and furniture selection principles to the interior are covered. Students develop interior projects using space planning, furniture selection, furniture elevations and presentation techniques.

Recommended Prereq: CAD102.

(2 lec/2 lab) ***3 sem hrs***

CAD 120 Advanced 2-D CAD Topics

This course is a continuation of CAD102. Students learn how to properly create and detail orthographic views with both conventional and geometric tolerances. Students learn how to properly annotate working drawings according to ANSI-ASME standards. Additional topics of study include; dynamic blocks, block attributes, external reference files, assembly layouts, bill of materials, fasteners and weldments. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CAD100 and CAD102; or consent of instructor.

(2 lec/3 lab) ***3 sem hrs***

CAD 140 Residential Architectural Drafting

This course is a study of basic drafting techniques that includes lines, lettering instruments and orthographic projection. Students develop floor plans, elevation, sections and building specifications for a single building. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CAD100; CAD102.

(2 lec/2 lab) ***3 sem hrs***

CAD 180 Civil Engineering Drafting

This course presents the fundamentals of civil drafting as it relates to land development, property design, topographical and profile layouts, and road concepts.

Recommended Prereq: CAD102 or EGR101.

(2 lec/2 lab) ***3 sem hrs***

CAD 200 Introduction to 3-D CAD Modeling

This course covers the basics of 3-D modeling using AutoCad. Students are introduced to 3D-wire, 3-D meshed, 3-D surface, 3-D solid modeling, and 3-D parametric modeling. Students learn the concepts and techniques required in all 3-D modeling programs including; 3-D coordinates, 3-D viewing, 3-D boundary represented construction geometry, Boolean constructive, various 3-D editing techniques, and creating 2-D layouts from 3-D models. Models will be built using additive manufacturing. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CAD100 and CAD102; or EGR101; or consent of instructor.

Recommended Coreq: CAD120.

(2 lec/2 lab) ***3 sem hrs***

CAD 210 Geometric Dimensioning and Tolerancing

This course introduces the student to the principles of geometric dimensioning and tolerancing as specified by the American Society of Mechanical Engineers (ASME) titled ASME Y14.5M (1994 standard). Topics include part dimensional control techniques, interchangeability of parts, and the differences between traditional dimensioning and geometric dimensioning. Symbols and terms for dimensioning datum and material condition symbols are studied. Various tolerances of form, profile, orientation run-out and location are demonstrated. Feature control frames are discussed. The student is expected to interpret all geometric tolerances and dimensions from a print of intermediate complexity.

Recommended Prereq: CAD120 or consent of instructor.

(3 lec/0 lab) ***3 sem hrs***

CAD 230 Building Information Modeling (BIM)

Students create a Building Information Model (BIM) of a multi-story commercial structure using Revit Architecture software. The 3-D model consists of the building structure, walls, windows and doors, roofs, stairs and elevators, ceiling systems, fixtures and furnishings. From the 3-D model, students generate 2-D construction documents typically produced by architects for this type of project, including a site plan, floor plans, elevations, building sections, reflected ceiling plans, details, schedules and specifications. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CAD140 and CAD200; or consent of instructor.

(2 lec/2 lab) ***3 sem hrs***

CAD 240 Parametric Part Modeling

Using SolidWorks software, this course focuses on 3-D solid parametric modeling in an engineering design environment. Hands-on learning in basic sketch profiles with constraint based 2-D shape control is studied. Part design, Boolean operations, placed features, parametric features, dimensions and constraints, design modification of solid part, analyzing and documentation of the part or parts are also covered. Bi-directional control of 3-D model to 2-D part drawing is studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign are incorporated. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD102 or consent of instructor; CAD200.
(2 lec/2 lab) ***3 sem hrs***

CAD 242 Applied 3-D Parametric Part and Assembly Modeling

This course introduces the use of local and global parameters in the area of 3-D parametric solid modeling with SolidWorks software. Students learn to control parts with design variables, 3-D constraints, variable dimensions, table driven parts, mathematical operators and adaptive technology. Assembly constraints are placed on components that are linked to one another, and the overall engineering design process through the revision process is addressed. The effective use of global parameters in managed assemblies, control of the assembly, interference checking, design elements and documentation of the assembly is examined, and rapid prototyping design creation and engineering analysis of models are included. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD240.
(2 lec/2 lab) ***3 sem hrs***

CAD 270 Product Design and Development

This course covers the product design process from conception through prototype modeling and testing. It covers this multi-disiplinary process in a manner that makes it relevant to many jobs in the manufacturing industry - product designer, test technician, quality engineer, product manager, cost account, production manager, marketing representative, and sales person to name a few. Students work in teams to solve problems and work on projects.
Recommended Prereq: Consent of instructor.
(3 lec/0 lab) ***3 sem hrs***

CAD 297 CAD Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the computer-aided design and drafting field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the CAD internship courses (CAD297, CAD298, CAD299) may apply to the computer-aided design and drafting degree and certificates.
Prereq: All 100-level CAD courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

CAD 298 CAD Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the computer-aided design and drafting field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the CAD internship courses (CAD297, CAD298, CAD299) may apply to the computer-aided design and drafting degree and certificates.
Prereq: All 100-level CAD courses; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

CAD 299 CAD Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the computer-aided design and drafting field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the CAD internship courses (CAD297, CAD298, CAD299) may apply to the computer-aided design and drafting degree and certificates.
Prereq: All 100-level CAD courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Computer Information Systems (CIS)

See also Information and Communication Technology (ICT) and World Wide Web (WEB).

CIS 105 Introduction to Windows

This introduction to a graphical interface software package emphasizes the Windows environment, manipulation of taskbar, file maintenance and folder manipulation. Repeatable to a maximum of 3 semester hours; 1 semester hour may apply to a degree or certificate.
(.5 lec/1 lab) ***1 sem hrs***

CIS 110 Business Information Systems

This introductory computer course emphasizes technology literacy for the purposes of enhancing business decision making, providing business intelligence, and improving organizational efficiency and effectiveness. Students will find the course topics and skills learned useful in their current and future academic and business careers. Microsoft Office technologies are used for common desktop applications, and a variety of tools are used for Web applications.
Note: Hardware Requirements: PC; not compatible with MAC; Software Requirements: 2010 Word, Excel, Access, and PowerPoint for PC.
IAI: BUS 902.
(3 lec/0 lab) ***3 sem hrs***

CIS 111 Introduction to Excel Spreadsheet

This introductory electronic spreadsheet course emphasizes creating, modifying, designing and manipulating spreadsheet models and charts. Database concepts of spreadsheet software and working with multiple workbooks are introduced. Repeatable to a maximum of 4.5 semester hours; 1.5 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both CIS111 and CIS112.
Recommended Prereq: CIS105.
(1 lec/1 lab) ***1.5 sem hrs***

CIS 112 Comprehensive Excel Spreadsheet

This electronic spreadsheet course emphasizes designing, formatting and modifying worksheet models and charts. Included are integration features of charting, word processing, database and macros. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both CIS111 and CIS112.
Recommended Prereq: CIS105.
(2 lec/2 lab) ***3 sem hrs***

CIS 113 Introduction to Access Database

This beginning course uses relational database management software on microcomputer systems. Students design, build and maintain relational databases while learning to integrate databases with other software applications. Repeatable to a maximum of 4.5 semester hours; 1.5 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both CIS113 and CIS114.
Recommended Prereq: CIS105.
(1 lec/1 lab) ***1.5 sem hrs***

CIS 114 Comprehensive Access Database

This comprehensive course focuses on understanding relational database management software on microcomputer systems. Students design, build and maintain relational databases while learning to integrate databases with other software. Also included is an introduction to concepts of programming language for database applications with emphasis on the fundamentals of event-driven programming techniques. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both CIS113 and CIS114.
Recommended Prereq: CIS105.
(2 lec/2 lab) ***3 sem hrs***

CIS 115 Introduction to Programming

This course is an introduction to the program development process with emphasis on problem-solving and algorithm development using various programming languages. Students write, document and test approximately 10 to 12 programs in both interactive and batch modes of processing. Programs involve use of procedures, functions, and data abstraction; selection, sequence and repetition structures; arrays; objects and file-based input/output operations. Emphasis is placed on structured program design and style.
Recommended Prereq: MTH070.
Recommended Coreq: CIS116.
(3 lec/0 lab) ***3 sem hrs***

CIS 116 Structured Program Design

This course provides an introduction to development of programming logic and algorithms using structured program design techniques. Students solve problems using decision and loop structures and learn modularization principles. They analyze and implement data structures such as arrays, linked lists, stacks, queues and binary trees. They study and apply Object Oriented Principles, and develop logic in pseudocode, flowcharts and UML.
Recommended Coreq: CIS115.
(3 lec/0 lab) ***3 sem hrs***

CIS 120 VB.NET Programming

A disciplined approach to event-driven programming in a Graphical User Interface (GUI) environment, this course emphasizes problem solving and algorithm development using the Visual BASIC.Net programming language. Students write, document and test programs using structured procedures and data abstraction, selection, sequence and repetition structures, arrays, data validation and exception handling, the use of multiple forms, and file and database input/output operations. Emphasis is on interface and program design enhanced through extensive laboratory time.
Recommended Prereq: CIS115.
(2 lec/2 lab) ***3 sem hrs***

CIS 130 C++ Programming

This introductory course in C++ programming includes object-oriented, event-driven, interactive programming techniques. Topics include data types, pointers, arrays, stacks, recursion, string processing, searching and sorting algorithms, classes and objects, references and memory addresses, scope, streams and files, and graphics. A wide variety of business-oriented problems are solved by writing C++ programs.
Recommended Prereq: CIS115.
IAI: CS 911.
(2 lec/2 lab) ***3 sem hrs***

CIS 142 JavaScript Programming

This course is designed to introduce the student to JavaScript. Concepts and techniques include integrating HTML with JavaScript, creating pop-up windows, adding scrolling messages, enhancing image and form objects, working with cookies, among others. Students are also exposed to AJAX applications.
Recommended Prereq: WEB110; CIS115.
(2 lec/2 lab) ***3 sem hrs***

CIS 145 C#.NET Programming

This introductory course in C#.NET (C-Sharp), an object oriented programming language, introduces the .NET platform, the .NET framework library, object oriented software design, control structures, arrays, methods, GUI programming, string processing, files and database programming and topical subjects, such as Web Service Programming, XNA Game Programming and Mobile Device Programming. The emphasis is on building a programming foundation that allows students to take advanced programming object oriented classes using C#.NET, to develop business applications using C#.NET, and to develop internet applications, database driven applications, video games and mobile device applications.
Recommended Prereq: CIS115.
IAI: CS 911 (under IAI review).
(3 lec/0 lab) ***3 sem hrs***

CIS 150 Java Programming

This course introduces the concepts of object-oriented programming with an emphasis on programming using Java.
Recommended Prereq: CIS115; WEB110.
IAI: CS 911.
(3 lec/0 lab) ***3 sem hrs***

CIS 170 Networking Essentials

Designed for the beginning network administration student, this course covers basic network fundamentals including standard design principles, common network devices, common network operating systems and topologies, and network management issues.
(3 lec/0 lab) ***3 sem hrs***

CIS 173 Introduction to TCP/IP Internetworking

Designed for the beginning network administration student, this course covers basic TCP/IP fundamentals including, IP utilities, name resolution, remote access, sub-netting, IP routing, WINS, DNS server, DHCP and troubleshooting issues. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS170.
(1.5 lec/1 lab) ***2 sem hrs***

CIS 174 Wireless Local Area Networking

This course provides a hands-on introduction to Wireless Local Area Networking (WLANs), including the design, planning, implementation, operation and troubleshooting of WLANs. The course also provides a comprehensive overview of the technologies, security and design of WLANs. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS170.
(2 lec/0 lab) ***2 sem hrs***

CIS 175 Windows Professional Administration

This course offers an introduction and examination of the architecture and features of Microsoft Windows Professional. Repeatable to a maximum of 6 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS105.
Recommended Coreq: CIS170 or CIS176.
(3 lec/0 lab) ***3 sem hrs***

CIS 176 Windows Server Administration

This course provides a hands-on introduction and examination of the architecture and features of Windows Server. Repeatable to a maximum of 6 semester hours for version updates; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS170 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

CIS 180 Linux/UNIX Operating System

This course builds a thorough understanding of the Linux/UNIX operating system. Topics include: the role Linux/UNIX plays in today's operating systems and Internet market, use of utility commands, navigation of file system structure, VI editor, programming the Korn Shell, Linux/UNIX internals including process management, Linux/UNIX networking elements including file system structure, and Linux/UNIX tools to compile software such as C and C++.
(3 lec/0 lab) ***3 sem hrs***

CIS 181 Introduction to Information Systems Security

This introductory course is intended for the information systems and networking student. It covers an introduction to the principles of information security, including: the need for security systems; legal, ethical and professional issues; risk management; security planning; physical security; and technology, implementation and maintenance issues.
Recommended Prereq: CIS170.
(3 lec/0 lab) ***3 sem hrs***

CIS 185 Game Design

Students learn the tasks involved in the game development cycle and create game design documents. Game concepts and worlds, storytelling, character and user interface design, core mechanics and balance are examined. While learning how to design their own game, the students discuss, analyze and implement design techniques. In addition, students discuss the major game genres and identify the design patterns and unique creative challenges that characterize them. Repeatable to a maximum of 12 semester hours; three semester hours may apply to a degree or certificate.
(2 lec/2 lab) ***3 sem hrs***

CIS 186 Game Development

This introductory course in Game Development includes object-oriented, event-driven, interactive programming techniques. Students write various 2-D games. Topics include sprite creation and manipulation, and working with physics, as it relates to games. Various genres of games are discussed and developed, including serious games. Emphasis is placed on good game design and game play. Repeatable to a maximum of 12 semester hours; three semester hours may apply to a degree or certificate.
(2 lec/2 lab) ***3 sem hrs***

CIS 202 Database Management

This course discusses the relational database model and capabilities of standard DBMS packages. Students are guided through database design using normalization and data modeling using the entity-relationship model. Strong foundation is provided in the SQL language and database Access standards. Projects provide practical experiences designing, building, and updating a database.
(3 lec/0 lab) ***3 sem hrs***

CIS 203 Systems Analysis and Design

This course covers the functions and techniques of systems analysis, design and development, including the analysis of information flow, developing system specifications, and analyzing equipment needs. The traditional structured methodology and associated tools as well as the object-oriented approach are used throughout the analysis process, from initial investigation through installation and review.
Recommended Prereq: CIS110 or consent of division dean.
Recommended Coreq: CIS205.
(3 lec/0 lab) ***3 sem hrs***

CIS 205 Information Technology Project Management

This course explains the foundations of project management - project integration, scope, time, cost, quality, human resources, communications, risk and procurement - using the experiences of real-life businesses. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
(2 lec/2 lab) ***3 sem hrs***

CIS 220 Advanced VB.NET, ASP.NET

An in-depth study of advanced Visual BASIC. NET and ASP.NET concepts, this course includes database file processing, creating classes, understanding inheritance and polymorphism, and creating user controls. Students write complete, large, interactive systems involving ADO.NET objects to access databases, and ASP.NET based Web applications.
Recommended Prereq: CIS114; CIS120.
(2 lec/2 lab) ***3 sem hrs***

CIS 230 Advanced C++

This class covers design and implementation of large-scale problems; abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and algorithms.
Recommended Prereq: CIS130 or consent of instructor.
IAI: CS 912.
(2 lec/2 lab) ***3 sem hrs***

CIS 235 Flash ActionScript

Students are taught how to create input driven interactive Flash sites using ActionScript. Students learn to create objects, control timelines, MovieClips and Sprites. AIR is also discussed. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS115; WEB231 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CIS 250 Advanced Java

This class covers the design and implementation of large-scale problems; abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and sorting algorithms. Included also is internet application development using Java Servlets and JSP pages.
Recommended Prereq: CIS150 or consent of instructor.
IAI: CS 912 (under IAI review).
(3 lec/0 lab) ***3 sem hrs***

CIS 252 Mobile Device Application Programming

Developing and programming mobile device applications using the Android operating system and Java programming language are introduced in this course. Students will have the information they need to create their own applications for mobile phones, tablets and other devices. Focus will be on the Android framework, user interface programming, location aware applications, network enabled applications and database applications.
Recommended Prereq: CIS150.
(2 lec/2 lab) ***3 sem hrs***

CIS 261 PHP Web Server Programming

This course introduces students to the PHP language and issues associated with writing applications on a Linux Web server. Topics covered include CGI programming and integrating database management software with applications on the Linux platform. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: WEB110; CIS115.
(2 lec/2 lab) ***3 sem hrs***

CIS 280 Linux/UNIX System Administration

This course is designed to teach students to set up and administer the Linux/UNIX operating system. Students will perform hardware and software installation and customization. Other topics covered include networking and installation and customization of web server related software. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply toward a degree or certificate.
Recommended Prereq: CIS180.
(3 lec/0 lab) ***3 sem hrs***

CIS 286 Xbox Game Development

Students create 2-D games for the Xbox using the C# language in XNA Game Studio. Object-oriented, event-driven techniques are utilized with emphasis on game design and game play. Students create and manipulate sprites, work with game-related physics, and integrate audio into their games.
Recommended Prereq: CIS115; CIS185.
(3 lec/0 lab) ***3 sem hrs***

CIS 296 Special Topics/ Information Systems

This course offers in-depth exploration of a special topic, issue or trend in the information systems field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

CIS 297 Computer Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the information systems field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the computer information systems internship courses (CIS297, CIS298, CIS299) may apply to the computer information systems degrees or certificates.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

CIS 298 Computer Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the information systems field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the computer information systems internship courses (CIS297, CIS298, CIS299) may apply to the computer information systems degrees or certificates.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

CIS 299 Computer Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the information systems field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the computer information systems internship courses (CIS297, CIS298, CIS299) may apply to the computer information systems degrees or certificates.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Construction Management (CMT)

CMT 101 The Construction Industry

This survey course provides an introduction to the construction industry, including career paths in estimating, site supervision, project management, and the trades. Also addressed are related areas of design, engineering, inspection and planning. Commercial, heavy/highway/infrastructure, industrial, institutional, and residential industry segments are explored.
(3 lec/0 lab) ***3 sem hrs***

CMT 105 Print Reading for Construction

Civil, architectural and structural drawings commonly used in residential, light commercial buildings, industrial construction and land development are studied in this course. Plan views, elevations, sections, details and schedules are examined in depth.
Recommended Coreq: CMT111.
(3 lec/0 lab) ***3 sem hrs***

CMT 111 Construction Materials

This is a survey course of general building materials used in residential, commercial and other similar new construction and renovation projects. Physical characteristics and properties, manufacture and distribution are covered.
(3 lec/0 lab) ***3 sem hrs***

CMT 115 Construction Methods

This survey course introduces construction techniques and installation procedures in building construction. Subjects include earthwork, concrete, masonry, steel and wood construction in a variety of different project types and systems.
Recommended Prereq: CMT111.
(3 lec/0 lab) ***3 sem hrs***

CMT 121 Sustainable Construction and Design Principles

Sustainable Construction and Design Principles is an introduction to sustainable design, building and remodeling. The elements and techniques of sustainable construction and design are explored. Students also review major state and national standards for sustainable building
(3 lec/0 lab) ***3 sem hrs***

CMT 201 Codes, Contracts and Specifications

This course provides an introduction to local, state, national and international building codes and standards, including a survey of code organizations and relevant legislation. Contracts commonly used in the industry are studied, along with an overview of project specifications necessary to meet contract requirements.
Recommended Prereq: BUS210; CMT111.
(3 lec/0 lab) ***3 sem hrs***

CMT 210 Construction Estimating

Construction estimating is covered, beginning with an understanding of the costs of labor, equipment and materials as well as profit and overhead. Quantity measurements of basic construction materials are used to develop bidding packages.
Recommended Prereq: CMT111; CMT115.
(3 lec/0 lab) ***3 sem hrs***

CMT 215 Contract and Project Administration

This course studies principals and procedures of construction project administration from the differing viewpoints of an owner's project representative and that of a contractor's on various project types. Specifically addressed are issues relating to authority, liability and responsibility of each party.
Recommended Prereq: CMT115; CMT201.
(3 lec/0 lab) ***3 sem hrs***

CMT 225 Construction Project Management

This course provides students with the knowledge required to plan, schedule and manage construction projects. Tools such as Gantt Charts, PERT and CP/M are discussed. Students apply electronic aids to assist in planning and scheduling a project. Basic total quality management, team building and change management techniques are also presented.
Recommended Prereq: CMT210 or concurrent enrollment.
Recommended Coreq: CMT215.
(3 lec/0 lab) ***3 sem hrs***

CMT 230 Construction Safety and Health

This overview of safety rules and procedures for working on construction sites includes general and company safety policies, construction site job hazards and procedures, and personal protective equipment needs and uses. It also includes lifting, ladder and scaffold procedures, hazards, communications requirements, and fire and electrical safety guidelines.
(3 lec/0 lab) ***3 sem hrs***

CMT 240 Construction Surveying

This course presents the principles and methods for transferring engineering and architectural designs to the ground to enable timely and efficient construction of buildings and site improvements. Associated topics include the use and care of surveying instruments, differential leveling, traversing, calculations, coordinate geometry, and basic site design principles.
Recommended Prereq: CMT105.
(2 lec/2 lab) ***3 sem hrs***

CMT 297 Construction Industry Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the construction management field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 3 semester hours from the construction internship courses (CMT297, CMT298, CMT299) may apply to the degree.
Prereq: All 100-level CMT courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

CMT 298 Construction Industry Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the construction management field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the construction internship courses (CMT297, CMT298, CMT299) may apply to the degree.
Prereq: All 100-level CMT courses; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

CMT 299 Construction Industry Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the construction management field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the construction internship courses (CMT297, CMT298, CMT299) may apply to the degree.
Prereq: All 100-level CMT courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Criminal Justice (CRJ)

CRJ 100 Introduction to Criminal Justice

This survey and analysis of the criminal justice system includes an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States.
Recommended Prereq: CRJ101.
IAI: CRJ 901.
(3 lec/0 lab) ***3 sem hrs***

CRJ 101 Introduction to Corrections

This overview and analysis of the United States correctional system covers: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law.
Recommended Prereq: CRJ100.
IAI: CRJ 911.
(3 lec/0 lab) ***3 sem hrs***

CRJ 102 Criminal Justice Career Exploration

This course is designed to allow students to explore the various career choices within the criminal justice system. Emphasizing work-related characteristics, job duties employment potential, and career trends, the course provides an overview of the day-to-day operations and activities of policing.
(2 lec/0 lab) ***2 sem hrs***

CRJ 103 Criminal Justice Report Writing

This course provides criminal justice students with instruction and practice in the preparation of accurate police reports suitable for use in the courtroom. The development of a clear, concise, narrative writing style is emphasized, and weekly report writing exercises are critiqued.
Prereq: ENG101 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

CRJ 105 Patrol Operations

This course introduces students to the police patrol function, focusing on the history of policing, the importance of communication, problem solving and tactics. Topics include law enforcement philosophies and theories, community policing, the importance of written and verbal communication in the patrol process, ethical considerations, officer safety and criminal investigation.
(3 lec/0 lab) ***3 sem hrs***

CRJ 107 Juvenile Justice

This overview and analysis of the juvenile justice system in the United States covers the history and the philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections is examined within the context of cultural influences. Theoretical perspectives of causation and control are introduced.
Prereq: CRJ100.
IAI: CRJ 914.
(3 lec/0 lab) ***3 sem hrs***

CRJ 115 Accident Investigation

This course provides a study of the evolution of vehicular and pedestrian traffic. The needs, trends and hazards of the driver, vehicle and roadway are examined. Students are introduced to the components of accident investigation with an emphasis on obtaining, recording and interpreting information to successfully reconstruct an accident scene. The course also includes the following topics: the application of traffic engineering, use of enforcement to solve traffic problems, the collection and interpretation of statistical data, and court testimony.
(3 lec/0 lab) ***3 sem hrs***

CRJ 120 The American Court System

This course studies the American criminal court system and its relationship with law enforcement and corrections. Focusing on the adult criminal court system, topics include the dynamics of the court system, the pivotal role the court plays in the criminal justice system, and the court's relationship with the juvenile justice system.
(3 lec/0 lab) ***3 sem hrs***

CRJ 145 Commercial Security Operations

This course provides a study of commercial security responsibilities and methods of operation with an emphasis on firearm liability, safety and policy as they are practiced in range applications. Students completing the course can apply for certification as an armed security guard in Illinois.
(3 lec/0 lab) ***3 sem hrs***

CRJ 200 Criminal Investigation

This course introduces students to the fundamentals of criminal investigation. Topics include an examination of the preliminary and follow-up investigation, crime scene search, and collection and preservation of evidence. Interviewing witnesses and victims, interrogation of suspects, and rules governing the admissibility of evidence in court testimony are also covered.
(3 lec/0 lab) ***3 sem hrs***

CRJ 201 Crime Scene Investigation Laboratory

This course studies the collection and preservation of physical evidence. Emphasis is on reconstructing, sketching and photographing/videotaping crime scenes. Techniques such as plaster casting, fingerprinting and computer-assisted composite drawing are explored.
(2 lec/2 lab) ***3 sem hrs***

CRJ 202 Drug Enforcement Investigation

This course offers a study of drugs, including drug abuse and criminal usage and their impact on society and enforcement agencies. Emphasis is on the detection, recognition and investigation of drugs. The history of drugs, psychological and physiological reactions, the law, identification of drugs, and the tactics and investigation of drug violations are also covered.
(3 lec/0 lab) ***3 sem hrs***

CRJ 220 Criminal Law

This course examines and analyzes the structure and function of substantive criminal law and the principles of criminal law. The acts, mental state and attendant circumstances that are the necessary elements of crime are included.
Prereq: CRJ100.
(3 lec/0 lab) ***3 sem hrs***

CRJ 226 Criminal Evidence

This course introduces the student to legal requirements as they relate to the rules of evidence, including testimony of witnesses, admissibility of evidence and effective court testimony.
(3 lec/0 lab) ***3 sem hrs***

CRJ 230 Criminology

This course introduces students to the multi-disciplinary study and analysis of the nature, causes and control of crime. The measurement of crime and the interactive roles of the system, victim and offender are studied.
Prereq: CRJ100.
IAI: CRJ 912.
(3 lec/0 lab) ***3 sem hrs***

CRJ 235 Multicultural Law Enforcement

This course studies cultural diversity in America and its relationship with law enforcement. The content of the course includes the impact of diversity on law enforcement; cultural specifics for law enforcement; multicultural elements in terrorism and homeland security; law enforcement response strategies; and cultural effectiveness for law enforcement officers.
Recommended Prereq: CRJ100.
(3 lec/0 lab) ***3 sem hrs***

CRJ 250 Ethics in Criminal Justice

This course explores moral, ethical and professional issues that are encountered in the criminal justice professions. Topics covered include the following challenges faced by criminal justice practitioners: excessive use of force, corruption and graft, bribery and gratuities, and diversity of cultures and values.
(3 lec/0 lab) ***3 sem hrs***

CRJ 260 Leadership in Criminal Justice

This course studies the role of leadership in police organizations. The content includes leadership and command roles, employee satisfaction/dissatisfaction, problem employees, remediation, employee evaluations, discipline issues, deployment and conference facilitation.
Recommended Prereq: CRJ100; CRJ105; CRJ250.
(3 lec/0 lab) ***3 sem hrs***

CRJ 296 Special Topics/ Criminal Justice

This course offers in-depth exploration of a special topic, issue or trend in the criminal justice field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

Disability Studies (DIS)

DIS 101 Disability in Society

It has been estimated that nearly 10 percent of the world's population has a disability. This course is intended to give students working definitions of types of disabilities, as well as provide an overview of various disability models and stereotypes. Students explore the experience of disability through case studies, guest speakers, and role play.
(3 lec/0 lab) ***3 sem hrs***

DIS 110 Perspectives on Disability

Over 34 million people in the United States are identified as having a disability. This course expands students' understanding of the impact of a disability throughout the lifespan. Topics include the history, economics and geographical perspectives of disability, a study of disability in infancy, inclusion in education, adolescence and adulthood.
Recommended Prereq: DIS101.
(3 lec/0 lab) ***3 sem hrs***

DIS 201 Catalyst for Change

People with disabilities comprise the largest minority population in the United States. This course focuses on improving the quality of life for all people. Students are challenged to discover personal changes that lead to action and planned change. Specific topics include ethics, assistive technology and universal design.
Recommended Prereq: DIS101 and DIS110.
(3 lec/0 lab) ***3 sem hrs***

DIS 296 Special Topics for Disability Studies

This course offers in-depth exploration of a special topic, issue or trend in the disability studies field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Early Childhood Education (ECE)

ECE 101 Introduction to Early Childhood Education

Introducing students to the field of early childhood education, this course presents an overview of the philosophy, structure and organization of early childhood care and education in the context of appropriate practices. Students examine how their own personal qualities relate to the expectations of the field, and they study and observe developmentally appropriate practices in different types of early childhood programs. Students also review the state and federal regulations that govern early childhood programs.
(3 lec/0 lab) ***3 sem hrs***

ECE 102 Career Explorations in Early Childhood

This course examines the responsibilities of an early childhood professional, including practical guidelines for providing care for preschool-aged children and their families. State and local requirements, guidance techniques, communication with parents, health, safety and nutrition, learning experiences and multicultural education are all discussed.
(3 lec/0 lab) ***3 sem hrs***

ECE 104 Infant and Toddler Development

Focusing on the development of children from prenatal to age three, this course studies prenatal development, the birth process, growth and development, health and nutritional needs, social and emotional needs, and language and cognitive development. The role of adults in enhancing infant and toddler development is explored, and current trends and research in areas such as brain development are covered. Field observations in infant and toddler programs are required as part of this course.
Recommended Prereq: ECE101; ECE115.
(3 lec/0 lab) ***3 sem hrs***

ECE 106 Guiding Young Children

This course offers a study of early childhood guidance theories and practices. Emphasis is placed on the identification and application of positive guidance methods and techniques for the young child's optimal development. Cultural and societal influences and the impact they have on a child's behavior are also explored. Recording and observing behavior of teachers and children is a strong component. Field observations are required.
Recommended Prereq: ECE101; ECE115.
(3 lec/0 lab) ***3 sem hrs***

ECE 107 Development and Guidance of the School-Age Child

This course focuses on the principles and theories of the development of children between the ages of six and twelve. The use of effective guidance and interaction techniques with school-age children will be emphasized, and their implications for school-age child care and education programs will be discussed.
(3 lec/0 lab) ***3 sem hrs***

ECE 115 Child Growth and Development

This course provides a foundation in the theory and principles of child development from the prenatal through early adolescent stages. Students examine the theories of Piaget, Erikson, Vygotsky, Skinner and others in an in-depth study of children's physical, social, emotional, cognitive, language and aesthetic development. Emphasizing implications for early childhood education practice, child development is also explored in the context of gender, family, culture and society.
(3 lec/0 lab) ***3 sem hrs***

ECE 120 Health, Safety and Nutrition

This course explores the personal health of students and the health, safety and nutrition needs of children in group settings. Students examine the Illinois Department of Children and Family Services licensing standards, procedures for providing safe environments for children, assessment of children's health, and the nutritional requirements of children.

(3 lec/0 lab) ***3 sem hrs***

ECE 125 Child, Family and Community

This course is a comprehensive study of the child as she/he relates to her/his family and community. Emphasis is on communication, diversity, professionalism and social policy. An in-depth study of community resources is included.

(3 lec/0 lab) ***3 sem hrs***

ECE 130 Observation and Assessment

This course provides the framework for observing, documenting and assessing in the field of early childhood education. Various observation and assessment methods and strategies are explored and evaluated as they relate to the developing child and his/her culture and family. Extensive observation is a vital part of this course.

Recommended Prereq: ECE101; ECE115.

(1.5 lec/1 lab) ***2 sem hrs***

ECE 140 Inclusion in Early Childhood: Birth Through Age Eight

This course provides students with the tools and skills to work with children with developmental differences. The focus of the course is on inclusion, including the identification of developmental differences; assessment and referral practices; the adaptation of curriculum and learning environments, and the development of community support and parent/teacher partnerships.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 145 Multiculturalism in Early Childhood

This course focuses on the implementation of cultural and anti-bias education with young children. Emphasizing the development of practical applications that balance classroom daily routines, curriculum and teaching strategies with the child's home culture, the course presents effective ways that teachers can assist children in learning to respect, appreciate and develop positive interactions with people different than themselves. Theories of multicultural education and the student's own cultural identity and attitudes toward others are explored.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 150 Foundations of Early Childhood Education

This course provides a study of early childhood education and child care that places current trends and issues in historical and philosophical perspectives. It includes a review of research in the field and a comparative study of theories of early childhood education as reflected in existing program models.

(3 lec/0 lab) ***3 sem hrs***

ECE 198 Curriculum for Early Childhood Programs

This course provides an overview of the planning, implementation and evaluation of developmentally appropriate curriculum. Early childhood curriculum models are introduced and such topics as lesson plans, classroom management strategies, scheduling, materials and equipment are covered.

Recommended Prereq: ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 204 Infant and Toddler Curriculum

This course prepares students to develop and implement an infant/toddler curriculum, including design of a developmentally appropriate learning environment. It examines teacher competencies necessary for working with infants and toddlers. Field observations are required.

Recommended Prereq: ECE101; ECE104; ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 207 School-Age Programming

This course examines the knowledge and skills needed to work effectively with the school-age child. Focusing on the planning, organization, assessment and implementation of developmentally appropriate activities, the course also explores the impact of cultural diversity on all aspects of care and education of the school-age child.

(3 lec/0 lab) ***3 sem hrs***

ECE 210 Language Arts for the Young Child

This course offers a study of the language development of preschool children with specific emphasis on how language is acquired and used from ages 0-6. The course highlights developmental milestones in the child's language development. Attention is given to the selection and use of quality literature with young children.

Recommended Prereq: ECE198.

(3 lec/0 lab) ***3 sem hrs***

ECE 215 Creative Activities for the Young Child

This course focuses on the theory and research related to the creative development of young children. Art and music resources that encourage children's creativity are also addressed.

Recommended Prereq: ECE198.

(3 lec/0 lab) ***3 sem hrs***

ECE 220 Mathematics and Science for the Young Child

This course emphasizes the theory and developmentally appropriate practices, activities and materials for early childhood education, mathematics and science curricula.

Recommended Prereq: ECE198.

(3 lec/0 lab) ***3 sem hrs***

ECE 225 Play and Creative Expression for the Young Child

This course provides a study of different theories and types of play. The role of the teacher in modeling and facilitating play is explored. Choosing appropriate materials and equipment for play is emphasized.

Recommended Prereq: ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 230 Early Childhood Center Administration

This course offers a study of guidelines for the establishment of a child development center. Emphasis is placed upon the student's understanding of the written philosophy of a center and the program used by that center. Staffing, equipment and budgeting processes are studied. The expectations of the state licensing agency and other regulating agencies are examined.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 250 Early Childhood Education Practicum

This course combines a supervised, 240-hour fieldwork experience with on-campus group seminars. It is designed to provide students with the opportunity to apply the theories, principles and developmentally appropriate practices of early childhood education. Emphasis is placed on students' understanding and self-evaluation of their roles as teachers of young children and as members of a teaching team.

Recommended Prereq: Consent of instructor.

(1 lec/15 lab) ***4 sem hrs***

ECE 296 Special Topics for Early Childhood Education

This course offers in-depth exploration of a special topic, issue or trend in the early childhood education field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

ECE 299 Early Childhood Education Administration Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the early childhood education field. It provides students with the opportunity to apply leadership skills in a supervised, fieldwork experience, with emphasis placed upon students' understanding and self-evaluation of their roles as administrators of Early Childhood Education programs. The internship requires the completion of 300 contact hours of experience in an administrative role.
Prereq: Consent of instructor.
(0 lec/20 lab) ***3 sem hrs***

Earth Science (ESC)

ESC 100 Survey of Earth Science

This course is designed to provide an introduction to science, the earth sciences, and to acquaint the student with earth systems. Emphasis is on geology, meteorology, climatology, geomorphology and environmental change, with lesser emphasis on the principles of astronomy and oceanography.
Note: Students enrolling in ESC100 are not required to enroll in ESC101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in ESC100 and ESC101.
IAI: P1 905.
(3 lec/0 lab) ***3 sem hrs***

ESC 101 Survey of Earth Science Laboratory

This course is designed to acquaint the student with the scientific method and earth systems. Emphasis is on topics related to geology, oceanography and meteorology, which are explored through selected laboratory exercises.
Prereq: ESC100 or concurrent enrollment.
IAI: P1 905L.
(0 lec/2 lab) ***1 sem hrs***

ESC 110 Climate and Global Change

This course is designed to provide an introduction to climate and to acquaint the student with the processes that govern global weather and climate conditions. The student will gain a general understanding of climate change, global warming, acid rain, ozone depletion, and desertification. Current theories regarding humankind's impact on climate are also emphasized.
IAI: P1 905.
(3 lec/0 lab) ***3 sem hrs***

ESC 120 Introduction to Meteorology

This course is an introduction to Earth's atmosphere and the forces behind the weather. Topics include temperature, water vapor, cloud and precipitation formation, atmospheric stability, mid-latitude cyclones, weather forecasting, thunderstorms, tornadoes and hurricanes. A laboratory section includes weather observation and analysis techniques, using weather charts, diagrams and studying past storm events.
IAI: P1 905L
(3 lec/2 lab) ***4 sem hrs***

ESC 130 Introduction to Oceanography

This course is designed to provide an introduction to oceanography by highlighting several components of the marine environment. Emphasis is on plate tectonics, oceanic circulation, the properties of seawater, waves and tidal action, coastal features and landforms, and oceanic habitats and their biota. Lesser emphasis is placed on marine sedimentation, the physiography of the ocean floor and general marine productivity.
IAI: P1 905.
(3 lec/0 lab) ***3 sem hrs***

ESC 296 Special Topics/Earth Science

This course offers in-depth exploration of a special topic, issue or trend in earth science, including specific studies in geology, geography, oceanography, meteorology or any of their sub-disciplines. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 6 lec/0 to 12 lab) ***1 to 6 sem hrs***

Economics (ECN)

ECN 100 Introduction to Economics

This survey of the structure and function of the American economy emphasizes current economic problems. Topics studied include: how markets work, competition, income distribution, fiscal and monetary policy, and the global economy and market place.
Note: Not intended for students majoring in economics or business or for students with a minor in economics.
IAI: S3 900.
(3 lec/0 lab) ***3 sem hrs***

ECN 105 Consumer Economics

This course is a study of basic economic issues that impact individuals and society. Specific topics include: personal consumption, financial investments, investment and retirement planning, consumer credit, consumer legislation, taxes and tax policies, and the consumer and social responsibility.
(3 lec/0 lab) ***3 sem hrs***

ECN 110 Survey of Contemporary Economic Issues

The framework and models necessary to understand current social/economic issues and the evaluation of current and proposed policy solutions in the context of introductory economic analysis are presented. Topics may include: poverty, labor market discrimination, international trade and immigration, environmental policy, social security and health care, crime and drugs, and education.
Note: Not intended for students majoring in economics or business or for students with a minor in economics.
IAI: S3 900.
(3 lec/0 lab) ***3 sem hrs***

ECN 121 Principles of Economics-Macroeconomics

This course provides an introduction to basic economic principles and the principles of macroeconomics. Topics include demand and supply national income accounting, fiscal and monetary policy economic systems and economic growth, income distribution, and international trade, as well as applications to relevant current economic issues.
IAI: S3 901.
(3 lec/0 lab) ***3 sem hrs***

ECN 122 Principles of Economics-Microeconomics

This course provides an introduction to basic economic principles and the principles of microeconomics. Topics include price theory and resource allocation, perfect and imperfect competition, antitrust policy and the economics of the labor market, as well as applications to relevant current economic issues.
IAI: S3 902.
(3 lec/0 lab) ***3 sem hrs***

Education (EDU)

See also Mathematics (MTH) and Music (MUS) for additional courses for education majors.

EDU 100 Strategies for the Paraprofessional Educator

This course provides an overview of the roles and responsibilities of a paraprofessional educator. Team building, instructional strategies, classroom management/organization techniques, diversity in the classroom, and the ethical and legal aspects of the role are considered. The student is also introduced to the ages and stages of child development and the field of special education.
(3 lec/0 lab) ***3 sem hrs***

EDU 200 Introduction to Education

This course provides an introduction to the profession of teaching in the context of the American educational system. The historical, philosophical, social and legal foundations of education are introduced, and ethical issues in a diverse society, the organizational structure of school systems and school governance are examined.
Recommended Coreq: EDU202.
(3 lec/0 lab) ***3 sem hrs***

EDU 202 Clinical Experience in Education

This 45-hour documented clinical experience allows students considering a career in teaching to observe and interact with children and teachers in classroom settings. Focused on the subject and age category in which the students are planning to teach, the clinical experience is planned, guided, and evaluated by a cooperating teacher and the college instructor. A weekly on-campus seminar explores such topics as effective teaching methods, classroom management techniques, and learning styles, and assists students in assessing their commitment to teaching as a career.
Note: To be approved for placement in the clinical experience, the student is required to pass and pay for a criminal background check. Also, the number of EDU202 Clinical Experience in Education transferable hours will be determined by the transfer institution.
Recommended Coreq: EDU200.
(1.5 lec/3 lab) ***3 sem hrs***

EDU 205 Introduction to Technology in Education

This course introduces students entering the teaching profession to the knowledge and skills required to demonstrate proficiency in the current technology standards that have been established for educators. The course focuses on both knowledge and performance, and it includes hands-on technology activities.
Recommended Prereq: Keyboarding; basic skill in word processing, spreadsheet and database programs.
(3 lec/0 lab) ***3 sem hrs***

EDU 210 Educational Psychology

This course studies the psychological principles that provide the foundation for educational practice. The theories of cognitive and psychological development, human learning and motivation are discussed, with an emphasis on application for instruction and assessment. Learner-centered instruction and diversity issues are also addressed.
Recommended Prereq: PSY100.
(3 lec/0 lab) ***3 sem hrs***

EDU 220 Introduction to Special Education

This survey course introduces the historical, philosophical and legal foundations of special education. Topics include an overview of the characteristics of individuals with disabilities; a review of the provisions of the Individuals With Disabilities Education Act (IDEA) and its associated programs; and an examination of the diverse nature of exceptional populations, with an emphasis on the relationship between personal and student cultural perspectives.
Recommended Prereq: ECE115.
Recommended Coreq: EDU202.
(3 lec/0 lab) ***3 sem hrs***

EDU 295 Topics/Issues for Paraprofessional Educators

This course offers topics and issues of current/special interest in paraprofessional education. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

EDU 296 Topics/Issues for Education

This course offers in-depth exploration of a special topic, issue or trend in the education field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Electronics Technology (ELT)

ELT 101 Introductory Electronics

This course introduces laboratory instruments, circuit components, basic measuring techniques and basic circuits used as building blocks in any electronic system.
(3 lec/2 lab) ***4 sem hrs***

ELT 110 DC-AC Circuit Analysis

This course provides students with the basics of Direct Current (DC) and Alternating Current (AC) circuits. This is knowledge fundamental to all other electronics courses and is used by those working in the electronics field.
(3 lec/2 lab) ***4 sem hrs***

ELT 120 Introduction to Solid State Devices

This course provides an introduction solid state devices. The topics covered are those most essential for modern technicians working in the electronics field.
Recommended Prereq: ELT110.
(3 lec/2 lab) ***4 sem hrs***

ELT 130 Digital Fundamentals

The course presents the fundamental principles of digital electronics that apply to integrated circuits. It prepares students to work on digital electronic devices, which constitute the most dynamic segment of the electronics industry.
Recommended Prereq: ELT110.
(3 lec/2 lab) ***4 sem hrs***

ELT 203 Advanced Mathematical Methods for Electronics Technology

This course introduces complex numbers and complex arithmetic with practical applications. It also introduces the inverse trigonometric functions and continues the study of algebra including exponential, logarithmic, and polynomial functions. Determinants, matrices, and their applications are studied as well as analytic geometry. Calculus concepts such as the limit, derivative, and integral are introduced on a rudimentary level. Significant emphasis is placed on using a graphing calculator to master the course content and solve applied problems.
Prereq: MTH113 or placement determined by assessment.
(4 lec/0 lab) ***4 sem hrs***

ELT 220 Advanced Solid State Devices

This course is a continuation of Introduction to Solid State Devices. It looks into analog electronics in more depth, and uses more advanced methods of analysis. The class concentrates on the integrated electronics used in instrumentation and control, with emphasis on sensors and their applications.
Recommended Prereq: ELT120.
(3 lec/2 lab) ***4 sem hrs***

ELT 235 Microprocessors

This course provides students with a practical working knowledge of microprocessors and microcontrollers. This in turn prepares students to work on a wide variety of electronics systems that range from electronic appliances to automobiles and sophisticated robotic systems.
Recommended Prereq: ELT110.
(3 lec/2 lab) ***4 sem hrs***

ELT 250 Data Acquisition and Measurement

In this course students learn to use electronic test devices which include multimeters, oscilloscopes, function generators, spectrum analyzers, and more. This prepares students to perform electrical/electronic inspection, troubleshooting and repair functions in a variety of settings, many of which are in various segments of the manufacturing industry.
Recommended Prereq: ELT110.
(3 lec/2 lab) ***4 sem hrs***

ELT 260 Introduction to Modern Telecommunication

In this course students learn the fundamental principles underlying modern telecommunication systems. The topics range from antenna systems to Ethernet computer networks and fiber optics.
Recommended Prereq: ELT110.
(3 lec/2 lab) ***4 sem hrs***

ELT 296 Special Topics/Electronics

This course offers in-depth exploration of a special topic, issue or trend in the electronics field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

Emergency Medical Technician (EMT)

EMT 120 Emergency Medical Technician - Basic

This course emphasizes emergency medical care skills and teaches these skills in a job-related context based on the Department of Transportation (DOT) National Standard Curriculum. Course content includes the care of individuals with various traumatic/emergent medical conditions, as well as training in the use of medical equipment and materials. This course prepares the student for either the State licensure examination for the State Emergency Medical Technician Basic or the National Registry of Emergency Medical Technician Examination through the Illinois Department of Public Health. Repeatable to a maximum of 36 semester hours; 9 semester hours may apply to a degree or certificate.
Note: Students must submit proof of current CPR or Basic Life Support for Health Care Providers to the instructor on the first day of class and are required to purchase a stethoscope. The State of Illinois requires completion of GED or a high school diploma prior to testing for certification, and that students be at least 18 years of age to test. Proof of a tuberculosis test and current immunizations must be submitted to the instructor prior to the first day of the emergency room experience.
Prereq: Reading assessment; CPR training (American Heart Association Basic Life Support for Health Care Providers or American Red Cross Professional Rescuer); 17.5 years of age or older; ability to lift a pre-determined weight.
(8 lec/3 lab) ***9 sem hrs***

EMT 125 Paramedic I

This course is intended to train paramedics in medical/legal issues, ethics, Emergency Medical Systems, personal wellness, injury prevention, communications, anatomy and physiology, pathophysiology, medication administration and life span development. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B.
(4 lec/5 lab) ***6.5 sem hrs***

EMT 126 Paramedic II

This course is intended to train paramedics in airway management, patient assessment, arrhythmia recognition and cardiology. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B.
(4 lec/5 lab) ***6.5 sem hrs***

EMT 127 Paramedic III

This course is intended to train paramedics in International Life Support, trauma, pulmonology, neurology, endocrinology, allergies/anaphylaxis, gastroenterology, urology/nephrology, toxicology and substance abuse. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B.
(3 lec/3 lab) ***4.5 sem hrs***

EMT 128 Paramedic IV

This course is intended to train paramedics in hematology, environmental emergencies, infectious disease, psychiatric and behavioral disorders, gynecology, obstetrics, neonatology, pediatrics, Pediatric Advanced Life Support, geriatric emergencies, abuse and assault, challenged patients, acute interventions for chronic-care patients and assessment-based management. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B.
(3 lec/3 lab) ***4.5 sem hrs***

EMT 129 Paramedic V

This course is intended to train paramedics in Advanced Cardiac Life Support, protocols, extrication awareness, ambulance operations, medical incident command, crime scene awareness and rural EMS. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B; EMT125; EMT126; EMT127; EMT128.
(3 lec/3 lab) ***4.5 sem hrs***

EMT 130 In-Hospital Clinical Experience for the Paramedic I

In-hospital clinical experience includes: instruction and supervised practice of emergency medical skills primarily in the Emergency Departments of Delnor-Community Hospital, Provena-Mercy Center and Rush-Copley Medical Center. Other experience is gained in critical care units, operating rooms, labor and delivery or cardiac catheterization labs. The in-hospital clinical runs concurrently with the field clinical and the paramedic internship.
Prereq: Program admission; current license as an EMT-B; EMT125; EMT126.
Coreq: EMT127; EMT128; EMT131.
(0 lec/3 lab) ***1 sem hrs***

EMT 131 Field Clinical Experience for the Paramedic I

Field clinical experience includes: a period of supervised pre-hospital experience on an Advanced Life Support vehicle. Students are under the direct supervision of a department approved mentor. This represents the phase of instruction where the student learns how to apply cognitive knowledge and the skills developed in the skills laboratory and hospital clinical to the field environment. The field clinical runs concurrently with the in-hospital clinical and the paramedic internship.
Prereq: Program admission; current license as an EMT-B; EMT125; EMT126.
Coreq: EMT127; EMT128; EMT130.
(0 lec/5 lab) ***1 sem hrs***

EMT 230 In-Hospital Clinical Experience for the Paramedic II

In-hospital clinical experience includes: instruction and supervised practice of emergency medical skills primarily in the Emergency Departments of Delnor-Community Hospital, Provena-Mercy Center and Rush-Copley Medical Center. Other experience is gained in critical care units, operating rooms, labor and delivery or cardiac catheterization labs. The in-hospital clinical runs concurrently with the field clinical and the paramedic internship.
Prereq: Program admission; current license as an EMT-B; EMT125; EMT126; EMT127; EMT128; EMT130; EMT131.
Coreq: EMT231; EMT299.
(0 lec/6 lab) ***3 sem hrs***

EMT 231 Field Clinical Experience for the Paramedic II

Field clinical experience includes: a period of supervised pre-hospital experience on an Advanced Life Support vehicle. Students are under the direct supervision of a department approved mentor. This represents the phase of instruction where the student learns how to apply cognitive knowledge and the skills developed in the skills laboratory and hospital clinical to the field environment. The field clinical runs concurrently with the in-hospital clinical and the paramedic internship.
Prereq: Program admission; current license as an EMT-B; EMT125; EMT126; EMT127; EMT128; EMT130; EMT131.
Coreq: EMT230; EMT299.
(0 lec/7.5 lab) ***2 sem hrs***

EMT 299 Paramedic Internship

Combining academic credit with professional experience, the paramedic internship is the evaluative phase of the paramedic program. Students serve as entry-level paramedics under the supervision of an approved Southern Fox Valley-Emergency Medical Systems preceptor. The paramedic internship runs concurrently with the in-hospital clinical and the field clinical.
Prereq: Program admission; current license as an EMT-B; EMT125; EMT126; EMT127; EMT128; EMT129.
Coreq: EMT130; EMT131.
(0 lec/9.5 lab) ***3 sem hrs***

Emergency Preparedness Management (EPM)

EPM 120 Emergency Management

This course covers the four phases of emergency management: mitigation, preparedness, response and recovery. Topics include organizing for emergency management, coordinating community resources, public sector liability and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.
(3 lec/0 lab) ***3 sem hrs***

EPM 200 Disaster Response Operations and Management

This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include federal, state and local roles and responsibilities in major disaster recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster.
Recommended Prereq: EPM120.
(3 lec/0 lab) ***3 sem hrs***

Engineering (EGR)

EGR 101 Engineering Graphics

This introduction to engineering and design includes drafting, dimensioning, tolerancing, fasteners and descriptive geometry. Engineering graphics topics include multi-view orthographic representations, principal auxiliary views, section views and production drawings. At least 50 percent of the course will require the student to use CAD. Additional lab time outside of class may be required in order to complete assignments/projects.
IAI: EGR 941, IND 911.
(2 lec/4 lab) ***4 sem hrs***

EGR 220 Analytical Mechanics – Statics

This is the first part of an introduction to mechanics from an engineering perspective. It is a study of systems of forces and moments as they apply to the equilibrium of particles and rigid bodies and to the analysis of structures such as trusses, beams, frames and machines.
Prereq: MTH131; PHY221 or concurrent enrollment.
IAI: EGR 942.
(3 lec/0 lab) ***3 sem hrs***

EGR 230 Analytical Mechanics – Dynamics

This is the second part of an introduction to mechanics from an engineering perspective. It is a study of the motion of particles and rigid bodies, in general and as applied to simple mechanisms.
Recommended Prereq: EGR220.
IAI: EGR 943.
(3 lec/0 lab) ***3 sem hrs***

EGR 240 Introduction to Circuit Analysis

This course includes an introduction to the principles of linear electric circuits and the methods of linear network analysis. Properties of electric circuit elements, network laws, theorems and network topology are studied. Transient and steady currents are analyzed.
Prereq: PHY222 and MTH233.
IAI: EGR 931.
(3 lec/0 lab) ***3 sem hrs***

EGR 296 Topics/Issues for Engineering

This course offers in-depth exploration of a special topic, issue or trend in the engineering field. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 6 lec/0 lab) ***1 to 6 sem hrs***

English (ENG)

See also English Transition Pathway (ETP) and Reading (RDG).

NOTE: Placement in English courses is determined by scores on required assessment tests or ACT scores.

ENG 050 Basic Composition I

Basic Composition I is the first in a two-course developmental composition sequence that precedes transfer-level composition courses. This course encourages students to find/define their voice while developing an understanding and facility with basic writing skills and negotiating an individualized writing process. Students express themselves in a variety of rhetorical/writing situations while actively participating in the larger scope of academic work.
(3 lec/0 lab) ***3 sem hrs***

ENG 070 Basic Composition II

Basic Composition II is the second in a two-course developmental composition sequence that precedes transfer-level composition courses. This course encourages students to develop/refine their voice and writing skills while responding to more complex writing situations. Students learn how to compose essays and engage in the research process as they participate in a larger academic community of thinkers, readers and writers.
Prereq: C or better in ENG050 or placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

ENG 101 First-Year Composition I

This course focuses on the writing and revising of expository essays and writing projects and is the first in a two-course sequence. It concentrates on the writing process, identifying and responding to different audiences and rhetorical situations, and understanding the conventions of format and structure in various discourse communities, including academic writing. Practice in critical thinking and essay development is emphasized.
Note: IAI General Education requires a C or better in this course.
Prereq: C or better in ENG070 or placement by assessment.
IAI: C1 900.
(3 lec/0 lab) ***3 sem hrs***

ENG 102 First-Year Composition II

This course focuses on the writing, researching and revising of expository essays and writing projects. The second of a two-course sequence, it concentrates on the writing process, identifying and responding to different audiences and rhetorical contexts, and understanding the conventions of format and structure in various discourse communities, including academic writing. Practice in critical thinking and essay development is emphasized. Students write analytical and argumentative essays, including an academic research paper. Note: IAI General Education requires a C or better in this course.
Prereq: C or better in ENG101.
IAI: C1 901R.
(3 lec/0 lab) ***3 sem hrs***

ENG 151 Foundations of Written Business Communication

This basic communications course for the occupational or technical student is intended to improve the student's communications skills, with major emphasis on writing more effectively for business and industry. This class is intended for students with little experience in professional writing.
Prereq: C or better in ENG070 or placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

ENG 152 Business Communication-Letter Writing

This course includes a review of the writing process for composing business letters and memoranda. Topics include order and remittance letters, request and response letters, claim and adjustment letters, credit and collection letters, letters of application and professional resumes.
Prereq: C or better in ENG070 or placement determined by assessment score.
(3 lec/0 lab) ***3 sem hrs***

ENG 153 Business Communication-Technical Writing

This course emphasizes technical writing basics, including defining an audience, understanding style and format, using graphic elements and visual aids, and evaluating purpose and format. Students develop business-related documents such as proposals, reports, user manuals and technical brochures. Sentence-level mechanics, conciseness, paragraph structure, organization and language precision are addressed. Collaboration and revision are emphasized.
Prereq: C or better in ENG070 or placement determined by assessment score.
(3 lec/0 lab) ***3 sem hrs***

ENG 204 Creative Writing: Fiction

This course provides guided practice in writing fiction, with emphasis on the structure, elements and skills common to creative expression in fiction. It is designed to help students discover and develop their own best medium for expression.
Prereq: ENG 101.
(3 lec/0 lab) ***3 sem hrs***

ENG 205 Creative Writing: Poetry

This course provides practice in writing free-verse and formal poetry with emphases on the structure, elements, and skills common to creative expression in poetry. This course is designed to help students discover and develop and analyze their own poetry and the poetry of professionally published poets.
Prereq: ENG 101.
(3 lec/0 lab) ***3 sem hrs***

ENG 206 Creative Writing: Non-Fiction

This course provides guided practice in writing creative non-fiction, with emphasis on the structure, elements, and skills common to creative expression in non-fiction. It is designed to help students discover and develop their own stories and research into fully developed narratives about the world around them.
Prereq: ENG101.
(3 lec/0 lab) ***3 sem hrs***

ENG 211 American Literature to 1865

This course explores varied writings in the Americas from the beginning of colonialism to the end of the U.S. Civil War. With emphases on form, content and context, students read and discuss literary works from several genres falling into literary periods such as The Conquest and Colonial periods; the eighteenth century, Revolutionary and Republican eras; and the early nineteenth century, American Renaissance, Abolitionist and Civil War periods.
Prereq: ENG101.
IAI: H3 914.
(3 lec/0 lab) ***3 sem hrs***

ENG 212 American Literature From 1865

This course explores writings in the United States from the end of the Civil War to the present with emphases on major literary movements, such as Realism, Naturalism, Modernism, Postmodernism and Multiculturalism, understood in relation to their intellectual, social and political contexts.
Prereq: ENG101.
IAI: H3 915.
(3 lec/0 lab) ***3 sem hrs***

ENG 215 Masterpieces of American Literature

This course emphasizes the development and treatment of major themes and ideas in the works of significant American authors. Such representative writers as Bradford Edwards, Franklin, Hawthorne, Poe, Melville, Emerson, Thoreau, Twain, James, Dickinson, Faulkner, Hemingway, Steinbeck and others are read. Understanding and enjoyment of the assigned readings are emphasized along with historical and sociological contexts.
Prereq: ENG101.
IAI: H3 915.
(3 lec/0 lab) ***3 sem hrs***

ENG 220 Multicultural Literatures of the United States

This course is an introduction to multicultural literary works of the United States, with emphases on novels, autobiographies, poetry, short stories, drama, memoir, essays, journals and other literary genres. This course requires students to read and understand a variety of texts in order to explore issues of race, ethnicity, class, caste, gender, sex, sexuality, nation, region, disability, age and ecosystem, along with history, formal dynamics and the personal as political.
Prereq: ENG101.
IAI: H3 910D.
(3 lec/0 lab) ***3 sem hrs***

ENG 221 British Literature to 1800

This course is a chronological study of British masterpieces from Beowulf through the pre-Romantics. The history of ideas may be studied to show the relationship between an idea and its literary embodiments. Critical analysis skills are required.
Prereq: ENG101.
IAI: H3 912.
(3 lec/0 lab) ***3 sem hrs***

ENG 222 British Literature From 1800

This course is a chronological study of British literature. Major works from the Romantic, Victorian and Modern periods are studied. This course is a continuation of ENG221 but may be taken independently. Critical analysis skills are required.
Prereq: ENG101.
IAI: H3 913.
(3 lec/0 lab) ***3 sem hrs***

ENG 225 Masterpieces of British Literature

This course is a study of British masterpieces including selections from Shakespeare, Milton, Swift, the Romantic, Victorian and Modern eras, and modern British literature. Understanding and enjoyment of the British literary tradition, rather than technical aspects of the assigned readings, are emphasized.
Prereq: ENG101.
IAI: H3 913.
(3 lec/0 lab) ***3 sem hrs***

ENG 226 Introduction to Shakespeare

This course is an introduction to the works of Shakespeare for understanding and enjoyment through a survey of representative plays.
Prereq: ENG101.
IAI: H3 905.
(3 lec/0 lab) ***3 sem hrs***

ENG 227 Literature and Contemporary American Thought

This course is a study of the great books that shaped and mirrored 20th century thought and sensibility and the literary works and intellectual milieu from which they sprang. Various types of literary works that reflect the experience and construction of contemporary American thought set in historical context are examined.
Prereq: ENG101.
(3 lec/0 lab) ***3 sem hrs***

ENG 228 Children's Literature

Children's Literature introduces the student to major genres of children's books and non-print formats. The class focuses on the primary works, authors, illustrators and trends in children's literature for preschoolers through sixth graders. The course looks at the impact of popular media and societal trends on children's literature. Storytelling, story times and selection of age-appropriate materials are also emphasized.
Prereq: ENG101.
(3 lec/0 lab) ***3 sem hrs***

ENG 229 Introduction to Literature

This course is an introduction to fiction (short story and novellas or novels), poetry and drama from classic to contemporary selections. This course includes study of literary techniques and thematic interpretations of the works read.
Prereq: ENG101.
IAI: H3 900.
(3 lec/0 lab) ***3 sem hrs***

ENG 230 Introduction to Poetry

This course is a critical study of world poetry with respect to structure and content through close reading of poems in a variety of styles from the Renaissance to recent times.
Prereq: ENG101.
IAI: H3 903.
(3 lec/0 lab) ***3 sem hrs***

ENG 235 Introduction to Fiction

This course is a critical study of three genres of fiction (short story, novella and novel) from classic and contemporary selections. It includes critical analysis, study of techniques, historical background and thematic interpretations of the works read.
Prereq: ENG101.
IAI: H3 901.
(3 lec/0 lab) ***3 sem hrs***

ENG 240 Introduction to Drama as Literature

This course explores the literary aspects, concepts and principles of drama. It includes the critical study of various types of plays from a variety of periods. Consideration is given to the technical aspects of dramatic production, as well as backgrounds of the physical theatre, historical development of the drama form and selected authors.
Prereq: ENG101.
IAI: H3 902.
(3 lec/0 lab) ***3 sem hrs***

ENG 245 World Literature

This course is a survey of representative readings from ancient times to the present. The course emphasizes the significance of the selections as human documents as well as their importance as literature. Although this course focuses primarily upon Western literature, representative texts from other cultures may be integrated into the syllabus. A cross selection of literary genre ranging from Greek and Roman epics to modern plays, love sonnets and modern short stories constitutes the course reading list.
Prereq: ENG101.
IAI: H3 906.
(3 lec/0 lab) ***3 sem hrs***

ENG 255 Women's Literature

This course introduces students to novels, short stories, poetry, essays, memoir, drama, journals and other literary genre written by women in English across several centuries and from a variety of racial, ethnic, sexual, class, disability, age, regional and national backgrounds. Students explore how systems of race, ethnicity, class, caste, gender, sex, sexuality, disability, age, region, nation and ecosystem affect the conditions under which women write as well as what they write. Students also explore differences and continuities in women writers' perspectives and their uses of form, content and subject.
Prereq: ENG101.
IAI: H3 911D.
(3 lec/0 lab) ***3 sem hrs***

ENG 260 Postcolonial Literatures

This course is an introduction to Postcolonial literatures with emphases on reading contemporary literary works across genres from Africa, Asia, Australia, the Caribbean, South and North Americas, and colonized Europe. Anglophone texts are read with the intent of understanding the historical, cultural and political contexts of colonialism and postcolonialism.
Prereq: ENG101.
(3 lec/0 lab) ***3 sem hrs***

ENG 265 Latina and Latino Literature

Latina and Latino Literature introduces students to major Latina and Latino writings in English in the United States. The course focuses on the primary works, authors and trends in Latina/o literature. Students read texts in a variety of genres--fiction, drama, essays, poetry, memoir, etc. Authors include, but are not limited to, those with roots in Cuba, the Dominican Republic, Mexico, Puerto Rico and throughout South, Central and North Americas.
Recommended Prereq: ENG101.
(3 lec/0 lab) ***3 sem hrs***

ENG 296 Special Topics in Literature

This course offers in-depth exploration of a special topic, issue or trend in English literature. Repeatable to a maximum of 16 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
Prereq: ENG101.
(2 to 4 lec/0 lab) ***2 to 4 sem hrs***

ENG 297 English Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe, and work in the writing fields, especially in positions focusing on editorial and magazine production skills. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the English internship courses (ENG297, ENG298, ENG299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

ENG 298 English Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe, and work in the writing fields, especially in positions focusing on editorial and magazine production skills. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the English internship courses (ENG297, ENG298, ENG299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

ENG 299 English Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe, and work in the writing fields, especially in positions focusing on editorial and magazine production skills. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the English internship courses (ENG297, ENG298, ENG299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

English Transition Pathway (ETP)

NOTE: Placement in English courses is determined by scores on required assessment tests.

ETP 055 Writing and Grammar I

This course is designed for the high beginning/low intermediate English language learner to develop the basic writing and grammar skills needed for effective communication in academic, professional, or everyday settings. Students study sentence and paragraph structure, writing process, and basic grammar. Written exercises and grammar activities help students construct cohesive written passages for effective communication in the written form.
Prereq: Placement by assessment.
Recommended Coreq: ETP057, ETP067, or ETP077; ETP059, ETP069, or ETP079.
(3 lec/0 lab) ***3 sem hrs***

ETP 057 Speaking/Listening/ Pronunciation I

This course is designed for the high beginning/low intermediate English language learner to develop speaking, listening, and pronunciation skills for use in an academic, professional, or everyday setting. Students engage in speaking, listening, and note-taking tasks using both formal and informal English. Class activities employ a variety of language functions and cultural content to promote language competency and fluency. Class activities move from a structured practice of isolated sounds at the word level to the practice of sound in connected speech. Students learn to hear and speak the target language clearly through communicative activities and to connect these skills to other coursework.
Prereq: Placement by assessment.
Recommended Coreq: ETP055, ETP065, or ETP075; ETP059, ETP069, or ETP079.
(3 lec/0 lab) ***3 sem hrs***

ETP 059 Reading and Vocabulary I

This course is designed for the high beginning/low intermediate English language learner to develop basic reading and vocabulary skills needed for effective understanding in academic, professional, or everyday settings. The course places heavy emphasis on basic vocabulary development and dictionary skills. Students study the relationships between sounds and spelling and practice, using various reading strategies to increase their reading comprehension.
Prereq: Placement by assessment.
Recommended Coreq: ETP055, ETP065, or ETP075; ETP057, ETP067, or ETP077.
(3 lec/0 lab) ***3 sem hrs***

ETP 065 Writing and Grammar II

This course is designed for the intermediate English language learner to develop writing and grammar skills needed for effective communication in academic, professional, or everyday settings. Students study three-paragraph essay structure, writing process, and grammar. Written exercises and grammar activities help students construct cohesive essays for effective communication in the written form.
Recommended Prereq: ETP057; ETP059.
Prereq: C or better in ETP055 or placement by assessment.
Recommended Coreq: ETP057, ETP067, or ETP077; ETP059, ETP069, or ETP079.
(3 lec/0 lab) ***3 sem hrs***

ETP 067 Speaking/Listening/ Pronunciation II

This course is designed for the intermediate English language learner to develop listening and speaking skills for use in an academic, professional or community setting. Students engage in listening, speaking, and note-taking tasks using both formal and informal English. Cultural content about the United States is introduced through topical activities which enhance oral/aural competency. This course provides instruction and practice with the sound, stress, and intonation patterns of the English language. Vowel and consonant practice at the word level moves to sentence activities and more spontaneous speech. Students learn to hear and produce the target language correctly, reduce accents, and use these skills effectively in other coursework.
Recommended Prereq: ETP055; ETP059.
Prereq: C or better in ETP057 or placement by assessment.
Recommended Coreq: ETP055, ETP065, or ETP075; ETP059, ETP069, or ETP079.
(3 lec/0 lab) ***3 sem hrs***

ETP 069 Reading and Vocabulary II

This course is designed for the intermediate English language learner to develop reading skills in order to effectively read academic materials. The course emphasizes vocabulary development by inferring meaning from context and by understanding affixes. Reading skills are practiced on passages on various topics, and a complete work is read.
Recommended Prereq: ETP055; ETP057.
Prereq: C or better in ETP059 or placement by assessment.
Recommended Coreq: ETP055, ETP065, or ETP075; ETP057, ETP067, or ETP077.
(3 lec/0 lab) ***3 sem hrs***

ETP 075 Writing and Grammar III

This course is designed for the high intermediate or advanced English language learner to develop the writing and grammar skills needed for effective communication in college-level courses. Students study five-paragraph essay structure, writing process, and grammar. Emphasis is placed on writing for the humanities and social sciences, technical writing, business writing, basic information literacy, and critical thinking. Written exercises and grammar activities help students prepare for college-level writing.
Recommended Prereq: ETP067; ETP069.
Prereq: C or better in ETP065 or placement by assessment.
Recommended Coreq: ETP057, ETP067, or ETP077; ETP059, ETP069, or ETP079.
(3 lec/0 lab) ***3 sem hrs***

ETP 077 Speaking/Listening/ Pronunciation III

This course, designed for the high intermediate/advanced English language learner, stresses fluency and clarity in delivery of speeches as well as in various communicative activities. These may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are encouraged to use the vocabulary and grammatical structures appropriate to formal settings. Culturally appropriate subtleties such as body language are reviewed in order to maximize the efficacy of communication. Listening comprehension and lecture/note-taking skills are practiced and evaluated. Individual, pair, and group activities help students to discriminate between sounds, practice correct sounds, and correct target sounds based on Standard American English guidelines. Students compare their pronunciation of words and phrases to that of native speakers in the same contexts.
Recommended Prereq: ETP065; ETP069.
Prereq: C or better in ETP067 or placement by assessment.
Recommended Coreq: ETP055, ETP065, or ETP075; ETP059, ETP069, or ETP079.
(3 lec/0 lab) ***3 sem hrs***

ETP 079 Reading and Vocabulary III

This course is designed for the high intermediate/advanced English language learner to read extensively and to promote English language proficiency and reading skills. Students read complete works on academic topics, analyze what questions those works raise, and discuss and write about their understanding of the texts. Students are asked to read texts from content courses and from literature.
Recommended Prereq: ETP065; ETP067.
Prereq: C or better in ETP069 or placement by assessment.
Recommended Coreq: ETP055, ETP065, or ETP075; ETP057, ETP067, or ETP077.
(3 lec/0 lab) ***3 sem hrs***

Entrepreneurship (ETR)

ETR 140 Introduction to Entrepreneurship

This course exposes students to the entrepreneurial experience and perspective, the role of entrepreneurship and its impact on organizations of all types and society-at-large. Included are case studies of both failed and successful ventures and a look at current economic needs and trends.
(3 lec/0 lab) ***3 sem hrs***

ETR 150 Business Plan Development

This course guides students through the planning needed to acquire, form or grow a business or non-profit enterprise. Practical business concepts are applied to entrepreneurial endeavors. Topics include legal business structures, business plan components, development of a business plan and related issues concerning ongoing management of the organization.
Recommended Prereq: ETR140.
(3 lec/0 lab) ***3 sem hrs***

ETR 160 Entrepreneurial Finance

This course provides business owners and managers with tools to identify and better comprehend sources of venture funding and to understand financial reporting, including related valuation and management issues. Topics covered include finance terminology, financial statements, debt and equity funding, and long and short term capital requirements.
Recommended Prereq: ETR150.
(3 lec/0 lab) ***3 sem hrs***

ETR 250 Advanced Business Planning

This course is the capstone for small business and entrepreneurial students, with a focus on high quality business plans intended for management use or for attracting new venture capital.
Recommended Prereq: ETR160; MKT200.
Prereq: ETR150.
(3 lec/0 lab) ***3 sem hrs***

Film Studies (FLM)

FLM 250 Film as Art: A Survey of Film

An introduction to film as an art form, this course examines aesthetic and production elements of the motion picture medium, including its narrative genres, directorial styles, cinematography, film acting, and film editing.
IAI: F2 908.
(3 lec/0 lab) ***3 sem hrs***

FLM 260 History of Film

This course surveys the historical development of film, emphasizing the study of international films, movements, genres, and innovations in film production that have had significant influence on film as an art form.
IAI: F2 909.
(3 lec/0 lab) ***3 sem hrs***

FLM 270 Film and Literature

This course is a study of formal, thematic and/or historical relationships between literary and cinematic forms, including an examination of adaptations and influences that demonstrate the strengths of each artistic medium.
IAI: HF 908.
(3 lec/0 lab) ***3 sem hrs***

Finance and Banking (FIN)

FIN 200 Principles of Finance

In this introduction to the role of financial management in today's business world, the following course topics are emphasized: financial markets, debt and equity financing, short and long term financing, capital budgeting, risk and rates of return, and financial statement analysis.
Recommended Prereq: ACC120.
(3 lec/0 lab) ***3 sem hrs***

FIN 205 Personal Finance and Investing

This course offers students sound direction in making personal financial decisions. It is a comprehensive look at the important financial decisions that individuals make throughout their lives and provides a foundation for making informed personal financial decisions. Coverage includes investment fundamentals and investing strategies, guidance on consumer purchases, insurance basics, time value of money concepts, and retirement and estate planning.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

FIN 210 Money and Banking

This course stresses basic monetary theory required in the banking and finance industry. Topics include: economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, foreign exchange, repercussions on the banking industry in affecting yield curves, and structuring of portfolios.
Recommended Prereq: ECN121.
(3 lec/0 lab) ***3 sem hrs***

FIN 215 Financial Institutions

The basic concepts for managing the following financial institution functions and services are covered: banking monetary theory, cash flow and operations of financial institutions. Emphasis is given to the impact of these financial services in a market-oriented economy.
(3 lec/0 lab) ***3 sem hrs***

Fire Science (FSC)

FSC 105 Basic Operations Firefighter I

This course provides partial training toward Basic Operations Firefighter Certification by the Office of the State Fire Marshal. This course covers fire department organization, fire behavior, building construction, safety, communications, self contained breathing apparatus, extinguishers, ropes and knots, water supply, hose and appliances, nozzles and fire streams.
(4 lec/0 lab) ***4 sem hrs***

FSC 115 Basic Operations Firefighter II

This course provides partial training toward Basic Operations Firefighter Certification by the Office of the State Fire Marshal. Topics discussed include ladders, forcible entry, ventilation, search and rescue, fire control, protecting evidence, fire detection and alarm suppression systems, prevention and public education, loss control, wildland and ground cover fires, firefighter survival and hazardous materials awareness. Course completion qualifies students for the State Fire Marshal Certification Test for Hazardous Materials Awareness. Students need not have completed Basic Operations Firefighter I to enroll.
(4 lec/0 lab) ***4 sem hrs***

FSC 120 Hazardous Materials Operations

This course is designed to provide students with the skills and knowledge necessary to be examined and certified by the Illinois Office of the State Fire Marshal as a Hazardous Materials First Responder.
(3 lec/0 lab) ***3 sem hrs***

FSC 125 Advanced Technician Firefighter

This course provides partial training toward Advanced Technician Firefighter Certification and instructs Basic Operations Firefighter students in advanced firefighting techniques. Content for this course includes fire department organization, fire behavior, safety, communications, building construction, ladders, fire hose, water supply, tools and equipment, forcible entry, ventilation, fire control, protecting evidence for cause and origin, fire prevention and education, fire detection and alarm suppression systems, firefighter survival and technical rescue. Successful completion of this course, practical completion and passage of the state written exam along with other required Office of the State Fire Marshal courses leads to Office of the State Fire Marshal Certification as an Advanced Technician Firefighter.
Recommended Prereq: FSC105 and FSC115; or Basic Operations Firefighter Certification.
(4 lec/0 lab) ***4 sem hrs***

FSC 140 Fire Apparatus Engineer

This course is designed to provide students with the necessary background, knowledge and skills to perform the duties of a fire apparatus engineer, which include pump operations, pump functions, pumper components, pumper requirements for maintaining and testing apparatus, fire stream development, and water supply in relation to various fire ground situations. This course provides training toward Fire Apparatus Engineer Certification by the Illinois Office of the State Fire Marshal.
Recommended Prereq: Firefighter II Certification.
(4 lec/0 lab) ***4 sem hrs***

FSC 150 Vehicle and Machinery Operations

This course provides basic skills toward the performance of rescue specialist operations. It provides an introduction to the knowledge and skills required in the various specialties of extrication. This course provides training toward Rescue Specialist-Roadway Extrication Certification by the Illinois Office of the State Fire Marshal. Repeatable to a maximum of 6 semester hours; 3 semester hours may apply to the degree.
Recommended Prereq: Firefighter II Certification.
(2 lec/2 lab) ***3 sem hrs***

FSC 160 Tactics and Strategy I

This introduction to the basic principles and methods associated with fireground tactics and strategy as required of the company officer emphasizes size-up, fire ground operations, pre-fire planning, and basic engine and truck company operations.
Recommended Prereq: FSC105.
(3 lec/0 lab) ***3 sem hrs***

FSC 170 Fire Science Instructor I

This course is designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing other individuals. It is structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and the proper method of writing lesson plans. This course provides training toward Fire Instructor I Certification by the Illinois Office of the State Fire Marshal and is designed using NFPA Standard 1041, Chapter 2, 1996 edition. A Firefighter II Certification is required to qualify for an Instructor I Certification.
Recommended Prereq: Firefighter II Certification.
(3 lec/0 lab) ***3 sem hrs***

FSC 215 Technical Rescue and Vehicle Operations

This course provides training toward the Office of the State Fire Marshal Technical Rescue Awareness Certification and partial training toward the Fire Service Vehicle Operator Certification. The technical rescue awareness segment of the course covers identification of rescue situations, their specific hazards, and the appropriate responses. Successful completion qualifies the student for the Office of the State Fire Marshal State Certification exam for Technical Rescue Awareness. The fire service vehicle operator portion of the course discusses the safe operation of a fire service vehicle during emergency and non-emergency situations. The classroom instruction must be combined with a fire department practical driving exam for the completion of the Office of the State Fire Marshal examination for the Fire Service Vehicle Operator Certification.
(1 lec/0 lab) ***1 sem hrs***

FSC 220 Fire Inspection and Prevention

This fire prevention and inspection course is designed to provide basic training in the principle aspects of public education, code enforcement and engineering. Subject material covered includes life safety, hazards, cause, codes, public education and fire prevention bureau management.
Recommended Prereq: Firefighter III Certification.
(3 lec/0 lab) ***3 sem hrs***

FSC 231 Fire Science Administration I

This course covers the role and function of a Fire Officer I, management principles, organizational concepts, staffing, basic motivational skills and performance appraisal. This course provides training toward Fire Officer I. Certification is required to qualify for Fire Officer I.
Recommended Prereq: Firefighter III Certification.
(3 lec/0 lab) ***3 sem hrs***

FSC 232 Fire Science Administration II

This course covers workplace communication, work groups, group job performance, group leadership, and the role of health and safety in a fire science organization. This course provides training toward Fire Officer I Certification by the Illinois Office of the State Fire Marshal.
Recommended Prereq: FSC231.
(3 lec/0 lab) ***3 sem hrs***

FSC 233 Fire Science Administration III

This course covers the role and function of a Fire Officer II. Topics include organization, management, social services, capital resource management, public finance and budgeting, public relations and information management as they pertain to a fire science organization. This course provides training toward Fire Officer II Certification by the Illinois Office of the State Fire Marshal.
Recommended Prereq: Fire Officer I Certification.
(3 lec/0 lab) ***3 sem hrs***

FSC 234 Fire Science Administration IV

This course covers personnel management, health and safety, and labor relations as they pertain to a fire science organization. This course provides training toward Fire Officer II Certification by the Illinois Office of the State Fire Marshal.
Recommended Prereq: FSC233.
(3 lec/0 lab) ***3 sem hrs***

FSC 260 Tactics and Strategy II

This course provides additional tactics and strategies essential for effective ground operations. It emphasizes strategy, incident management, multicompany operations, planning and stress. This course provides training toward Fire Officer II Certification by the Illinois Office of the State Fire Marshal.
Recommended Prereq: FSC160 or Fire Officer I certification.
(3 lec/0 lab) ***3 sem hrs***

FSC 270 Fire Science Instructor II

This course is designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing others. It is structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and the proper method of writing lesson plans. This course provides training toward Fire Instructor II Certification by the Illinois Office of the State Fire Marshall and is designed using NFPA Standard 1041, Chapter 3, 1996 edition.
Recommended Prereq: FSC170 or Fire Science Instructor I Certification.
(3 lec/0 lab) ***3 sem hrs***

Foreign Languages

See individual languages: Chinese, French, German, Japanese, Spanish.

French (FRE)

FRE 101 Elementary French I

This is an introductory course in the basic structures and vocabulary of French. Because language is a reflection of culture, the course incorporates colloquial French expressions and Gallic behaviors. The French-speaking world is studied as well as French grammar. The four basic skills of listening, speaking, reading and writing are stressed.
(3 lec/0 lab) ***3 sem hrs***

FRE 102 Elementary French II

This continuation of FRE101 is an introductory course in the basic structures and vocabulary of French. The main objective of the course is to expand and broaden skills in communicating effectively in French. The four basic skills of listening, speaking, reading and writing are further developed.
Recommended Prereq: FRE101 or one year of high school French or its equivalent.
(3 lec/0 lab) ***3 sem hrs***

FRE 201 Intermediate French I

This course presents a thorough review of the essentials of French grammar and includes readings in French on French and Francophonic civilization and literature.
Recommended Prereq: FRE102 or two years of high school French or its equivalent.
(3 lec/0 lab) ***3 sem hrs***

FRE 202 Intermediate French II

This course is designed to increase knowledge and skill in the speaking, listening, writing and reading of French with an emphasis on French and Francophonic culture and literature.
IAI: H1 900.
(3 lec/0 lab) ***3 sem hrs***

Geography (GEO)

GEO 120 World Regional Geography

Students are introduced to the important ways in which environmental, geographic, and socio-economic issues impact the world. Students examine regional concepts from areas such as the Americas, Africa, Asia and Europe.
IAI: S4 902N (under IAI review).
(3 lec/0 lab) ***3 sem hrs***

GEO 121 Physical Geography

This course is designed to provide an introduction to physical geography and to acquaint the student with the general physical environment emphasizing earth-sun relationships and motions, meteorology and climatology, geography, soils, biomes and environmental degradation. A laboratory component examines the above topics and process in more detail using the scientific method of observation, hypothesis formation, and experimentation.
IAI: P1 909L.
(3 lec/2 lab) ***4 sem hrs***

GEO 130 GIS and Mapping Principles

This course is designed to provide the student with an introduction to geographic information systems. It covers topics such as map projections, cartographic design, editing, and hands on use of ESRI ArcGIS software. Additional topics such as project creation and data manipulation are also reviewed.
(2 lec/2 lab) ***3 sem hrs***

GEO 131 Geographic Information Systems I

This course is designed to continue the study of GIS topics and techniques that were introduced in GEO130. The geodatabase model is examined as well as various editing techniques and annotations. In addition, emphasis is placed on project design and ArcGIS extensions.
Recommended Prereq: GEO130.
(2 lec/2 lab) ***3 sem hrs***

GEO 132 Geographic Information Systems II

This course is designed to continue the study of GIS topics and techniques that were introduced in GEO131. Land use and cadastral mapping are topics that are used as examples of how many industry topics can be applied in GIS using the same criteria. Various ArcGIS extensions are also reviewed.
Recommended Prereq: GEO131.
(2 lec/2 lab) ***3 sem hrs***

GEO 140 Geographic Information Systems III

This course is designed to further advance a student's knowledge of GIS topics and techniques that were introduced in GEO132. Emphasis is placed on toolsets and other editing procedures used in ArcGIS. Students examine advanced modeling techniques and complete a research project utilizing GIS in an industry sector of their choice.
Recommended Prereq: GEO132.
(2 lec/2 lab) ***3 sem hrs***

GEO 200 Applications for Geographic Information Systems

In this course, students apply their knowledge and skills to carry out a complete GIS project. Students are encouraged to identify and justify a project that aligns with their academic major, their current employment, or some other area of their interest. Each student submits a project report and makes a presentation of their project to the class.
Recommended Prereq: GEO140.
(2 lec/2 lab) ***3 sem hrs***

GEO 210 GIS and Logistics Management

This course is designed to prepare students to apply geographic information systems for the purpose of logistics management. Warehouse distribution, fleet routing, emergency management, territory planning, and budget analysis are some of the solutions that are examined using a geographic information framework.
Recommended Prereq: GEO131.
(2 lec/2 lab) ***3 sem hrs***

GEO 220 Geography of the Developing World

This course is organized on a regional basis and is designed to provide an introduction to geography by highlighting various geographic concepts. It is intended to acquaint the student with the physical, economic, political and social factors that influence change in developing (non-Western) countries.
IAI: S4 902N.
(3 lec/0 lab) ***3 sem hrs***

GEO 230 Economic Geography

This course is designed to provide an introduction to economic geography by highlighting various geographic concepts. It is intended to acquaint the student with a general understanding of the economic interdependence among people, regions and countries.
IAI: S4 903N.
(3 lec/0 lab) ***3 sem hrs***

GEO 235 Human Geography

This course is organized on a topical basis and is designed to provide an introduction to human geography by highlighting various geographic concepts. It is intended to acquaint the student with a general understanding of culture including language and religion, spatial interaction between people, regionalism, the physical environment and population trends.
IAI: S4 900N.
(3 lec/0 lab) ***3 sem hrs***

GEO 296 Special Topics in Geography

This course offers in-depth analysis of a special topic, issue, or trend in geography. Topics might include GIS or other areas related to geography. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

GEO 297 Geographic Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the geographic information systems field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the GIS internship courses (GEO297, GEO298, GEO299) may apply to the geographic information systems degree and certificate.

Prereq: Consent of instructor.

(0 lec/5 lab) ***1 sem hrs***

GEO 298 Geographic Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the geographic information systems field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the GIS internship courses (GEO297, GEO298, GEO299) may apply to the geographic information systems degree and certificate.

Prereq: Consent of instructor.

(0 lec/10 lab) ***2 sem hrs***

GEO 299 Geographic Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the geographic information systems field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the GIS internship courses (GEO297, GEO298, GEO299) may apply to the geographic information systems degree and certificate.

Prereq: Consent of instructor.

(0 lec/15 lab) ***3 sem hrs***

Geology (GLG)

GLG 100 Introduction to Physical Geology

This course examines the basic principles of geology from a physical and historical perspective. It includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and other natural phenomena; and the evolutionary history of the earth, including its life forms and continents.

Note: Students enrolling in GLG100 are not required to enroll in GLG101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in GLG100 and GLG101.

IAI: P1 907.

(3 lec/0 lab) ***3 sem hrs***

GLG 101 Introduction to Physical Geology Laboratory

This course includes weekly laboratory work involving mineral and rock identification, topographic and geologic map exercises, and some fieldwork.

Prereq: GLG100 or concurrent enrollment.

IAI: P1 907L.

(0 lec/2 lab) ***1 sem hrs***

GLG 102 Historical Geology

This course is an introduction to the origin and structure of the earth through a study of the evolution of its life and continents over the last 4.6 billion years. Emphasis is placed on the formation and interpretation of sedimentary rocks for the purpose of understanding how they, and the fossils contained within them, record changes in the Earth's environment and processes over time. Plate tectonics and extinctions recorded in rocks are studied to understand how they reflect environmental changes in the Earth's ocean, atmosphere, and surface.

IAI: P1 907L.

(3 lec/2 lab) ***4 sem hrs***

GLG 103 Environmental Geology

This course examines human interaction with geologic processes and hazards, including earthquakes, volcanoes, mass wasting and flooding. Environmental concerns to be discussed include the occurrence and availability of geologic resources (energy, water and minerals), land use planning, groundwater pollution and remediation, environmental health and law. The course is intended for non-science or potential environmental sciences majors.

IAI: P1 908.

(3 lec/0 lab) ***3 sem hrs***

GLG 120 Geology of the National Parks

Geology of the National Parks develops geological background, concepts and principles through the study of selected national parks. Students articulate the reasons why sites are designated as national parks, monuments, and seashores, and the role that geology has in determining that status. Basic geologic concepts discussed are minerals, rocks, geologic time, sedimentary environments and rivers, plate tectonics, volcanoes, weathering, mass wasting, earthquakes, and glaciers and glaciation. Human interactions and archeology are presented where appropriate.

IAI: P1 907 (under IAI review).

(3 lec/0 lab) ***3 sem hrs***

German (GER)

GER 101 Elementary German I

For students without previous knowledge of German, this is an interesting and informative course taught by using culturally authentic themes from everyday life, with emphasis on communication. In addition to the four basic language skills (listening, reading, speaking and writing), cultural aspects of the German-speaking countries are also presented.

(3 lec/0 lab) ***3 sem hrs***

GER 102 Elementary German II

A continuation of GER101, this course expands on elementary grammar essentials. Reading and interpreting of more advanced German prose and conversation, diction and composition are included.

Recommended Prereq: GER101 or one year of high school German.

(3 lec/0 lab) ***3 sem hrs***

GER 201 Intermediate German I

This course provides a thorough review of grammar and the completion of the most difficult grammatical concepts. Emphasis on reading, writing and speaking the German language is stressed throughout the course.

Recommended Prereq: GER102 or two years of high school German.

(3 lec/0 lab) ***3 sem hrs***

GER 202 Intermediate German II

A continuation of GER201, this course is a further study and review of grammar, and idiomatic and colloquial German. Increasing stress is placed on conversational and free composition, including the reading of more difficult texts.

Recommended Prereq: GER201 or three years of high school German.

IAI: H1 900.

(3 lec/0 lab) ***3 sem hrs***

Graphic Design (GRD)

GRD 105 History of Graphic Design
This course introduces the student to the history of graphic design. It focuses on how visual communication relates to culture and society. Furthermore, it examines the influences of technology on culture and how it affects the aesthetics of graphic design.
(3 lec/0 lab) ***3 sem hrs***

GRD 135 Desktop Publishing
This course covers desktop publishing technology, progressing from the beginning to the advanced level. Students design projects exploring the software and hardware aspects of electronic page layout and design. Students also learn to integrate various type, image and graphic elements. Other topics include file transfer and document printing.
Note: Software includes Adobe InDesign and other applications.
(1 lec/5 lab) ***3 sem hrs***

GRD 160 Computer Illustration
This course covers vector graphics computer software, progressing from the beginning to the advanced level. Students explore the methods and techniques of computer-generated images as solutions to illustration projects. Object-oriented and vector-based graphics as well as print programs are utilized. Software includes Adobe Illustrator.
(1 lec/5 lab) ***3 sem hrs***

GRD 165 Typography
This course provides an introduction to typographic history, study of letterforms, terms, classifications and typeface selection. Students explore type mechanics and aesthetics by using type in a variety of design applications. Students examine structure, layout, and information hierarchy, as well as the relationship of type to image and cultural context.
Note: Software includes Adobe InDesign, Adobe Illustrator, and font editing and managing applications.
Prereq: GRD135 and GRD160; or concurrent enrollment.
(1 lec/5 lab) ***3 sem hrs***

GRD 170 Digital Image
This course covers digital image computer software, progressing from the beginning to the advanced level. Students learn techniques and features, with emphasis on composition and color, through a number of challenging assignments. Image scanning, manipulation, editing, repairing and color correction are also covered. Software includes Adobe Photoshop.
(1 lec/5 lab) ***3 sem hrs***

GRD 173 Graphic Design I
This course presents an introduction to computers and their use in the field of advertising design. Emphasis is placed on creativity, design issues and the computer as a design tool.
Note: Software includes Adobe InDesign, Adobe Illustrator, Adobe Photoshop or other applications.
Prereq: GRD135 and GRD160; or concurrent enrollment.
(1 lec/5 lab) ***3 sem hrs***

GRD 190 Print Production
This course covers the prepress process of graphic design from computer layout to printed piece, using all technical aspects of digital print production. Through an overview of electronic print technology, students learn how to perform prepress functions by using graphic design software and the new direct-to-plate printing process.
Note: Software includes Adobe InDesign, Adobe Illustrator and Adobe Photoshop.
Prereq: GRD173 or concurrent enrollment.
(1 lec/5 lab) ***3 sem hrs***

GRD 265 Graphic Design for the World Wide Web
Students learn to use Dreamweaver to design, maintain and publish Web sites. Text, images, digital media and interactive elements are shaped to produce artistic Web pages.
Note: Software includes Adobe Dreamweaver and other image manipulation applications.
Recommended Prereq: GRD173; WEB110.
(1 lec/5 lab) ***3 sem hrs***

GRD 273 Graphic Design II
This course is a continuation of the analysis and interpretation of graphic design through illustration, symbolism and typography. Emphasis is placed on developing a portfolio from visualization to production techniques, through directed studio exercises using the Macintosh computer.
Note: Software includes Adobe InDesign, Adobe Illustrator, Adobe Photoshop and other applications.
Prereq: GRD173.
(1 lec/5 lab) ***3 sem hrs***

GRD 275 Digital Photography
This course is a practical studio course covering digital photography in contrast to traditional photography. Digital cameras and scanners are the primary input for image manipulation. This course also includes discussion of how graphic designers and photographers enhance their images.
Note: Software includes Adobe Photoshop and other applications.
Recommended Prereq: GRD170 and ART140; or concurrent enrollment.
(1 lec/5 lab) ***3 sem hrs***

GRD 280 2-D Animation and Multimedia
This course is a study of the computer-generated animation sequence from storyboard through two-dimensional rendering to final output. Students learn to combine images, illustrations, type and sound into animation.
Note: Software includes Adobe Flash and other sound and graphic applications.
Recommended Prereq: GRD160; GRD170.
(1 lec/5 lab) ***3 sem hrs***

GRD 285 3-D Animation and Multimedia
This course explores the design and production of 3-D animation and multimedia applications and the relationship to two-dimensional graphic production, computer animation, and multimedia concepts and production procedures. The course also covers the different media of computer sound, text and imaging, and how these are combined into multimedia productions.
Note: Software includes Autodesk Maya and other applications.
Recommended Prereq: GRD280.
(1 lec/5 lab) ***3 sem hrs***

GRD 290 Graphic Design Studio Art
This is an advanced studio course for art majors and graphic design majors. It allows continuation and concentration in a subject field. Emphasis is on individual research and personal exploration. Students can further their knowledge in graphic software, graphic project design, digital photography, website design or animation.
Prereq: Consent of instructor.
(1 lec/5 lab) ***3 sem hrs***

GRD 292 Graphic Design Portfolio
This course is a culmination of the skills learned in the graphic design curriculum. Students reassess progress made and projects produced in their graphic design classes. Each student produces a professional portfolio from new and existing projects. A digital designer's resume, an electronic portfolio, interviewing techniques and job opportunities/internships are explored.
Recommended Prereq: All major GRD, ART and WEB courses in the graphic design curriculum. GRD265, GRD275 and GRD285 may be taken concurrently.
(.5 lec/1 lab) ***1 sem hrs***

GRD 297 Graphic Design Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the graphic design field, including positions related to desktop publishing, pre-press or Web design. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 3 semester hours from the graphic design internship courses (GRD297, GRD298, GRD299) may apply to a degree or certificate. Note: Students are encouraged to seek internship sites on their own; however, some internships may be available through Career Services at (630) 466-7900, ext. 2368.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

GRD 298 Graphic Design Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the graphic design field, including positions related to desktop publishing, pre-press or Web design. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the graphic design internship courses (GRD297, GRD298, GRD299) may apply to a degree or certificate. Note: Students are encouraged to seek internship sites on their own; however, some internships may be available through Career Services at (630) 466-7900, ext. 2368.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

GRD 299 Graphic Design Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the graphic design field, including positions related to desktop publishing, pre-press or Web design. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the graphic design internship courses (GRD297, GRD298, GRD299) may apply to a degree or certificate. Note: Students are encouraged to seek internship sites on their own; however, some internships may be available through Career Services at (630) 466-7900, ext. 2368.
Prereq: All 100-level GRD courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Health Care Interpreting (HCI)

HCI 102 Survey of Mental Health and Substance Abuse Issues in Health Care Interpreting

This course provides an overview of the mental health and substance abuse fields. Students gain a basic understanding of the history and structure of mental health services in the United States, specifically in Illinois. The laws and ethics that guide the mental health and substance abuse field are presented. Additionally, this course examines the multi-axial system of the DSM IV, along with major categories of mental illness. Other topics include crisis intervention, mental health issues, substance abuse treatment and recovery issues, along with a review of specific drugs of abuse. Finally, students are exposed to specific clinical services provided within the typical mental health treatment facility.
(3 lec/0 lab) ***3 sem hrs***

HCI 105 Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish

This course is designed to provide an introduction to roots, prefixes and suffixes of medical terminology while improving memorization skills. Medical procedures, names of medications and abbreviations are introduced.
Recommended Prereq: Native or near-native fluency in English and Spanish.
(3 lec/0 lab) ***3 sem hrs***

HCI 106 Introduction to Health Care Interpreting: English/Spanish

This course provides an introduction to the profession of health care interpreting and the skills that are needed. Included are the role of the interpreter, modes of interpreting, code of ethics, standards of practice, interpreting laws and multicultural interactions.
Recommended Prereq: Native or near-native fluency in English and Spanish.
(3 lec/0 lab) ***3 sem hrs***

HCI 110 Health Care Interpreting: English/Spanish

This course is designed to closely assist the student in developing basic levels of proficiency in interpreting in health settings, with emphasis on interpreting professional/client dialogues. Through audio dialogues, placement scenarios, and medical texts, students learn and practice consecutive interpreting and sight translation.
Prereq: Program admission; native or near-native fluency in Spanish and English; English/Spanish assessment.
Recommended Coreq: HCI106.
(2 lec/0 lab) ***2 sem hrs***

HCI 130 Mental Health Care Interpreting: English/Spanish

This course introduces bilingual individuals to the mental health interpreting setting. Specifically, the course assists students in understanding the role of the mental health interpreter, along with familiarizing students with mental health vocabulary. Emphasis also is placed on the ethics, the cross-cultural issues, and the strong emotional impacts/dynamics of mental health interpreting.
Recommended Prereq: HCI110. Prereq: Program admission.
Recommended Coreq: HCI102.
(2 lec/0 lab) ***2 sem hrs***

HCI 150 Anatomical Terminology: English/Spanish

This course is designed to provide an introduction to human anatomy/physiology and terminology related to the medical field. Students develop proficiency in recognizing anatomical structures and using anatomy vocabulary in Spanish.
Prereq: Program admission.
Recommended Coreq: HCI105.
(2 lec/0 lab) ***2 sem hrs***

HCI 175 Introduction to Medical Translation: English/Spanish

This beginning medical translation course is designed to enhance the student's ability to produce accurate translations of general medical information and hospital and patient documentation.
Recommended Prereq: Native or near-native fluency in English and Spanish.
(3 lec/0 lab) ***3 sem hrs***

HCI 200 Simultaneous Health Care Interpreting: English/Spanish

This coaching course is designed to assist in improving linguistic fluency and developing proficiency for simultaneous interpreting in the health care profession. Emphasis is placed on interpreting professional/client dialogues and conference settings. Through specific techniques, audio tapes, videos, and placement scenarios, students learn and produce simultaneous interpreting.
Recommended Prereq: HCI110; HCI130; HCI150. Prereq: Program admission.
(3 lec/0 lab) ***3 sem hrs***

HCI 220 Approaches to Health Care in Hispanic Culture

This course introduces students to the history, vocabulary and practice of folk medicine in the Hispanic culture as well as cultural issues and vocabulary discrepancies among Spanish speaking cultures. Students develop an understanding of Curanderismo and its impact in the medical setting as they create herb catalogues and apply interpreting and cultural-brokering skills to solving case scenarios.
(3 lec/0 lab) ***3 sem hrs***

HCI 275 Advanced Medical Translation: English/Spanish

This advanced medical translation course is designed to enhance the student's ability to produce accurate translations of more complex, specialized medical documentation such as clinical reports, medical journals, medical transcripts and medical legal documents as well as review issues related to the field of medical translation.
Prereq: Program admission; HCI175.
(3 lec/0 lab) ***3 sem hrs***

HCI 290 Health Care Interpreting Seminar and Field Experience

This course is designed to provide training and familiarity in a health care interpreting setting and combines a supervised field experience with an on-campus seminar. Students meet for 3.5 hours four times during the semester in a group seminar and spend 80 hours experiencing on-the-job training at a health care interpreting agency. The history, fields, work sources, freelancing, organizations and challenges related to the field are discussed.
Prereq: Program admission; successful completion of all other HCI courses.
(1 lec/5 lab) ***2 sem hrs***

Health Education (HED)

HED 100 Personal Wellness

This course is designed to deal with common health issues. Emphasis is placed on prevention, maintenance and improvement through self-responsibility in areas of: achieving wellness, eating and exercising toward a healthy lifestyle, building healthy relationships, understanding and preventing disease, drug use and abuse, and making healthy choices.
(3 lec/0 lab) ***3 sem hrs***

Health Information Technology (HIT)

HIT 090 Health Information Technology Prep

The field of health information technology is introduced and explored through contextualized writing and reading assignments focused on improving academic skills to prepare students for college-level English coursework. Content focus is on medical terminology, anatomy and physiology concepts, and legal aspects of health information. Throughout the course, students receive support services, which address time and stress management techniques. Repeatable to a maximum of 12 semester hours; does not apply to a degree or certificate.
Prereq: C or better in ENG050 or placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

HIT 100 Introduction to Health Information Technology

This course is a comprehensive study of the health information management profession and the health record. It introduces the student to the development of the HIM profession as well as the history, structure and function of the American Health Information Management Association. The structure, content, and standards of the paper-based and electronic health record are also covered in this course. Emphasis is placed on healthcare data sets, data collection, storage and retrieval. Specialized health records, indexes and registries will be described and their functionality explained.
Recommended Prereq: Placement in college-level English coursework.
(3 lec/0 lab) ***3 sem hrs***

HIT 105 Medical Terms for Health Occupations

This course acquaints students with a method for studying the language of health care. Students learn stems, prefixes and suffixes commonly used in medical terminology.
(1 lec/0 lab) ***1 sem hrs***

HIT 110 Medical Terminology

This course is designed to teach word elements of roots, combining forms, suffixes, and prefixes, definitions, spelling and the use of correct abbreviations of medical terms. The course content is organized around body systems and emphasizes the terminology and application related to health information technology.
Recommended Prereq: HIT100 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

HIT 120 Medical Office Procedures

Students learn about effective organizational and medical office management, professional organizations, legalities and ethics. The role and responsibilities of the administrative medical assistant are emphasized.
Recommended Prereq: HIT105 or HIT110.
(3 lec/0 lab) ***3 sem hrs***

HIT 130 Medical Insurance and Reimbursement

Reimbursement and payment systems of health insurance payers are examined, highlighting private and governmental policies. Major classes of health insurance contracts are examined with emphasis on benefits and limitations.
Recommended Prereq: HIT105 or HIT110; HIT120 or MLA150.
(3 lec/0 lab) ***3 sem hrs***

HIT 135 Health Care Delivery Systems

This course is an overview of the American healthcare system. It includes the study of the main components and issues of the organization, financing and delivery of health services in the U.S. The organization and operation of the modern acute hospital will be described and analyzed. Topics include: the role of federal and state governments, non-acute healthcare facilities, healthcare workforce, managed care, laws, accreditation, licensure and certification standards and reimbursements systems.
Recommended Prereq: HIT100 or concurrent enrollment.
(2 lec/0 lab) ***2 sem hrs***

HIT 140 Legal and Ethical Issues in Health Care

Legal and ethical issues applicable to health information are emphasized within this course. Emphasis is placed on the purposes and goals of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security rules. Course topics examine privacy, confidentiality and the security of the health record, access to patient health information; release of health information (ROI) policies and procedures; professional and practice-related ethical issues in health information management.
Recommended Prereq: HIT100 or concurrent enrollment.
(2 lec/0 lab) ***2 sem hrs***

HIT 210 ICD Coding

This course is an introduction to the International Classification of Diseases (ICD) coding principles for services rendered by physicians. Practice in the assignment of valid diagnostic codes is emphasized to orient the students to coding requirements, terminology and characteristics. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: HIT110. Prereq: HIT100; HIT220.
(3 lec/0 lab) ***3 sem hrs***

HIT 215 CPT Coding

This course provides an introduction to the guidelines, rules and terms for the Current Procedural Terminology (CPT) and the Center for Medicare/Medicaid Services' Healthcare Common Procedure Coding System (HCPCS) classification systems and the application of those rules to coding patient services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: HIT110. Prereq: HIT100; HIT220.
(3 lec/0 lab) ***3 sem hrs***

HIT 216 Advanced Clinical Classification Systems

This advanced course covers medical necessity, coding issues for specific body systems, and for general conditions. Intensive coding application is achieved through the use of real medical records, case studies, and scenarios using an encoder. DRGs, APC's, RUGs, RBRVs and the Correct Coding Initiative (CCI) are also covered in this course.
Prereq: HIT210; HIT215.
(2 lec/0 lab) ***2 sem hrs***

HIT 218 Reimbursement Systems

This course will focus on the basic concepts and principles of healthcare reimbursement and medical coding. The current healthcare insurance programs, commercial and government sponsored, will be described in the context of the United States healthcare delivery system. The structure and management of a coding compliance program to meet the internal and external requirements will be described and analyzed. The origins, evolution and principles of managed care will be analyzed as a cost effective approach to deliver and finance healthcare. Prospective payment systems will be differentiated between healthcare settings including inpatient, hospital ambulatory services, physician offices, skilled nursing facilities and home care. The structure and determination of Diagnosis Related Groups and Ambulatory Payment Classifications are analyzed as well as the billing processes and the billing forms used to submit for reimbursement. The management of the revenue cycle is examined.
Prereq: HIT135; HIT216.
(3 lec/0 lab) ***3 sem hrs***

HIT 220 Pathophysiology and Pharmacology for the Health Information Technology Professional

A working knowledge of the nature and cause of disease including the etiology, signs, symptoms, diagnostic evaluation, clinical treatment, and pharmacology management of disease processes necessary for a career in the health information profession are presented. Emphasis is on pharmacology for health information professionals covering general principles of drug actions/reactions, major drug classes and specific agents within each class.
Prereq: BIO272.
(3 lec/0 lab) ***3 sem hrs***

HIT 230 Data Applications and Health Care Quality

This course presents a comprehensive study of hospital-wide clinical quality assessment, utilization management, risk management and performance improvement. Topics include the organization by-laws, committees and credentialing of the medical staff, as well as the clinical quality assessment, utilization management and risk management process. The course will also focus on the principles and concepts of performance improvement and the tools and techniques used for outcome analysis.
Prereq: HIT240.
(3 lec/0 lab) ***3 sem hrs***

HIT 240 Health Information Processes

This course introduces systems and processes for collecting, maintaining and disseminating primary and secondary health related information. It instructs in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.
Prereq: HIT100; HIT135; HIT140.
(3 lec/0 lab) ***3 sem hrs***

HIT 245 Health Information Data Analysis

This course provides a detailed study of the impact of computer applications on HIM services and on healthcare information services. In addition, students explore the growth and development of the electronic health record and the field of health informatics. Emphases on the HIM applications include: release of information; use of encoders and groupers; cancer registry; chart locator system; chart deficiency system; and transcription system. The conceptual models and functionality of the electronic health record in the current healthcare environment are defined. The student analyzes the technical components of the electronic health record including: laboratory and pharmacy information systems, picture archiving and communication systems, order sets, clinical protocols, provider order entry, medication administration record, point-of-care charting, and clinical decision support systems. The benefits and barriers of implementing the electronic health record are discussed. Other topics include Admission, Discharge, and Transfer (ADT) system, financial information systems, Master Patient Index, systems development life cycle, data quality integrity and security, document imaging, and maintenance and monitoring of data storage systems.
Prereq: HIT100; HIT135; HIT140.
(2 lec/0 lab) ***2 sem hrs***

HIT 248 Organization Resources

The philosophy and functions of human and financial resource management within the healthcare setting are examined. Emphasis is placed on planning, organizing, directing, coordinating and controlling, theories of decision-making, problem-solving, motivation, leadership and communication, in addition to quality and performance improvement, budgeting, the revenue cycle, work processes and goal setting.
Recommended Prereq: HIT245. Prereq: HIT100; HIT135; HIT140.
(2 lec/0 lab) ***2 sem hrs***

HIT 299 Professional Practice Experience

Combining academic credit with professional experience, this Professional Practice Experience (PPE) is a supervised internship in a health information management department of an acute and/or non-acute healthcare facility. The PPE is designed to provide the student 160 hours of practical experiences in the theories and concepts previously acquired in the curriculum. Students are supervised by a Registered Health Information Administrator, Registered Health Information Technician or other qualified personnel assigned by the healthcare facility. Repeatable to a maximum of 6 semester hours on a space available basis; 3 semester hours from the HIT internship course may apply to a degree or certificate.
Prereq: To be eligible for placement, the student must complete all required coursework for the Health Information Technology Associate in Applied Science Degree and receive written permission from the HIT Program Coordinator.
(1 lec/11 lab) ***3 sem hrs***

Heating, Ventilation, and Air Conditioning (HVA)

HVA 100 Basic Electricity for HVAC

This course is designed for students who need a basic understanding of electricity related to the HVAC industry. Electrical terms, theory and circuits are used so that the student develops basic electrical troubleshooting skills.
(2 lec/2 lab) ***3 sem hrs***

HVA 110 Refrigeration Principles

This course introduces the learner to the terminology, concepts and scientific principles used in the refrigeration industry and develops skills in pipefitting, use of hand tools and operation of test instruments used in the refrigeration trade.
(2 lec/2 lab) ***3 sem hrs***

HVA 120 HVACR Electrical Systems

Major emphasis in this course is on electricity electrical components, safety devices, schematic diagrams and symbols. Service methods based on standard manufacturers' manuals are studied. Laboratory exercises are conducted on live equipment.
Recommended Prereq: HVA100 and HVA110 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

HVA 130 Residential Comfort Systems

This course integrates concepts, principles and knowledge of equipment available for residential comfort systems. It describes several residential systems and places with emphasis on diagnosing system malfunctions.
Recommended Prereq: HVA100 and HVA110; or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

HVA 140 Basic Heating Systems

This course describes methods and sources for producing heat for residential and light commercial systems and develops skills in testing, adjusting and replacing heating system components.
Recommended Prereq: HVA100 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

HVA 150 Basic Sheet Metal Fabrication and Print Reading

This course is designed to provide students with experience in the safe use of sheet metal tools and the methods used to make layouts. Students complete a drawing and fabricate the parts they have drawn and become familiar with HVAC blueprints.
(2 lec/2 lab) ***3 sem hrs***

HVA 160 Refrigerant Transition and Certification

This course is intended to prepare students for the certification test required by Section 608 of the Federal Clean Air Act. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: All 100-level HVA courses or consent of instructor.
(1 lec/0 lab) ***1 sem hrs***

HVA 170 Universal R-410A Safety and Training Certification

This course provides students with the necessary training and practical knowledge to safely perform service on systems containing R-410A and R-407C and is intended to prepare students for the certification exam. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: All 100-level HVA courses or consent of instructor.
(1 lec/0 lab) ***1 sem hrs***

HVA 200 Sheet Metal Estimating, Fabrication and Installation

Students learn basic procedures of designing, estimating, fabricating and installing ductwork, electrical wiring and piping for residential comfort systems. Emphasis is placed on pitfalls, problems and inaccuracies that can occur during each of these procedures.
Recommended Prereq: All 100-level HVA courses; HVA210; HVA220; HVA230; IDT250. Prereq: Consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

HVA 210 Advanced Heating and Cooling Systems

This is the third course in the program covering conventional methods of heating and cooling. Emphasis is on major components within each system, how the system functions, the interrelationship of major parts and planned maintenance procedures.
Recommended Prereq: HVA120 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

HVA 220 Advanced Heating and Cooling Systems Service and Maintenance

This course is designed to provide students with advanced service and maintenance procedures. Problems are analyzed in terms of their effect on electrical controls and mechanical systems.
Recommended Prereq: All 100-level HVA courses; consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

HVA 230 Advanced HVAC Controls

This course introduces commercial building heating and air conditioning systems. Proper calibration and troubleshooting procedures with pneumatic controls are emphasized.
Recommended Prereq: All 100-level HVA courses; consent of instructor.
(3 lec/0 lab) ***3 sem hrs***

HVA 245 Load Calculations and Duct Design

Techniques and procedures necessary to evaluate residential and commercial heat loss, heat gain and duct layout design are presented. Topics include heat transmission, infiltration, R-value, U-valve, duct analysis, duct sizing, duct and register location and selection, and equipment sizing and selection.
Recommended Prereq: All 100-level HVA courses.
(2 lec/2 lab) ***3 sem hrs***

HVA 250 Residential Hydronic Boiler Technology

This course presents an in-depth study in hydronic technologies and the operation of hot water hydronic heating systems. Students receive hands-on experience in installing, troubleshooting, and repairing a hot water boiler, baseboard heat distributing units, and copper piping.
Recommended Prereq: All 100-level HVA courses.
(2 lec/2 lab) ***3 sem hrs***

HVA 297 Heating, Ventilation and Air Conditioning Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the heating, ventilation and air conditioning field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the heating, ventilation and air conditioning internship courses (HVA297, HVA298, HVA299) may apply to the heating, ventilation and air conditioning degree or certificates.
Prereq: All 100-level HVA courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

HVA 298 Heating, Ventilation and Air Conditioning Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the heating, ventilation and air conditioning field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the heating, ventilation and air conditioning internship courses (HVA297, HVA298, HVA299) may apply to the heating, ventilation and air conditioning degree or certificates.
Prereq: All 100-level HVA courses; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

HVA 299 Heating, Ventilation and Air Conditioning Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the heating, ventilation and air conditioning field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the heating, ventilation and air conditioning internship courses (HVA297, HVA298, HVA299) may apply to the heating, ventilation and air conditioning degree or certificates.
Prereq: All 100-level HVA courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

History (HIS)

HIS 101 World History to 1500

This course surveys the economic, social, cultural and political history of global peoples and cultures from ancient times to 1500, paying particular attention to the ways in which discrete peoples conceived of and organized themselves and their societies, as well as their regional relationships and interactions with global communities.

IAI: S2 912N.

(3 lec/0 lab) ***3 sem hrs***

HIS 102 World History Since 1500

This course surveys the economic, social, cultural and political history of global peoples and cultures from 1500 to the present, paying particular attention to relationships and interactions with global communities.

IAI: S2 913N.

(3 lec/0 lab) ***3 sem hrs***

HIS 111 Western Civilization to 1648

This examination of Western civilization reviews the major historical developments from the experiences of the Near Eastern populations, the Greeks and the Romans, through the Middle Ages, and concludes with early modern history to 1648. The course employs social and cultural history, as well as the more traditional political and economic approaches.

IAI: H2 901.

(3 lec/0 lab) ***3 sem hrs***

HIS 112 Western Civilization Since 1648

This examination of Western civilization reviews the major historical developments in modern history from 1648 to the present. The course employs social and cultural history, as well as the more traditional political and economic approaches.

IAI: H2 902.

(3 lec/0 lab) ***3 sem hrs***

HIS 121 American History to 1865

This examination of American history reviews the major historical developments from the experiences of the indigenous peoples, the colonial regimes and nation building, through the sectional crisis, and concludes with the Civil War. The course employs social and cultural history, as well as the more traditional political and economic approaches.

IAI: S2 900.

(3 lec/0 lab) ***3 sem hrs***

HIS 122 American History Since 1865

This examination of American history reviews the major historical developments from the experiences of Reconstruction and western conquest, the rise of industrial capitalism and American ascendance as a global power, through the Cold War, and concludes with contemporary American society. The course employs social and cultural history, as well as the more traditional political and economic approaches.

IAI: S2 901.

(3 lec/0 lab) ***3 sem hrs***

HIS 125 American Culture: Colonial Period to the Present

This examination of American history reviews the formation of American culture from the Colonial period to the present and the interaction of American peoples with global communities with special emphasis on the topics of class, gender, race and ethnicity. The course also focuses on religion, environmental, philosophical, scientific and other social experiences that have shaped American peoples.

IAI: H2 904.

(3 lec/0 lab) ***3 sem hrs***

HIS 205 History of the Middle East

This course surveys the economic, social, cultural and political history of the Middle Eastern peoples and nations from ancient times to the present, paying particular attention to the ways in which Middle Eastern peoples conceived of and organized themselves and their societies, as well as their regional relationships and interactions with the global community.

IAI: S2 918N.

(3 lec/0 lab) ***3 sem hrs***

HIS 215 History of China and Japan

This course surveys the economic, social, cultural and political history of Chinese and Japanese peoples and nations from ancient times to the present, paying particular attention to the ways in which the Chinese and Japanese conceived of and organized themselves and their societies, as well as their regional relationships and interactions with the global community.

IAI: S2 908N.

(3 lec/0 lab) ***3 sem hrs***

HIS 220 History of South Asia

This course surveys the economic, social, cultural and political history of South Asian peoples and nations from ancient times to the present, paying particular attention to the ways in which the South Asian peoples conceived of and organized themselves and their societies, their religions, and their regional relationships and interactions with the global community.

IAI: S2 916N (under IAI review).

(3 lec/0 lab) ***3 sem hrs***

HIS 225 History of Africa

This course surveys the economic, social, cultural and political history of the African peoples and nations from ancient times to the present, paying particular attention to the ways in which African peoples conceived of and organized themselves and their societies, as well as their regional relationships and interactions with the global community.

IAI: S2 906N.

(3 lec/0 lab) ***3 sem hrs***

HIS 235 Latin American History: Pre-Columbian Period to the Present

This introductory course surveys the historical development of Latin America (Caribbean, Mexico, Central and South America) from Pre-Columbian times to the present. The focus is on the different cultural and ethnic groups of these regions and how conquest, trade and revolution have shaped Latin American nations. Attention is also given to the history of United States-Latin American relations and the history of Latinos in the U.S.

IAI: S2 910N.

(3 lec/0 lab) ***3 sem hrs***

HIS 245 The Rise of Nazi Germany

This course surveys the German political scene from unification in 1871 through the era of Nazism. The role of Germany in World War I and the impact of the Treaty of Versailles on the emergence of the national Socialist German Workers' party (NSDAP - Nazis) are examined. In addition, the background and emergence of Nazi racial policies and the consequences of their strict enforcement are analyzed.

(3 lec/0 lab) ***3 sem hrs***

HIS 290 Historiography and Methodology

This course introduces students to historiography and the philosophy of history, as well as historical methodology including interdisciplinary approaches.

Recommended Prereq: Consent of instructor.

(1 lec/0 lab) ***1 sem hrs***

HIS 296 Special Topics/History

This course offers in-depth exploration of a special topic, issue or trend in the history field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(.5 to 3 lec/0 lab) ***.5 to 3 sem hrs***

Human Services (HSV)

HSV 105 Survey of Human Services
This course is designed to familiarize students with the field of human services. Topics covered include basic communication, interviewing and assessment techniques and diversity issues. Opportunities are provided to visit selected human services agencies/organizations.
(3 lec/0 lab) ***3 sem hrs***

HSV 110 Group Dynamics
Class discussion, lecture and individual observation are used to familiarize students with the group process. Topics include the various types of groups and the appropriate use of group communication techniques. Group projects and class exercises provide opportunities for students to translate theory into practice.
(3 lec/0 lab) ***3 sem hrs***

HSV 115 Crisis Intervention
This course is designed to familiarize students with a variety of crisis situations and appropriate intervention techniques. Opportunity is provided for students to demonstrate intervention skills in simulated crisis situations.
(3 lec/0 lab) ***3 sem hrs***

HSV 120 Introduction to Substance Abuse
This course provides an overview of the historical and cultural attitudes toward alcohol and drug use, abuse and addiction. It probes the disease concept of addiction and explores the physical, psychological and family impact of the disease. Clinical methods of treatment, early intervention and prevention are introduced. Although designed for addictions counseling students and human services professionals, the course is also suitable for individuals who desire to learn more about addiction.
(3 lec/0 lab) ***3 sem hrs***

HSV 125 Counseling Theories and Strategies
This course is designed to provide students with the most current assessment of the constructs, principles and techniques of major counseling theories. Special emphasis is placed on application to an addicted population.
(3 lec/0 lab) ***3 sem hrs***

HSV 140 Assessment and Treatment of the Dual-Disordered Client
This course explores the special needs of clients that are diagnosed with both a substance abuse disorder and a psychiatric disorder and provides students with an understanding of the complexities of working with this population. For students and practitioners that wish to apply for the Mental Illness/Substance Abuse (MISA) registration offered by the Illinois Alcohol and Other Drug Abuse Professional Counseling Association (IAODAPCA), this course has been designed to cover the training required for the MISA credential.
(4 lec/0 lab) ***4 sem hrs***

HSV 210 Psychopharmacology and the Addictive Process
This course studies the behavioral and cognitive effects of psychoactive drugs - drugs that affect the brain and central nervous system. The psychology and physiology of addictive behavior; the use of drugs in treating psychiatric disorders; and the historical background, pharmacology, psychological and physiological effects, medical uses and toxicity of socially abused drugs are also explored. Differences in the attitudes and behavior patterns of special populations are emphasized.
Recommended Prereq: HSV120 or consent of instructor.
(3 lec/0 lab) ***3 sem hrs***

HSV 220 Addictions Counseling I
This course is one of two devoted to the specific methods and skills used in treating chemically dependent persons and their families. Content includes the characteristics of an addictions counselor, federal and state confidentiality laws, legal and ethical issues of counseling, working with denial, structured assessment techniques, family-focused treatment, working with DUI offenders, and counseling strategies.
Recommended Prereq: HSV120 or consent of instructor.
(3 lec/0 lab) ***3 sem hrs***

HSV 225 Addictions Counseling II
This course is one of two devoted to the specific methods and skills used in treating dependent persons and their families. Content includes selected state and federal regulations and standards; the significance of the family, spirituality and education in counseling abusers; substance abuse and psychiatric conditions; and professional considerations for the addictions counselor.
Recommended Prereq: HSV120 or consent of instructor.
(3 lec/0 lab) ***3 sem hrs***

HSV 230 Human Services Seminar and Field Experience I
This course, designed to provide training and familiarity in a human services setting, combines a supervised field experience with an on-campus seminar. Students meet for three hours each week in a group seminar and spend 250 hours experiencing on-the-job training at a human services agency.
Recommended Prereq: Completion of most courses in the HSV degree and consent of instructor.
(3 lec/20 lab) ***5 sem hrs***

HSV 235 Human Services Seminar and Field Experience II
This course provides a supervised field experience and seminar designed specifically for addictions counseling students. Students spend 250 hours in on-the-job training at an addictions counseling facility and meet in a weekly seminar for group supervision.
Recommended Prereq: HSV220 or HSV225 within the last five years and consent of instructor.
(3 lec/20 lab) ***5 sem hrs***

HSV 240 Human Services Seminar and Field Experience III
This course continues the addictions counseling seminar and field experience. Students spend an additional 250 hours developing skills in on-the-job training, and they attend a weekly seminar for group supervision.
Recommended Prereq: HSV235 and consent of instructor.
(3 lec/20 lab) ***5 sem hrs***

HSV 296 Special Topics for Public/ Social Services
This course offers in-depth exploration of a special topic, issue or trend in the public/social services field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Humanities (HUM)

HUM 101 Survey of the Humanities
This is a broad course which introduces students to a view of their inherited culture through the examination of literature, art, music, architecture, philosophy, drama film and religion. The emphasis is twofold: on cultural history and on the present. Materials are organized in terms of issues and ideas.
IAI: HF 900.
(3 lec/0 lab) ***3 sem hrs***

HUM 102 The Global Village

This general humanities course introduces the student to the literature, art, music, religion and film of several continents of the world. The emphasis is on a worldwide understanding of the humanities.

IAI: HF 904N.

(3 lec/0 lab) ***3 sem hrs***

HUM 201 Modern Culture and the Arts

This course provides experiences in contemporary art forms in literature, music and graphics, and discusses the forces influencing these arts in the 20th and 21st centuries. An investigation of the values of a culture inundated by changing technology is also included.

IAI: HF 903.

(3 lec/0 lab) ***3 sem hrs***

HUM 296 Special Topics/Humanities

This course offers in-depth exploration of a special topic, issue or trend in the humanities field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Independent Study (IND)

IND 200 Independent Study

The independent study course provides students with the opportunity to explore areas of special interest that expand on their classroom studies or develop their knowledge in a particular discipline. Repeatable to a maximum of 4 semester hours; 4 semester hours of the independent study courses (IND200, IND201) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/3 lab) ***1 sem hrs***

IND 201 Independent Study

The independent study course provides students with the opportunity to explore areas of special interest that expand on their classroom studies or develop their knowledge in a particular discipline. Repeatable to a maximum of 8 semester hours; 4 semester hours of the independent study courses (IND200, IND201) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/6 lab) ***2 sem hrs***

Industrial Technology (IDT)

IDT 110 Introduction to Industrial Maintenance

This course introduces students to today's industrial environment, with emphasis on manufacturing and production systems. Basic workplace concepts such as safety and law, measuring techniques, and common manufacturing methods are stressed. Students gain hands-on experience with the tools and equipment commonly used to perform many service or maintenance operations. They are also introduced to automated manufacturing and quality control.

(2 lec/2 lab) ***3 sem hrs***

IDT 115 Motor Controls I

This course covers the typical commercial and industrial uses of motors and motor control circuits. Emphasis is placed on reading and understanding logic and wiring schematics. Students spend lab time wiring control systems, from simple logic circuits to more complicated relay and timer-based motor controls.

Recommended Prereq: ELT101 or concurrent enrollment or HVA100 or consent of instructor.

(2 lec/2 lab) ***3 sem hrs***

IDT 120 Hydraulics

This course introduces students to the field of hydraulics. Students learn the basic laws that govern the generation and transmission of fluid power, the basic components of a hydraulic system, and how those components work to form simple hydraulic circuits. Lab time is spent building and troubleshooting common hydraulic circuits.

(2 lec/2 lab) ***3 sem hrs***

IDT 125 Machine Repair

This course gives students detailed hands-on knowledge of belt/sheaves, bearings, gearing and shaft alignment. Aspects of maintenance and mechanical troubleshooting of mechanical power transfer systems are also covered.

(2 lec/2 lab) ***3 sem hrs***

IDT 130 Manufacturing Processes

This course is a dynamic survey of manufacturing methods and materials employed in the Fox Valley industrial community. Students learn the various methods of product fabrication and the manufacturing processes for sound economic decision making in manufacturing and product design. Topics include the interrelationship among materials, their selection for use in product design and processes, and how to convert these materials into finished components.

IAI: IND 913.

(3 lec/0 lab) ***3 sem hrs***

IDT 132 Machine Tool Basics

This course introduces machine tool safety. Topics also include production capabilities of various machine tools, tooling, work-holding devices, machine procedures, controls and use of standard measuring tools. Components of the fundamentals of quality control procedures and documentation are reviewed. Students machine parts to tolerances of +/- .005" or better as required.

(2 lec/2 lab) ***3 sem hrs***

IDT 134 Metrology

This course is a study of the use of various measuring tools used in the metal working trades. Variable, attribute, mechanical, optical SPC data collection devices, surface plates, and electrical measuring instruments are studied.

(2 lec/0 lab) ***2 sem hrs***

IDT 150 Building Mechanical Systems

This course familiarizes students with typical commercial building plumbing, piping and mechanical systems.

(2 lec/2 lab) ***3 sem hrs***

IDT 160 Introduction to Computer Numerical Control

This course is an introduction to computer numerical control (CNC) machine tools. Topics include an introduction to CNC programming coding, set-up, tooling, operation, trouble shooting, and inspection of piece part as per industry print standards. Students learn the basic principles and applications of numerically controlled equipment and experience the set up and operation of CNC machines. After completing this course, the student should be able to take a CNC program set-up sheet, necessary tooling, and complete a set-up in two to three hours.

Recommended Prereq: CAD102 and IDT132; or consent of instructor.

(3 lec/0 lab) ***3 sem hrs***

IDT 195 Blueprint Reading

This course is designed to provide students with experiences in reading and understanding mechanical drawings, illustrations and diagrams. Students also make sketches and drawings necessary for the communication of facts and ideas.

(2 lec/0 lab) ***2 sem hrs***

IDT 215 Motor Controls II

This course is a continuation of the study into motor controls. Topics include various sensors, semi-conductors, soft-start-stop controllers, variable speed drives and PLCs. Lab time is spent wiring control circuits utilizing the above and programming variable frequency drives for specific purposes.

Recommended Prereq: IDT115 or consent of instructor.

(2 lec/2 lab) ***3 sem hrs***

IDT 218 Strength of Materials

This course is a study of the stresses and deformations in machine parts as a result of dynamic loads and forces. This course requires extensive use of algebraic and trigonometric skills.
Prereq: MTH112 or MTH131.
(3 lec/0 lab) ***3 sem hrs***

IDT 220 Pneumatics

This course provides students with an overview of pneumatic systems. Topics include cylinder sizing, load calculations, system design, maintenance and troubleshooting.
(2 lec/2 lab) ***3 sem hrs***

IDT 230 Commercial Power Distribution and Lighting

This course examines commercial and light industrial electrical power distribution systems and end uses. Topics include lighting circuits, transformers, 3-phase distribution panels, and typical single phase loads along with associated wiring.
Recommended Prereq: IDT115.
(2 lec/2 lab) ***3 sem hrs***

IDT 240 Programmable Controllers

This course deals with the fundamentals of programmable logic controllers, programming basics of PLCs, troubleshooting, maintenance and system interconnections. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply toward a degree or certificate.
Recommended Prereq: IDT215 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

IDT 250 Commercial and Residential Wiring

This course introduces students to basic electrical terminology and principles along with a working knowledge of tools and techniques used in the installation and maintenance of residential/commercial electrical service and distribution. Select portions of the National Electrical Code are studied.
Recommended Prereq: ELT101 or concurrent enrollment.
(2 lec/2 lab) ***3 sem hrs***

IDT 260 Computer-Aided Machining (CAM)

This is a study of the computer-aided manufacturing methodologies used by industry to aid CNC programming of two axis machining for both lathe and mill applications. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD102 and IDT160; or concurrent enrollment.
(2 lec/2 lab) ***3 sem hrs***

IDT 262 Intermediate CAD/CAM

This is a continuation of study in computer-aided manufacturing methodologies used by industries to aid CNC programming of two and one-half and three axis machining for both lathe and mill applications. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD200 and IDT260; or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

IDT 264 Advanced CAD/CAM

This is an advanced study in computer-aided manufacturing methodologies used by industry to aid CNC programming of fourth, fifth and freeform tool paths for the mill applications. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.
Recommended Prereq: IDT262 or consent of instructor.
(1 lec/2 lab) ***2 sem hrs***

IDT 270 Materials of Industry

This course presents an introduction to the types and uses of industrial materials. Topics include the general classifications of materials: ferrous metals, nonferrous metals, powdered metals, polymers, ceramics and composites. Emphasis is placed on the manufacture, properties and applications of these materials in industry. Other topics include forming and joining, corrosion, and failure modes.
Recommended Prereq: CHM100; PHY111; MTH111.
(3 lec/0 lab) ***3 sem hrs***

IDT 280 Quality Management for Industry

This course presents an introduction to quality. The concepts that are covered include total quality management, continuous quality improvement, process improvement, problem solving, strategic quality planning, customer satisfaction, benchmarking, and cost of quality. Other topics include statistical process control and quality information systems.
Recommended Prereq: MTH107 or BUS207; MTH111.
(3 lec/0 lab) ***3 sem hrs***

IDT 290 Industrial Technology Capstone

This capstone course includes field experience and a seminar component. Each student is required to pass a comprehensive examination that measures knowledge and understanding of the core competencies of the courses in the major program requirements. The site supervisor's evaluation of the student's performance, the review of the student's field experience journal, participation in the monthly seminars, and appraisal of the student's elective coursework will provide the basis for faculty to assess the student's integration and application of specialized coursework in the degree.
Prereq: Consent of instructor.
(.5 lec/1 lab) ***1 sem hrs***

IDT 296 Special Topics for Industry

This course offers in-depth exploration of a special topic, issue or trend in the industrial technology field. Topics might include vibration analysis; pump design, troubleshooting and maintenance; failure analysis; industrial lighting systems; and supervision and leadership in the maintenance field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

IDT 297 Industrial Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the industrial technology field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the industrial technology internship courses (IDT297, IDT298, IDT299) may apply to a degree or certificate.
Prereq: All 100-level IDT courses; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

IDT 298 Industrial Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the industrial technology field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 8 semester hours; 6 semester hours from the industrial technology internship courses (IDT297, IDT298, IDT299) may apply to a degree or certificate.
Prereq: All 100-level IDT courses; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

IDT 299 Industrial Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the industrial technology field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 12 semester hours; 6 semester hours from the industrial technology internship courses (IDT297, IDT298, IDT299) may apply to a degree or certificate.
Prereq: All 100-level IDT courses; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Information and Communication Technology (ICT)

ICT 103 Information and Communication Technologies

This course is designed to help students develop the computing and research skills necessary for success in college courses. Students learn how to use digital technology, communications tools and networks to find, access, manage, integrate, evaluate and create information in order to function in contemporary society.
(3 lec/0 lab) ***3 sem hrs***

Information Systems

See Computer Information Systems (CIS), Information and Communication Technology (ICT) and World Wide Web (WEB).

Interdisciplinary Studies (IDS)

IDS 110 Introduction to Women's Studies

This interdisciplinary course places women's experiences at the center of interpretation and analysis to introduce basic concepts and perspectives of feminism and Women's Studies. Focusing on historical and contemporary women's issues, the course examines women's lives with an emphasis on the ways in which gender, sexuality, class, caste, race, ethnicity, age, disability, ability, nation, region and environment interact.
(3 lec/0 lab) ***3 sem hrs***

IDS 210 Peace Studies and Conflict Resolution

This interdisciplinary course provides an introduction to non-violent approaches to personal, national and global conflicts. Students explore historical, philosophical, political, economic and psychological factors that often lead to violence and the non-violent alternatives for a more equitable, just and peaceful world.
(3 lec/0 lab) ***3 sem hrs***

IDS 220 Human Rights and Social Justice

This course focuses on values and human rights that allow people to live with dignity and justice. Students examine areas in which human rights have been, and possibly still are, abused, and study the treaties, declarations, organizations, and laws that have been established to provide people with equality and social justice. Issues covered include racial discrimination, gender equality, rights of people with disabilities, LGBTQ rights, immigration, refugees, torture, prisons, and genocide.
Recommended Prereq: IDS210 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

IDS 296 Special Topics for Interdisciplinary Studies

This course offers in-depth exploration of a special topic, issue or trend in interdisciplinary studies and may integrate two or more disciplines. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

Interpreter Training (ITP)

See also Sign Language (SGN).

ITP 200 Introduction to Interpreting

This course is designed to provide an introduction to the profession of interpreting. The course details the ethical and professional responsibilities of the interpreter, defines the interpreting process, and presents terminology common to the profession.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP210; ITP211; ITP221; ITP231.
(3 lec/0 lab) ***3 sem hrs***

ITP 210 Etymology for Interpreters

This course is designed to increase sign development for interpreters. Emphasis is given to the analysis of word meanings in various contexts, correct fingerspelling, and the correct selection and production of sign equivalents. Students are also introduced to the theory and history of transliterating as well as specific strategies to employ when voice to sign transliterating.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP200; ITP211; ITP221; ITP231.
(3 lec/0 lab) ***3 sem hrs***

ITP 211 Transliterating I

This course is designed to assist students in developing the requisite skills necessary for successful voice to sign transliterating. Coursework focuses on sign productions, fluency, speed, conceptual sign choices, clarity, mouth movements, affect and the incorporation of ASL principles. The course includes a review of basic sign vocabulary and the introduction of additional specialized sign vocabulary.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP200; ITP210; ITP221; ITP231.
(3 lec/0 lab) ***3 sem hrs***

ITP 212 Transliterating II

This course is designed to assist students in developing advanced voice to sign transliterating skills with a focus on expanding technical sign vocabulary and increasing speed and conceptual accuracy. Students are also introduced to the process of technical development and sign standardization.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP222; ITP223; ITP230; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 221 Interpreting I

This course is designed to familiarize students with techniques of consecutive and simultaneous interpreting. It includes a systematic review of basic differences in the grammatical structure and rules of American sign language and spoken English.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP200; ITP210; ITP211; ITP231.
(3 lec/0 lab) ***3 sem hrs***

ITP 222 Topics in Interpreting

The goal of this course is to familiarize students with the role of the interpreter in a wide variety of specialized settings. The course explores the protocol for working with oral and deaf-blind consumers, specialized sign vocabulary for 12-step programs, and techniques for artistic interpreting. The course also promotes the development of both interpreting and transliterating skills through vocabulary expansion in ASL and English.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP223; ITP230; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 223 Interpreting II

This course is designed to provide students with an opportunity to develop more advanced skills in simultaneous interpreting and discourse analysis.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP222; ITP230; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 230 Specialized Areas of Interpreting

This course is an online introduction to the nature, techniques and implications of interpreting in the educational, medical, religious, mental health and legal settings. Students also prepare for the written and performance portions of the national certification evaluation and begin field experience.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP222; ITP223; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 231 Sign to Voice I

Sign to Voice I is designed to assist students in developing the requisite skills for successful sign to voice interpreting. This course focuses on improving receptive skills, developing appropriate ethical/professional behavior and utilizing public speaking techniques. The course provides extensive practice with consecutive and simultaneous voice interpreting.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP200; ITP210; ITP211; ITP221.
(3 lec/0 lab) ***3 sem hrs***

ITP 232 Sign to Voice II

Sign to Voice II is designed to assist students in developing advanced voicing skills. This course focuses on improving concentration and listening, giving feedback on performances, working as a member of a voicing team, and preparing for formal sign to voice interpreting presentations.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP222; ITP223; ITP230.
(3 lec/0 lab) ***3 sem hrs***

ITP 290 The Interpreter as Practitioner

This course is designed to teach students how to apply their sign skills and knowledge of the interpreting role in a variety of real-life situations. As they are completing their field experiences, students are asked to share experiences from their respective sites and formulate responses that reflect appropriate professional conduct and are in accordance with the Registry of Interpreters for the Deaf, Code of Professional Conduct. In addition, students explore the role and responsibilities of the interpreter in three specialized areas: traffic court, a medical office visit and a mental health interview. The protocol for working with a deaf interpreter is also discussed.
Prereq: Program admission; successful completion of all other ITP courses; demonstrated proficiency per the ITP guidelines.
(3 lec/0 lab) ***3 sem hrs***

Japanese (JPN)

JPN 101 Elementary Japanese I

This course presents an introduction to modern Japanese including pronunciation, useful expressions, speech patterns, listening, reading, and writing.
(3 lec/0 lab) ***3 sem hrs***

JPN 102 Elementary Japanese II

This course is a continuation of JPN101 with emphasis on increased accuracy in listening, speaking skills, reading and writing.
Recommended Prereq: JPN101.
(3 lec/0 lab) ***3 sem hrs***

Laboratory Technology (LBT)

LBT 101 Introduction to Laboratory Technology

This course introduces students to possible careers as a laboratory technician and provides hands-on experience working in the laboratory environment. Topics include lab techniques, lab safety and data management. This course incorporates topics to enhance study strategies for optimal achievement in college and the workplace.
Recommended Prereq: CIS110 or AOS110; or concurrent enrollment.
(1 lec/4 lab) ***3 sem hrs***

LBT 221 Applied Microbiology

This course emphasizes laboratory techniques in microbiology and the role of microorganisms in industrial, commercial, or research laboratory settings. Topics include the types and roles of microorganisms in the environment, growth characteristics of microorganisms, control and prevention of microbial growth, and a survey of industrial applications of microbiology including bioproduction, food microbiology, water microbiology, environmental microbiology, quality control, and biotechnology. In the laboratory portion of the course students develop laboratory skills in handling, cultivation, and isolation of microorganisms, control of microbial growth through aseptic techniques as well as physical and chemical control methods, culture media preparation, microscopy, enumeration techniques, and identification methods. This course is not suitable for students majoring in biology or any health profession or clinical or medical lab science.
Recommended Prereq: BIO120 or industrial lab experience.
Prereq: LBT101.
(2 lec/4 lab) ***4 sem hrs***

LBT 251 Introduction to Analytical Chemistry

In this course, students are introduced to analytical techniques including gravimetric, titrametric and electrochemical analysis. Students learn to manipulate data in required calculations, applying statistics when appropriate.
Prereq: LBT101; C or better in CHM100 and CHM101, or CHM121.
(3 lec/3 lab) ***4 sem hrs***

LBT 252 Introduction to Instrumental Analysis

This course introduces students to instrumentation used in laboratory settings. Topics include theory and instrumentation related to spectroscopy and chromatography, use of instruments and interpretation of data.
Prereq: LBT251.
(3 lec/3 lab) ***4 sem hrs***

Legal Interpreting (LGI)

LGI 100 Introduction to Legal Interpreting: English/Spanish

Introduction to Legal Interpreting examines in detail the ethics and professional conduct required of legal interpreters. Students are also provided an overview of the United States judicial system and appropriate modes of interpreting in the legal setting.
(3 lec/0 lab) ***3 sem hrs***

LGI 105 Legal System and Terminology: English/Spanish

Legal System and Terminology examines the United States judicial system including the criminal, juvenile and civil courts; provides extensive practice with specialized legal terminology in both English and Spanish; and reviews the English language skills needed for interpreting including vocabulary, synonyms, antonyms and idioms.
Prereq: Program admission; native or near-native fluency in Spanish and English; English/Spanish assessment.
(3 lec/0 lab) ***3 sem hrs***

LGI 110 Legal Interpreting: Simultaneous, Consecutive and Sight: English/Spanish

Legal Interpreting: Simultaneous, Consecutive and Sight provides the student with structured practice in the three modes of legal interpreting. This class prepares students to successfully meet the performance outcomes of the Consortium for State Court Interpreter Certification.
Prereq: Program admission.
(3 lec/0 lab) ***3 sem hrs***

LGI 120 Introduction to Legal Translation: English/Spanish

This course is an introduction to the translation of legal documents. This course provides exposure to the identification, definition and translation of legal terms in order to convey the intended meaning in the source language.
Recommended Prereq: Native or near-native fluency in English and Spanish.
(3 lec/0 lab) ***3 sem hrs***

LGI 290 Legal Interpreting Seminar and Field Experience: English/Spanish

This course provides a capstone experience for legal interpreting students. It combines 80 hours of on-the-job experience in the legal interpreting setting with two on-campus seminar hours per week. Seminar topics include field experience discussion and problem solving, self-assessment of interpreting abilities, and cultural differences.
Prereq: Program admission; successful completion of all other program courses or concurrent enrollment.
(2 lec/5 lab) ***3 sem hrs***

Library and Information Studies (LIB)

LIB 100 Library as Place

Library as Place exposes students to the dynamic, diverse, and global role of libraries and library staff. The relationship between the library and its community, the major challenges faced by library staff, the impact of technology on libraries, and the importance of library values, ethics, and professionalism are explored.
(3 lec/0 lab) ***3 sem hrs***

LIB 105 Introduction to Technical Services

Introduction to Technical Services presents the principles, practices, and technologies used for acquiring, organizing and maintaining library collections.
(3 lec/0 lab) ***3 sem hrs***

LIB 110 Technology in Libraries

This hands-on course introduces students to the types of software, equipment, and multi-media materials used in libraries. The course reviews current technology, potential applications for the library, and the operation of equipment.
(3 lec/0 lab) ***3 sem hrs***

LIB 115 Public Services

This course surveys library public services, with a focus on the service aspects of circulation, interlibrary loan, reserves, reference and research, and library Web sites. Emphasizing the centrality of public service to library work, students explore the philosophy, policies, and procedures of each service area and discover how individual departmental services intersect in the comprehensive model of library service.
(3 lec/0 lab) ***3 sem hrs***

LIB 120 Reference and Research Strategies

Reference and Research Strategies provides hands-on training in the use of print and Web-based tools to provide quality reference services to the public. Students learn reference interview skills and advanced database-searching skills, as well as how to assess information for quality and match information to a user's need.
(3 lec/0 lab) ***3 sem hrs***

LIB 125 Library Collections and the Community

Exploring the ways that community demographics, preferences, and needs influence the development of library collections, this course addresses such topics as assessing and responding to community expectations; establishing collection development criteria; selecting relevant materials in a variety of media; balancing digital and print formats; confronting censorship and supporting intellectual freedom; and matching library users' interests to appropriate materials.
Recommended Prereq: LIB100.
(3 lec/0 lab) ***3 sem hrs***

LIB 200 Reader's Advisory and Adult Programming

The Reader's Advisory and Adult Programming course focuses on strategies for promoting library adult book and media collections. Students learn how to identify book, music, and film genres; use specialized library resources to match materials to users' interests; and conduct advisory interviews to discover users' preferences. Planning and presenting library programs for adults are also covered.
(2 lec/0 lab) ***2 sem hrs***

LIB 205 Pre-Teens and Teens in the Library

Pre-Teens and Teens in the Library focuses on the developmental stages of adolescence, the unique information needs of pre-teen and teenage library users, and the rewards of working with this age group. Identifying pre-teen and young adult resources and developing programs that encourage young people to feel comfortable in a library are also emphasized.
(2 lec/0 lab) ***2 sem hrs***

LIB 210 The School Library Media Center

This course focuses on the role of the Library Technical Assistant (LTA) in the management of school library/media center programs (preK-12). Students in this class study how an LTA assists in the daily management of the school library media center, with an emphasis on technology, programming, and collection maintenance.
(3 lec/0 lab) ***3 sem hrs***

LIB 240 Seminar of Current Library Issues

This seminar explores the ethical and legal issues related to information use and dissemination in libraries and society. Specifically, some of issues to be discussed are the library profession's stance on intellectual freedom and censorship along with considerations of the ethical and legal theories of information; professional ethics and law; copyright and intellectual property; and security and privacy issues.
(3 lec/0 lab) ***3 sem hrs***

LIB 250 Library Technical Assistant Practicum

In this capstone course, students apply the theory and knowledge of their coursework to the library workplace. The 75-hour supervised practicum provides students with the opportunity to observe library staff at all levels and to participate in the tasks commonly performed by Library Technical Assistants. Throughout the semester, students meet for eight, two-hour seminar sessions to share and evaluate their practicum experiences, integrate learned theory with observed workplace practice, and prepare for the employment search.
Prereq: Consent of Instructor.
(1 lec/5 lab) ***2 sem hrs***

LIB 296 Special Topics in Library and Information Studies

This course offers in-depth exploration of a special topic, issue or trend in the library and information studies field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Management (MGT)

See also Industrial/Organizational Psychology (PSY 245).

MGT 200 Principles of Management

This course introduces management practices and theories with an emphasis on planning, organizing, leading, controlling, and the ethical implications of management practices. A comprehensive perspective on the application of management techniques within all types of organizations is presented.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

MGT 210 Supervisory Management

This course reflects the duties, responsibilities and challenges of effective supervision. Emphasis is placed on human relations skills, communication, leadership, conflict resolution, and employee development and motivation.
(3 lec/0 lab) ***3 sem hrs***

MGT 215 Human Resources Management I

This organizational overview relates to personnel in business. Emphasis is placed on behavioral theory and practical analytical techniques as it relates to job design, performance evaluation techniques, management-labor relations, current employment law, wage and salary administration, training programs, and everyday issues in the workplace.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

MGT 220 Human Resources Management II

This advanced survey of human resources management and personnel administration topics emphasizes recruitment and selection strategies, compensation and reward management, training and development, and labor relations.
Recommended Prereq: BUS100; BUS210; MGT200. Prereq: MGT215.
(3 lec/0 lab) ***3 sem hrs***

Marketing (MKT)

MKT 200 Principles of Marketing

Business free market activities related to the distribution of goods and services are studied with an emphasis on marketing strategy, the marketing mix, pricing, distribution channels, promotion, product development, consumer behavior and global marketing.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

MKT 210 Principles of Selling

The fundamentals and techniques of successful selling include developing the sales personality, the selling cycle, and customer and community relations. Emphasis is placed on creative selling, sales ethics, the organization and the customer.
(3 lec/0 lab) ***3 sem hrs***

MKT 215 Principles of Advertising

This introduction to the theory and mechanics of marketing-related communications places primary emphasis on the role of advertising in integrated marketing communications, environment, promotional strategies, research, planning, media selection, program management and evaluation. Various advertising media are discussed, as well as the creation of a total advertising message. Other topics include consumer behavior, creative strategies and types of media. The student prepares practical marketing applications for various industries.
IAI: MC 912.
(3 lec/0 lab) ***3 sem hrs***

MKT 260 Consumer Behavior

This course seeks to make a connection between customer behavior principles and the elements of marketing strategy. Customers, both in the household and the business market, are examined. Consumer behavior looks at culture demographics, psychographics and other factors that influence decision making.
(3 lec/0 lab) ***3 sem hrs***

Mass Communication (MCM)

MCM 130 Introduction to Mass Communication

Introduction to Mass Communication surveys the nature and impact of media on contemporary society. Areas of emphasis include: mass communication theory and research, ethics and social responsibilities, historical development, communication technologies, business practices, and media regulation and control.
IAI: MC 911.
(3 lec/0 lab) ***3 sem hrs***

MCM 140 Television and Media Production I

Television and Media Production I provides production experiences in multiple-camera studio production and on-location video production and recording. Production responsibilities, studio and control room equipment operation, script and graphics preparation, set design and lighting, and talent/performance techniques, as well as the U.S. system of regulation and control of broadcasting are emphasized.
IAI: MC 916.
(2 lec/2 lab) ***3 sem hrs***

MCM 201 Broadcast Writing

This course focuses on writing broadcast copy and scripts for visual and audio presentations for news and special events. Students learn to research, compose, and edit standard script formats for radio and television, as well as to distinguish between broadcast and print writing styles. Students also learn about ethical considerations in the news, libel laws, effective interview techniques, and interview etiquette.
(3 lec/0 lab) ***3 sem hrs***

MCM 205 Basic Broadcast Announcing

This course provides students with a general knowledge of broadcast announcing principles and techniques. Students are required to create, read and deliver commercials, news, interviews, public service announcements and special events. Emphasis is placed upon developing an appropriate broadcasting style, operating broadcast studio equipment and developing impromptu on-air skills. Additionally, students analyze, edit and deliver broadcast copy.
Prereq: MCM130.
IAI: MC 918.
(2 lec/2 lab) ***3 sem hrs***

MCM 211 Introduction to Radio Production

This course provides learning experiences in audio production techniques and the operation of related equipment and systems. Topics such as basic radio production protocol, terminology, script writing, editing, producing commercial/PSA announcements and newscasting in a studio setting are emphasized.
Prereq: MCM130.
IAI: MC 915.
(2 lec/2 lab) ***3 sem hrs***

MCM 215 Basic News Writing

This course introduces students to the basic elements of clear, concise, accurate and balanced news writing. Students learn the techniques of news gathering, reporting, and interviewing as well as important differences between straight news stories, features, opinion pieces and various other types of news articles. Additionally, the course includes discussion of ethical issues facing the press and laws governing journalists.
IAI: MC 919.
(3 lec/0 lab) ***3 sem hrs***

MCM 221 Basic News Editing

This course introduces students to the principles and techniques of electronic editing, information management and publication design. Editing of body copy, editing of display type for clarity and impact, and editing of news stories and headlines are emphasized.
Recommended Prereq: MCM215.
IAI: MC 920.
(3 lec/0 lab) ***3 sem hrs***

MCM 240 Television and Media Production II

This course provides more advanced multi-camera studio television and media production experience with an emphasis toward live-on-tape/live-broadcast situations. Students assume production roles both in the control room and studio setting. Pre- and post-production, scripting, graphics set design and lighting, system process engineering, and videotape editing skills are also emphasized.
Recommended Prereq: MCM140 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

MCM 243 Film Production

This course provides more advanced field television and film production experience with an emphasis toward single-camera electronic field production (EFP) and electronic news gathering (ENG). Students assume production roles as producers, directors, camera operators, and video editors. Pre- and post- production, scripting, graphics, lighting, legal requirements and non-linear video editing skills are emphasized.
Recommended Prereq: MCM140 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

MCM 245 Mass Media Ethics and Laws

This course examines the legal and judicial systems, governing legislation, and significant historical/contemporary issues that influence various industries and consumers of mass communication. Special emphasis is given to first amendment rights, libel and invasion of privacy, protection of news sources, free press, and copyright legislation and court rulings.
Recommended Prereq: MCM130.
(3 lec/0 lab) ***3 sem hrs***

MCM 280 Mass Communication Capstone: The Business, Media and Careers of TV/ Internet/Radio/Film

This course provides students with a deeper understanding of the broadcasting industries--the business and economic structures, current and developing media technologies of acquisition and transmission and the career opportunities within each. Students also focus on formats, ratings, programming, state/federal regulations, digital transmission and video streaming. Hands-on practical information and skills assist students in the creation of resumes and audition materials.
Recommended Prereq: MCM130 and three of the following MCM production courses: MCM140, MCM221, MCM240, MCM243.
Prereq: Consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

MCM 296 Special Topics/ Mass Communication

This course offers in-depth exploration of a special topic, issue or trend in the mass communication field. Topics might include current events, film genre, specialized film/ television projects, and more in-depth analyses of industry trends. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

MCM 297 Radio/TV/Internet/ Film Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the mass communication field, including various facets of television, film or radio production. The learning objectives are relative to the nature of the business of the site to which the student is assigned or selects. Acquired skills may include: live multi-camera video production, field camera work, graphic design preparation, tape duplications, non-linear audio and video editing, promotions and marketing. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the mass communication internship courses (MCM297, MCM298, MCM299) may apply to the mass communication degree.
Prereq: MCM140; consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

MCM 298 Radio/TV/Internet/ Film Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the mass communication field, including various facets of television, film or radio production. The learning objectives are relative to the nature of the business of the site to which the student is assigned or selects. Acquired skills may include: live multi-camera video production, field camera work, graphic design preparation, tape duplications, non-linear audio and video editing, promotions and marketing. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the mass communication internship courses (MCM297, MCM298, MCM299) may apply to the mass communication degree.
Prereq: MCM140; consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

MCM 299 Radio/TV/ Internet/Film Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the mass communication field, including various facets of television, film or radio production. The learning objectives are relative to the nature of the business of the site to which the student is assigned or selects. Acquired skills may include live multi-camera video production, field camera work, graphic design preparation, tape duplications, non-linear audio and video editing, promotions and marketing. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the mass communication internship courses (MCM297, MCM298, MCM299) may apply to the mass communication degree.
Prereq: MCM140; consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Mathematics (MTH)

NOTE: Placement in mathematics courses is determined by scores on required assessment tests or ACT scores. The geometry requirement may be met by verification of successful completion of high school geometry. To request a review of your high school transcript to verify your ACT scores and geometry completion, email mathplacement@waubonsee.edu.

MTH 050 Basic Mathematical Skills

This course is a review of the structure and applications of arithmetic. Topics covered include numbers, addition, subtraction, multiplication, division, rational numbers, ratios, proportions and percents.
(0 to 3 lec/0 to 6 lab) ***3 sem hrs***

MTH 060 Elementary Algebra

This course in beginning algebra covers algebraic expressions, equations, inequalities, problem solving, graphing, polynomials, factoring, rational expressions and rational equations.
Prereq: C or better in MTH050 or placement by assessment.
(0 to 4 lec/0 to 8 lab) ***4 sem hrs***

MTH 061 Elementary Algebra I

This course in beginning algebra covers algebraic expressions, equations, inequalities, problem solving, graphing, and polynomials.
Prereq: C or better in MTH050 or placement by assessment.
(2 lec/0 lab) ***2 sem hrs***

MTH 062 Elementary Algebra II

This continuation of beginning algebra covers polynomials, factoring, rational expressions, and rational equations.
Prereq: C or better in MTH061.
(2 lec/0 lab) ***2 sem hrs***

MTH 070 Intermediate Algebra

This course in intermediate algebra covers functions, systems of linear equations, inequalities, exponents and radicals, quadratic equations, and exponential and logarithmic functions.
Prereq: C or better in MTH060 or MTH062 or placement by assessment.
(0 to 4 lec/0 to 8 lab) ***4 sem hrs***

MTH 075 Elementary Geometry

This elementary geometry course covers the language of geometry, similarity, congruence, properties of points, lines, triangles, rectangles, parallelograms, squares, trapezoids, other quadrilaterals, circles, volumes, surface areas, spheres, cylinders, cones and other solids.
Prereq: C or better in MTH060 or MTH062 or placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

MTH 101 College Mathematics

This course in mathematics is designed to satisfy the general education requirement at the university level. The emphasis of the course is on understanding logical arguments, doing abstract thinking and solving verbal problems. Topics covered include logical statements and arguments, geometry in problem solving, estimation, approximation, judging reasonableness of answers, problem solving and statistics.
Note: A graphing calculator is strongly recommended for the course; a TI-83 is sufficient.
Prereq: C or better in MTH070 and MTH075; or placement determined by assessment.
IAI: M1 901.
(3 lec/0 lab) ***3 sem hrs***

MTH 102 Applied Practical Math

This course is designed to help students develop mathematical reasoning and real-world problem solving skills. Topics covered include applications of geometry, counting techniques and probability, statistics and graph theory.
Prereq: C or better in MTH070 and MTH075; or placement by assessment.
IAI: M1 904.
(3 lec/0 lab) ***3 sem hrs***

MTH 103 Elementary Technical Mathematics

This course, intended primarily for those students majoring in the technical-vocational areas, includes an elementary review and survey of arithmetical operations, common fractions, fundamentals of algebra, mensuration formulas and geometry.
Prereq: C or better in MTH050 or placement determined by assessment.
(3 lec/0 lab) ***3 sem hrs***

MTH 104 Business Mathematics

Business Mathematics is a comprehensive introduction to the concepts and applications of mathematics to personal and commercial business problems. Basic arithmetic and problem solving techniques used in sales, marketing, banking, finance, accounting, consumer and other business situations are emphasized.
Prereq: C or better in MTH050 or placement determined by assessment.
(3 lec/0 lab) ***3 sem hrs***

MTH 107 Basic Statistics

This course is designed to assist the student in the understanding and use of numerical data. Topics covered include descriptive methods, probability, probability distributions, statistical inference, confidence intervals, tests of hypotheses, and correlation and regression.
Prereq: C or better in MTH070 and MTH075; or placement determined by assessment.
IAI: M1 902.
(3 lec/0 lab) ***3 sem hrs***

MTH 111 College Algebra

This course is designed to provide the student with basic algebraic concepts necessary to continue in other mathematics courses. Topics include: real numbers, complex numbers, solutions of inequalities and equations, coordinate systems, functions, polynomials, rational functions, exponential and logarithmic functions, graphing and transformations of functions, and systems of equations.
Note: This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your counselor.
Prereq: C or better in MTH070 and MTH075; or placement determined by assessment.
(4 lec/0 lab) ***4 sem hrs***

MTH 112 Plane Trigonometry

This course in trigonometry of the plane concentrates on trigonometric functions and their applications. Topics covered include the trigonometric functions, solution of right triangles, radian measure, fundamental identities, angular measure, graphs, logarithms, functions of composite angles, oblique triangles, trigonometric equations, inverse trigonometric functions, and complex numbers, including powers and roots.
Note: This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your counselor.
Prereq: C or better in MTH070 and MTH075; or placement determined by assessment.
(3 lec/0 lab) ***3 sem hrs***

MTH 113 Technical Mathematics

This course introduces algebra, trigonometry and problem-solving techniques as they apply to technical/occupational programs of study and careers. Topics include: algebraic concepts and operations, geometry, functions and graphs, the trigonometric functions, linear equations and determinants, factoring and fractions, quadratic equations, right triangle trigonometry, vectors, exponents and radicals. Significant emphasis is placed on the use of a graphing calculator to master course content and solve applied problems.
Prereq: MTH060 or MTH062 or MTH103 or placement by assessment.
(5 lec/0 lab) ***5 sem hrs***

MTH 131 Calculus With Analytic Geometry I

This first course in calculus and analytic geometry covers inequalities, limits and continuity; definition of derivative, rate of change, slope, derivatives of polynomials, rational and trigonometric functions; chain rule; implicit differentiation, approximation by differentials; higher order derivatives, Rolles Theorem, Mean Value Theorem, applications of derivatives, introduction to antiderivatives and definite integrals, the fundamental theorem of calculus, areas and numerical integration.
Prereq: C or better in MTH111 and MTH112; or placement determined by assessment.
IAI: M1 900-1, MTH 901.
(4 lec/0 lab) ***4 sem hrs***

MTH 132 Calculus With Analytic Geometry II

This second course in calculus and analytic geometry is a continuation of MTH131. Topics covered include exponential and logarithmic functions, calculus of trigonometric functions, volumes and other applications of integration, formal integration techniques, indeterminate forms, L'Hopitals rule, improper integrals, sequences and series, convergence tests, Taylor's formula, Taylor and Maclaurin series.
Prereq: C or better in MTH131.
IAI: M1 900-2, MTH 902.
(4 lec/0 lab) ***4 sem hrs***

MTH 141 Scientific Programming I

This course is designed to provide the student an introduction to the use of computer programming in problem analysis and problem solving by highlighting applications in mathematics and the Fortran language. The course emphasizes the use of Fortran grammar, syntax, control structure, and mathematics applications such as the use of arrays, slope and arc lengths, estimation of models and data types.
Prereq: MTH131 or MTH211.
(3 lec/0 lab) ***3 sem hrs***

MTH 201 Mathematics for Elementary Teachers I

This first course in mathematics for elementary education majors follows the curriculum standards of the National Council of Teachers of Mathematics. Topics include: problem-solving strategies, patterns and sequences, set theory, numeration systems, number theory, and operations with whole numbers, integers, rational numbers, and real numbers. Emphasis is on math content and manipulatives used to teach mathematics in grades K-8.
Prereq: C or better in MTH070 and MTH075, or placement determined by assessment.
(3 lec/0 lab) ***3 sem hrs***

MTH 202 Mathematics for Elementary Teachers II

This second course in mathematics for elementary education majors follows the curriculum standards of the National Council of Teachers of Mathematics. Topics include: probability, statistics, geometry, measurement, and linear equations. Emphasis is on math content and manipulatives used to teach mathematics in grades K-8.
Prereq: C or better in MTH201.
IAI: M1 903.
(3 lec/0 lab) ***3 sem hrs***

MTH 210 Finite Mathematics

This course is intended for students in business, economics, or social and life sciences with applications from these fields. Topics covered include vectors, determinants, matrices, systems of inequalities, linear programming, simplex method, logic and Boolean algebra, sets and counting, probability theory, stochastic processes, Markov processes and the mathematics of finance.
Prereq: C or better in MTH111 or placement determined by assessment.
IAI: M1 906.
(3 lec/0 lab) ***3 sem hrs***

MTH 211 Calculus for Business and Social Science

This course presents an elementary treatment of topics from differential and integral calculus. It is intended primarily for students in the fields of business and social science.
Prereq: C or better in MTH111 or placement determined by assessment.
IAI: M1 900-B.
(3 lec/0 lab) *3 sem hrs*

MTH 233 Calculus With Analytic Geometry III

This third course in calculus and analytic geometry is a continuation of MTH132. Topics include conic sections, plane curves, parametric equations and polar coordinates, vectors, vector functions, multivariate functions, partial derivatives, differentials, directional derivatives, gradients, double and triple integrals, evaluation and applications.
Prereq: C or better in MTH132.
IAI: M1 900-3, MTH 903.
(4 lec/0 lab) ***4 sem hrs***

MTH 236 Introduction to Linear Algebra

This course covers basic concepts and techniques of matrix theory and linear algebra. It includes systems of linear equations, operations with matrices, inverses, determinants, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors. Numerical iterative methods are discussed and formal proof constructions are stressed.
Prereq: C or better in MTH233.
IAI: MTH 911.
(4 lec/0 lab) ***4 sem hrs***

MTH 240 Differential Equations

This course covers linear equations of the first order linear equations with constant coefficients; the general linear equations; variation of parameters; undetermined coefficients; linear independence; the Wronskian; exact equations; separation of variables; applications; solutions of Laplace transforms; solution by power series and partial differential equations.
Prereq: C or better in MTH233.
IAI: MTH 912.
(3 lec/0 lab) ***3 sem hrs***

Medical Assistant (MLA)

MLA 150 Basic Administrative Procedures for the Medical Assistant

A patient-centered approach is used in this course that introduces the student to administrative medical assisting competencies utilized in the health care setting. Students receive CPR and First Aid certification. Students are taught fundamental triage skills, techniques of patient instruction, and basic clerical duties such as maintaining patient records, scheduling appointments and procedures, processing telephone calls, and handling finances for a medical practice.
Recommended Prereq: AOS110 and HIT105; or concurrent enrollment.
(2.5 lec/1 lab) ***3 sem hrs***

MLA 171 Medical Assistant Clinical I

This course is designed to instruct the medical assistant student in the routine clinical procedures of the medical office. Students are taught OSHA regulations and the use of Standard Precautions in the medical office. Proficiency is obtained in taking vital signs, collecting patient information and documentation. The student is taught body positions for examinations, methods of examination and aseptic technique, and are introduced to venipuncture in order to assist the primary health care provider in the medical setting.
Prereq: Program admission; ability to read at the 10th grade level or higher and perform required math skills as determined by assessment testing; BIO260; HIT105 or HIT110.
(1.5 lec/2 lab) ***2.5 sem hrs***

MLA 172 Medical Assistant Clinical II

This course instructs the student in performing the more advanced and invasive procedures that are required of the medical assistant. The student is taught techniques of specimen collection, basic 12-lead electrocardiography (ECG), principles of medication administration, and the proper use and application of assistive devices. This course emphasizes reinforcing basic patient care instruction to encompass all phases of the life cycle and special patient needs.
Prereq: Program admission; MLA210.
(1.5 lec/2 lab) ***2.5 sem hrs***

MLA 210 Laboratory Procedures for the Medical Assistant

This course introduces the student to basic techniques for performing routine laboratory tests done in the medical office. These include phlebotomy skills and the physical, chemical and microscopic examination of urine and blood, as well as understanding the implications of normal and abnormal results. The proper collection, handling and labeling of urine and blood specimens, agglutination and coagulation tests, and an introduction to microbiology are also covered. The student continues to observe all OSHA and bloodborne pathogen standards.
Prereq: Program admission; MLA171.
(2 lec/2 lab) ***3 sem hrs***

MLA 220 Pharmacology for the Medical Assistant

This course examines how drugs are processed and utilized in the body, and medication classification and administration. Therapeutic and adverse effects of drugs are considered. Patient education related to drug therapy is emphasized. A component of mathematics utilizing metric and apothecary systems to calculate the dosage of medications is included.
Prereq: Program admission; HIT105 or HIT110; BIO260 or concurrent enrollment.
(2 lec/0 lab) ***2 sem hrs***

MLA 230 Medical Law and Ethics

This course addresses medical ethics, moral principles, state health care provider practice acts, legal responsibilities, liability, HIPAA regulations and civic duties of the health care professional.
(1 lec/0 lab) ***1 sem hrs***

MLA 298 Medical Assistant Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the medical assistant field. It provides students with 160 hours of on-site experience in the role of medical assistant. Students are assigned to an area physician's office, clinic or outpatient facility to participate in both the administrative and clinical areas of the practice, and observe various health care personnel perform tasks and duties. The student does not receive remuneration or payment for this learning experience. Repeatable to a maximum of 4 semester hours on a space available basis; 2 semester hours may apply to the medical assistant certificate.
Prereq: Program admission; C or better in MLA courses and HIT130; recommendation of instructor.
(.5 lec/9.5 lab) ***2 sem hrs***

Military Science (MSC)

See ROTC Transfer Option in the Career Connections section of this catalog.

MSC 101 Leadership and Personal Development

This course introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as cultural understanding, goal setting, stress management, mental/physical resiliency, and time management relate to leadership, officership, and the Army profession. The focus is on developing a basic knowledge and comprehension of Army leadership dimensions, attributes, and core leader competencies while gaining an understanding of the ROTC program, its purpose in the Army, and its advantages for the student.
(1 lec/2 lab) ***2 sem hrs***

MSC 102 Foundations in Leadership

This course provides an overview of leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback, and using effective writing skills. Students explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, interactive exercises.
(1 lec/2 lab) ***2 sem hrs***

MSC 201 Innovative Tactical Leadership

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced by planning, executing, and assessing team exercises. The focus continues to build on developing knowledge of leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies provide a tangible context for learning the Soldier's Creed and Warrior Ethos.
(1 lec/2 lab) ***2 sem hrs***

MSC 202 Leadership in Changing Environments

This course examines the challenges of leading in complex contemporary operational environments. The cross-cultural dimensions of leadership in a constantly changing world are highlighted and applied to practical Army leadership tasks and situations. As students practice communication and team building skills, case studies offer insight into the importance and practice of teamwork and tactics in real world scenarios.
(1 lec/2 lab) ***2 sem hrs***

Music (MUS)

MUS 100 Music: The Art of Listening

This course enhances the student's understanding and enjoyment of music. By listening to a variety of music such as orchestral, jazz and folk, the student gains insight into the works of composers through periods of musical development. Music of other world cultures is also examined.
Note: This course is not recommended for music majors.
IAI: F1 900.
(3 lec/0 lab) ***3 sem hrs***

MUS 101 Musics of the World

This course provides an introduction to music in various parts of the world, with an emphasis on how music functions within each society. The music and cultures of South America, India, Southeast Asia and China are presented.
IAI: F1 903N.
(3 lec/0 lab) ***3 sem hrs***

MUS 102 Music in America

This course is an overview of America's rich and diverse musical heritage from Colonial times to the present. Jazz, rock, folk and country, as well as music for the concert hall, stage and screen are explored.
IAI: F1 904.
(3 lec/0 lab) ***3 sem hrs***

MUS 105 Opera Appreciation

The study of selected operas from Chicago's Lyric Opera season provides the basis of this introductory course. Students preview and attend operas which are representative of major composers and their styles.
(2 lec/0 lab) ***2 sem hrs***

MUS 110 Careers in Music

This course presents a wide-ranging survey of the careers available in the field of music. Guest speakers who work in music publishing, recording, arts management, education, and performance provide students with insights into careers in the profession.
Note: It is recommended that music students enroll their first semester.
(2 lec/0 lab) ***2 sem hrs***

MUS 120 Basic Elements of Music

This introductory course is designed to develop knowledge and understanding of the basic elements of music (sound, rhythm, form, etc.) through the application of these elements in creative work. Students with no prior background are introduced to notation, music reading, scales, chords, and the piano keyboard. Computer-assisted instruction of these elements is also included.
(3 lec/0 lab) ***3 sem hrs***

MUS 121 Theory of Music I

This course presents a study of the technical aspects of music, such as scales, chords, melody, harmony, and notation, and the musical results of their interrelationships. The student gains an understanding of compositional techniques through the analysis of music and individual creative projects. Keyboard skills and ear training are also included.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS120.
(3 lec/2 lab) ***4 sem hrs***

MUS 123 Theory of Music II

This course is a continuation of MUS121, including the application of seventh chords, modulation and compositional form.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS120; MUS 121. Coreq: MUS124.
(3 lec/0 lab) ***3 sem hrs***

MUS 124 Aural Skills II: Developing the Musical Ear

This course is a continuation of aural skills developed in MUS121. Aural identification of intervals, scales, and chord qualities are emphasized, and pitch and rhythm drills are featured to aid in the development of notation skills.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS121.
Coreq: MUS123.
(1 lec/0 lab) ***1 sem hrs***

MUS 150 Vocal Techniques: An Introduction to Singing

This course provides an introduction to the vocal techniques of singing: breathing, phrasing and interpretation. Music for the class is chosen from many styles, ranging from Broadway to art compositions.
(2 lec/0 lab) ***2 sem hrs***

MUS 151 Class Instruction-Piano I

Conducted in the electronic piano lab, this course provides beginning instruction in piano for students with no previous background in music. Students learn music notation, chords and harmonization. Music study includes popular, folk and classical music for beginners.
(2 lec/0 lab) ***2 sem hrs***

MUS 154 Class Guitar I

This course provides beginning guitar instruction focusing on reading chords, chord symbols, musical notation, and playing chord progressions using a variety of guitars and guitar-playing styles.
(2 lec/0 lab) ***2 sem hrs***

MUS 160 Jazz Ensemble

This course focuses on the performance of jazz music composed for the standard 15-17 piece ensemble. Music of the swing, bebop and contemporary periods is performed. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

MUS 161 Jazz Improvisation Combo

This course includes techniques for solo jazz improvisation in a small combo setting. Blues and modal scales, and standard chord progression are studied. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

MUS 162 Rock Music Ensemble

This course, which is a study of the various styles and techniques of rock music from the 1950s to the present through a performance group, is open to all musicians — guitar, percussion, keyboards, horns, singers and any other instruments used in rock music performance. Repeatable to a maximum of four semester hours; four semester hours may apply to a degree or certificate.
Recommended Prereq: Music background.
(0 lec/2 lab) ***1 sem hrs***

MUS 164 Instrumental Ensemble

This course is an instrumental ensemble for chamber music, folk or other special combinations. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Recommended Prereq: Music background.
(0 lec/2 lab) ***1 sem hrs***

MUS 166 Vocal Ensemble: Waubonsee Chorale

The Waubonsee Chorale is a vocal ensemble of approximately 30 male and female singers. The group explores the lively art of small ensemble singing through performances of selected music, such as madrigals, spirituals and other traditional choral music forms. It is open to all students and community residents. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
(0 lec/3 lab) ***1 sem hrs***

MUS 167 Community Vocal Ensemble: Fox Valley Festival Chorus

The Fox Valley Festival Chorus, an ensemble of approximately 60 singers, performs a variety of vocal music from all periods of music literature. Performances are often in conjunction with orchestras or other instrumental groups. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

MUS 168 Community Instrumental Ensemble: Fox Valley Concert Band

This performing ensemble is designed for community residents and students. Two hours per week are spent playing and rehearsing concert band literature from all periods of musical history. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(0 lec/2 lab) ***1 sem hrs***

MUS 169 Community Instrumental Ensemble: American Legion Band

This performing ensemble is designed for community residents and students. Two hours per week are spent playing and rehearsing standard band literature. Rehearsals and performances are with the American Legion Band concert band. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

MUS 170 Electronic Music Ensemble

This performance ensemble utilizes Waubonsee's recording studio facilities and equipment to develop and perform original compositions. Tape recorders, microphones, signal processors and computers are the "instruments" in this ensemble, and experimentation is encouraged. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Recommended Prereq: Music background.
(0 lec/2 lab) ***1 sem hrs***

MUS 171 Percussion Ensemble

In this performance ensemble of 20th century percussion music, individual percussion instruments and techniques are discussed. Traditional and contemporary percussion notation are taught to enable the student to perform assigned parts. Mallet instruments (marimba, vibes, etc.) as well as pitched and nonpitched percussion instruments are used. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Recommended Prereq: Music background.
(0 lec/2 lab) ***1 sem hrs***

MUS 175 All College Steel Band

This entry-level performance ensemble on steel pans performs Caribbean-based musical styles. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.
(1 lec/1 lab) ***1.5 sem hrs***

MUS 176 Waubonsee Community College Performing Steel Band

This advanced performance ensemble on steel pans performs Caribbean-based musical styles. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS175.
(1 lec/1 lab) ***1.5 sem hrs***

MUS 180 Applied: Composition/Arranging

This course provides private instruction in composition individually designed for each student's need. Students concentrate on compositional technique and creative projects commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(1 lec/0 lab) ***1 sem hrs***

MUS 181 Applied: Piano

This course provides private instruction in piano individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Recommended Prereq: One year of piano study or MUS151 or MUS251.
(1 lec/0 lab) ***1 sem hrs***

MUS 182 Applied: Voice

This course provides private instruction in voice individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Recommended Prereq: MUS150.
(1 lec/0 lab) ***1 sem hrs***

MUS 183 Applied: Woodwinds

This course provides private instruction in woodwinds individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(1 lec/0 lab) ***1 sem hrs***

MUS 184 Applied: Brass

This course provides private instruction in brass individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(1 lec/0 lab) ***1 sem hrs***

MUS 185 Applied: String Instruments

This course provides private instruction in string instruments individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Recommended Prereq: MUS154 or MUS254.
(1 lec/0 lab) ***1 sem hrs***

MUS 186 Applied: Organ

This course provides private instruction in organ that is individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
(1 lec/0 lab) ***1 sem hrs***

MUS 187 Applied: Percussion

This course provides private instruction in percussion individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: One semester of percussion study.
(1 lec/0 lab) ***1 sem hrs***

MUS 188 Applied: Audio Production

This course provides private instruction in audio production individually designed for each student's need. Students concentrate on audio recording and Musical Instrument Digital Interface(MIDI)projects commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS121. Prereq: MUS211; MUS213.
(1 lec/0 lab) ***1 sem hrs***

MUS 200 Music Literature: A Historical Survey

This course provides an overview of major composers in music history and their compositions that are included in standard concert repertory. Representative works are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Major works for symphony, opera and piano are surveyed, as well as the experimental trends of the 20th and 21st centuries.
Recommended Prereq: MUS100 or MUS120 or MUS121.
(3 lec/0 lab) ***3 sem hrs***

MUS 210 Music for the Elementary Teacher

This course prepares students who plan to teach at the elementary level with the knowledge, skills and aesthetic awareness to deal comfortably with the art of music in the classroom. It provides basic skills in piano, guitar and other simple classroom instruments used in accompanying children in musical activities. A portion of the work stresses music fundamentals. No previous music coursework or experience necessary.
(3 lec/0 lab) ***3 sem hrs***

MUS 211 Introduction to the Recording Studio

This course is designed as an introduction to the tools and techniques used in digital sound production and recording. Topics include digital recording and editing techniques, microphone techniques, audio mixing console operations, basic principles of acoustics and audio signal processing. Students have access to the recording studio for assigned projects.
Recommended Prereq: Familiarity with basic functions of Mac OS.
(3 lec/0 lab) ***3 sem hrs***

MUS 212 Conducting: An Introduction

This is an introductory course in the basic techniques for conducting instrumental and vocal ensembles. Score reading, score analysis and conducting practice experience are also included.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS123.
(2 lec/0 lab) ***2 sem hrs***

MUS 213 Advanced Studio Recording

This course provides creative applications of the concepts and tools acquired in MUS211, including applications using Musical Instrument Digital Interface (MIDI), digital recording, editing, mixdown, sampling, looping software, ReWire and mastering.
Prereq: MUS211.
(3 lec/0 lab) ***3 sem hrs***

MUS 215 Electronics for Audio Production

This course is an introduction to the analysis of circuits and electronics using resistors, capacitors, inductors, diodes and integrated components as they apply to electronics within the music industry.
Note: Knowledge of basic algebra is recommended.
(3 lec/0 lab) ***3 sem hrs***

MUS 221 Theory of Music III

A continuation of MUS123, this course features observations of counterpoint, chromatic harmonies (borrowed chords, augmented sixth chords, and mediants) form and analysis techniques, and the application of compositional techniques.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS123.
Coreq: MUS222.
(3 lec/0 lab) ***3 sem hrs***

MUS 222 Aural Skills III: Developing the Musical Ear

This course is a continuation of MUS124, presenting a study of syncopated rhythmic patterns, intervals, and triads, isolated and in context. Singing of folk songs and selected art songs in treble and bass clefs, as well as ear training correlated with sight singing, are also included.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS124.
Coreq: MUS221.
(1 lec/0 lab) ***1 sem hrs***

MUS 223 Theory of Music IV

This course is a continuation of MUS221, covering 20th and early 21st century techniques. The study of polychords, synthetic scales, new instrumental and notational systems, twelve-tone composition, and influences of non-Western music are included.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS221.
Coreq: MUS224.
(3 lec/0 lab) ***3 sem hrs***

MUS 224 Aural Skills IV: Developing the Musical Ear

This course is a continuation of MUS222 with a focus on the study of advanced rhythmic patterns, continued use of triads, and chords of the seventh and altered chords, isolated and in context. Sight singing of more advanced materials and ear training correlated with sight singing are also covered.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS222.
Coreq: MUS223.
(1 lec/0 lab) ***1 sem hrs***

MUS 251 Class Instruction-Piano II

Continuing the skills taught in MUS151, this course emphasizes more advanced materials in music notation, chords and harmonization. A minimum of 4 hours of practice per week is required.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS151.
(2 lec/0 lab) ***2 sem hrs***

MUS 252 Class Instruction-Piano III

This course provides group piano instruction with an emphasis on developing advanced harmonization techniques, such as extended chords, transposition and accompanying techniques. A survey of appropriate piano literature is also included.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS251.
(2 lec/0 lab) ***2 sem hrs***

MUS 254 Class Guitar II

This course provides intermediate level instruction in guitar and includes chord formation with bar chords, finger picking, accompaniment patterns, and seventh chords.
Recommended Prereq: MUS154 or equivalent.
(2 lec/0 lab) ***2 sem hrs***

MUS 266 Vocal Jazz Lab

Vocal Jazz Lab is an auditioned choral group intended to offer expanded vocal music opportunities. Class sessions consist mainly of auditions, sight-reading and rehearsal of material to prepare as repertoire for performances. Emphasis is placed on musicianship skills such as reading, effective ensemble technique and interpretation of jazz styles. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Coreq: MUS166.
(0 lec/2 lab) ***1 sem hrs***

MUS 280 Applied: Composition/Arranging

This course provides private instruction in composition that is individually designed for each student's need. Students concentrate on compositional techniques and creative projects commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS121.
(2 lec/0 lab) ***2 sem hrs***

MUS 281 Applied: Piano

This course provides private instruction in piano individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: One year of piano study.
(2 lec/0 lab) ***2 sem hrs***

MUS 282 Applied: Voice

This course provides private instruction in voice individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS150.
(2 lec/0 lab) ***2 sem hrs***

MUS 283 Applied: Woodwinds

This course provides private instruction in woodwinds individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(2 lec/0 lab) ***2 sem hrs***

MUS 284 Applied: Brass

This course provides private instruction in brass individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(2 lec/0 lab) ***2 sem hrs***

MUS 285 Applied: String Instruments

This course provides private instruction in string instruments individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS154 or MUS254.
(2 lec/0 lab) ***2 sem hrs***

MUS 286 Applied: Organ

This course provides private instruction in organ individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
(2 lec/0 lab) ***2 sem hrs***

MUS 287 Applied: Percussion

This course provides private instruction in percussion individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: One semester of percussion study.
(2 lec/0 lab) ***2 sem hrs***

MUS 288 Applied: Audio Production

This course provides private instruction in audio production individually designed for each student's need. Students concentrate on audio recording and Musical Instrument Digital Interface (MIDI) projects commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS121. Prereq: MUS211; MUS213.
(2 lec/0 lab) ***2 sem hrs***

MUS 296 Special Topics/Music

This course offers in-depth exploration of a special topic, issue or trend in the music field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

MUS 297 Music Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the music field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the music internship courses (MUS297, MUS298, MUS299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

MUS 298 Music Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the music field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the music internship courses (MUS297, MUS298, MUS299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

MUS 299 Music Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the music field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 hours from the music internship courses (MUS297, MUS298, MUS299) may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Nurse Assistant (NAS)

NAS 101 Basic Nurse Assistant Training

This course, approved by the Illinois Department of Public Health, is designed to prepare persons to function in the role of nurse assistant in a variety of health care settings. Content includes basic nursing procedures, food service, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimers disease and related dementias. Clinical experiences are provided in long-term care facilities.
Note: Due to state attendance requirements, students must register by the first day of class. Included in the fees are: $60 for state competency exam, $25 for state criminal background check and finger print, and $4 for a WCC student name badge. Please note that Waubonsee processes and sponsors this application once at the completion of the course. Students must complete CNA testing in the Center for Learning Assessment for appropriate advising and/or placement into the course. All students enrolled in the course are required by the Illinois Department of Public Health to have a background check prior to clinical experiences. In addition, students must provide evidence of a 2-step test for tuberculosis (TB) prior to the first clinical day. A valid social security number is required at the time of enrollment.
Prereq: Reading assessment; 16 years of age or older.
(4 lec/6 lab) ***7 sem hrs***

Nursing (NUR)

NUR 100 How to Succeed in Nursing

This course is designed to help students transition from prerequisite courses to nursing courses. Emphasis is placed on options in nursing, what to expect in nursing, study skills, how to take nursing tests, and survival. This course should help the success of students in the nursing program. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: Completion of most nursing program prerequisite courses.
(1 lec/0 lab) ***1 sem hrs***

NUR 105 Introduction to Professional Nursing

This course is designed to provide the student with concepts of professional nursing upon which all subsequent nursing courses are built. It focuses on cognitive, psychomotor and communication skills that are basic to client care and that can be utilized by the professional nurse or delegated to assistive personnel. Students achieve mastery of these skills through classroom instruction, laboratory demonstration, peer review and clinical practice in a geriatric setting. Special consideration is given to concepts of geriatric nursing. Laboratory proficiency testing is emphasized.
Prereq: Program admission; C or better in all of the following: PSY100, PSY205, BIO250, BIO270, BIO272, ENG101, ENG102, COM100; current American Heart Association Basic Life Support for Health Care Providers (CPR).
Coreq: NUR106.
(3 lec/6 lab) ***5 sem hrs***

NUR 106 Introduction to Clinical Pharmacology for Nurses

This course is designed for nursing students beginning the study of pharmacology and medication administration. It introduces the thinking process for the safe administration of medication. A comprehensive unit on medication calculations is included. Instructional methods to facilitate the simulated application of content to nursing practice are utilized.
Prereq: Program admission.
Coreq: NUR105; or NUR120 (for advanced placement students).
(1 lec/0 lab) ***1 sem hrs***

NUR 120 Basic Concepts of Nursing

This course continues with basic nursing skills. Use of the nursing process including nursing assessment, basic concepts of pharmacology, therapeutic communication, and fluid and electrolyte balance with a focus on diabetes mellitus are emphasized. Clinical experiences are provided in an acute care facility.
Note: Advanced placement in NUR120 may require concurrent enrollment in NUR106 based on recommendation of the program director.
Prereq: Program admission; C or better in NUR105; nursing math proficiency test.
Coreq: American Heart Association Health Care Provider course; documentation of current immunizations.
(3 lec/6 lab) ***5 sem hrs***

NUR 150 Concepts of Nursing I

This course focuses on the use of the nursing process to meet the needs of patients experiencing stress, respiratory or gastrointestinal conditions, or surgery. Pediatric and geriatric concepts are integrated. Clinical experiences are provided in an acute care facility including the operating and recovery rooms.
Prereq: Program admission; C or better in NUR120.
Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).
(3 lec/6 lab) ***5 sem hrs***

NUR 160 Pharmacology

This course examines how drugs are processed and utilized in the body. A client's reactions to a drug both therapeutically and adversely are considered. Potential drug interactions are explored. Client education related to drug therapy is emphasized.
Recommended Prereq: BIO270 and BIO272; or BIO260.
(2 lec/0 lab) ***2 sem hrs***

NUR 175 Concepts of Mental Health Nursing

This course focuses on adapting the nursing process to the practice of psychiatric-mental health nursing. The learning experience is eclectic and holistic, and explores biological, intellectual, emotional, spiritual and sociocultural dimensions of behavior. The student builds on previously learned skills, especially the therapeutic use of self, while working with other professionals in a multidisciplinary approach within a therapeutic environment. Historical perspectives, psychiatric disorders, psychiatric nursing concepts, nursing interventions, therapies, and community roles and services are stressed. Clinical experiences are provided in a psychiatric facility.
Prereq: Program admission; C or better in NUR150.
Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).
(3 lec/6 lab) ***5 sem hrs***

NUR 205 Concepts of Nursing II

This course is concerned with the individual who is seriously ill. It focuses on the nursing care of persons with genitourinary, hematological, immunological or oncological disorders. It has a special focus on care of persons receiving complex parenteral therapies. Emphasis is placed on assessment, establishing priorities of care, and the organization and utilization of the nursing care plan. Clinical experiences are provided on general medical-surgical units with an emphasis on oncology and renal care.
Prereq: Program admission; C or better in NUR175.
Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).
(3 lec/6 lab) *5 sem hrs*

NUR 220 Nursing Concepts of the Childbearing Family

This course focuses on the nursing care of the childbearing family. The normal and complicated pregnancy and the care of the mother and neonate are studied. Women's health and growth and development of the well child and family are discussed. Clinical experiences are designed to develop the student's assessment, teaching, and nursing skills that promote optimum health and well-being for the childbearing family. Clinical experiences are provided in both acute care and community based settings.
Prereq: Program admission; C or better in NUR205.
Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).
(3 lec/6 lab) ***5 sem hrs***

NUR 250 Concepts of Nursing III

This course is concerned with the adult patient who is seriously ill, including those with endocrine disorders, cardiac disorders, peripheral vascular disorders, acute surgeries and patients requiring intensive care. Emphasis is on assessment, establishing priorities of care, and organization and utilization of the nursing care plan. Pediatric and geriatric concepts are integrated. Clinical experience is provided on the intermediate and/or intensive care units.
Prereq: Program admission; C or better in NUR205.
Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).
(3 lec/6 lab) ***5 sem hrs***

NUR 275 Advanced Concepts of Nursing

This course is designed to assist the student in the transition to the role of graduate nurse. The course focuses on the use of the nursing process in caring for groups of patients. Content includes conditions of the eye and ear, orthopedic, neurologic and emergency nursing, care of the burn patient and other conditions of the integumentary system. Ethical, legal, political and social issues affecting health care are also explored. Clinical experience is provided in a variety of settings.
Prereq: Program admission; C or better in NUR250.
Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).
(2 lec/8 lab) ***5 sem hrs***

NUR 296 Case Studies/Problems for Allied Health

This course offers in-depth exploration of a special topic, issue or trend in the allied health field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semesters hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Patient Care Technician (PCT)

PCT 200 Patient Care Technician

This course is designed to prepare students to function in the role of a patient care technician (PCT) in an acute care setting. Content includes: advanced nursing assistant skills, dietary procedures, respiratory therapy techniques, basic phlebotomy skills and basic cardiac monitoring set-up and techniques.
Prereq: Consent of instructor; Health Care Provider CPR certification.
Recommended Coreq: COM125; HIT105.
(2 lec/2 lab) ***3 sem hrs***

PCT 297 Patient Care Technician Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the patient care technician field. It provides the student with 80 hours of hands-on experience in an acute care setting where the student performs the skills required of a patient care technician (PCT).
Prereq: Consent of instructor; C or better in PCT200; HIT105 or concurrent enrollment; COM125 or concurrent enrollment; American Heart Association Basic Life Support for Health Care Providers; physical examination; proof of current immunizations; completion of two-step tuberculosis skin test; drug screen.
(.5 lec/5 lab) ***1.5 sem hrs***

Personal Development (PDV)

NOTE: A maximum of 4 semester hours of Personal Development (PDV) course credit may be counted toward degree requirements for any associate degree.

PDV 100 College Study Strategies

This course develops and enhances study strategies necessary for optimal achievement in college courses. Students learn to navigate the college environment and to build skills for academic success. Hands-on practice in the application of strategies to content area coursework is emphasized.
(3 lec/0 lab) ***3 sem hrs***

PDV 101 Strategies for Success

This course examines principles that empower students to be successful in college as well as in their personal and professional lives. Concepts studied and applied include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, developing emotional intelligence, and believing in oneself.
(1 lec/0 lab) ***1 sem hrs***

PDV 102 Research Strategies

This course introduces students to research skills that enable them to effectively discover information in a variety of formats, and to categorize, differentiate, examine, question, analyze, organize and share information in their academic, professional and personal lives.

(1 lec/0 lab) ***1 sem hrs***

PDV 110 Leadership Studies

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership.

(3 lec/0 lab) ***3 sem hrs***

PDV 131 Strategies for Career Exploration

This career exploration course is designed to help people make career decisions based on in-depth personal assessment including career interests, personality type and values inventories.

(1 lec/0 lab) ***1 sem hrs***

PDV 136 Employment Strategies

This career course is designed to help students with the job-search process. Students have the opportunity to review career literature and self-assessment techniques, write a resume and practice interviewing skills. Students also have the opportunity to learn and practice job-seeking skills.

(1 lec/0 lab) ***1 sem hrs***

Philosophy (PHL)

PHL 100 Introduction to Philosophy

This course is a study of the recurrent and persistent human principles and philosophical problems pertaining to the validity of knowledge, the nature of truth, the nature of identity, free will and determination, moral values and religious belief systems.

IAI: H4 900.

(3 lec/0 lab) ***3 sem hrs***

PHL 101 Introduction to Logic

This course focuses on the nature of logical inference including both formal and informal reasoning and deductive versus inductive lines of thought. Topics include the use of (simple) symbolic languages to make evident the logical essentials of language and meaning; the essentials of both bad and good arguments; fallacious and nonfallacious reasoning; formal and informal inferences; and the essentials of proof and evidence. This is done through translating ordinary language sentences into their truth-functional form and evaluating the validity of arguments through truth tables and truth trees.

IAI: H4 906.

(3 lec/0 lab) ***3 sem hrs***

PHL 105 Introduction to Ethics

This course introduces topics central to both individual and social ethics by means of a problem-oriented case study approach to ethical reasoning and choice. Students also evaluate ethical theories, such as utilitarianism, virtue ethics, ethical egoism and determinism versus indeterminism.

IAI: H4 904.

(3 lec/0 lab) ***3 sem hrs***

PHL 110 Introduction to Critical Thinking

This course presents the practical uses of critical reasoning in personal and societal situations. Areas of emphasis include: analysis, construction, evaluation and refutation of deductive and inductive arguments; problem solving; dialogue; and debate strategies.

IAI: H4 906.

(3 lec/0 lab) ***3 sem hrs***

PHL 120 Introduction to World Religions

This course is an introduction to the comparative study of the major living religions of the world including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.

IAI: H5 904N.

(3 lec/0 lab) ***3 sem hrs***

PHL 140 Introduction to Aesthetics

This course provides an overview of critical and philosophical examinations of art, artistic creativity and aesthetic experience. It focuses on identifying the concepts that have traditionally been used to identify and evaluate works of art. It addresses such traditional and contemporary issues as: What is art? What is a work of art? How does art differ from craft? How does art differ from technology? How does art differ from propaganda?

(3 lec/0 lab) ***3 sem hrs***

PHL 201 History of Philosophy I

This course introduces both Western and Eastern means of philosophical thinking, starting with its origins in Ancient Greece and ending with the developments of Medieval Philosophy. Emphasis is placed on a textual analysis and understanding of each significant period of philosophical development, the connection between the philosophical theories and their historical developments and their subsequent influence on each other.

IAI: H4 901.

(3 lec/0 lab) ***3 sem hrs***

PHL 202 History of Philosophy II

This course introduces both Western and Eastern means of philosophical thinking, starting with developments in Renaissance and Early Modern period and ending with its 20th century developments. Emphasis is placed on a a textual analysis and understanding of each significant period of philosophical development, the connection between the philosophical theories and their historical developments and their subsequent influence upon each other.

IAI: H4 902.

(3 lec/0 lab) ***3 sem hrs***

PHL 220 Foundational Texts: Old Testament

This course introduces texts and ideas of the Old Testament in their contextual setting. Students examine the primary text and historical events in early Judaism, the religious and political ideas of the Ancient Near East and the social geography of the region.

IAI: H5 901 (under IAI review).

(3 lec/0 lab) ***3 sem hrs***

PHL 230 Foundational Texts: New Testament

This course introduces students to the texts and ideas of the New Testament in their contextual setting. Students examine the primary text and historical events in the period leading to the emergence of the ministry of John the Baptist and Jesus of Nazareth, the religious and political ideas of the Roman Empire as they relate to the Middle East, the ideas of first century Judaism, the ideas of early Christianity and the social geography of the region.

IAI: H5 901 (under IAI review).

(3 lec/0 lab) ***3 sem hrs***

PHL 240 Foundational Texts: Qur'an

This course introduces students to the texts and ideas of the Qur'an in their contextual setting. Students examine the primary text and historical events in the period leading to the emergence of the Prophet Muhammad and early Islam, the religious and political ideas of the Arabian Peninsula, the relationship between the Qur'an and the Old Testament, the relationship between early Islam and institutional Christianity and the social geography of the region.

IAI: H5 901 (under IAI review).

(3 lec/0 lab) ***3 sem hrs***

PHL 296 Special Topics for Philosophy

The course offers in-depth exploration of a special topic, issue or trend in the field of philosophy. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Phlebotomy (PBT)

PBT 105 Theoretical and Clinical Aspects of Phlebotomy

This course prepares the student for the role of phlebotomy technician. Instruction in human structure and function of the peripheral vascular and circulatory systems, specimen collection, specimen processing and handling, and laboratory operations is included. The student is also taught legal and ethical issues related to phlebotomy and specimen collection, infection control and OSHA requirements.
Prereq: Reading assessment.
Recommended Coreq: COM125; HIT105 or HIT110.
(3.5 lec/2 lab) ***4.5 sem hrs***

PBT 297 Phlebotomy Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the phlebotomy field. It provides the student with 120 hours of hands-on experience provided at a site within the community. The student is afforded an opportunity to perform a minimum of 100 successful venipunctures and 25 successful skin punctures, per certification requirements. Repeatable to a maximum of 3 semester hours on a space-available basis; 1.5 semester hours may apply to the phlebotomy certificate.
Prereq: Reading assessment; C or better in PBT105; COM125 or concurrent enrollment; HIT105 or HIT110 or concurrent enrollment; American Heart Association Basic Life Support for Health Care Providers; physical examination; completion of two-step tuberculosis test; proof of current immunization status.
(.5 lec/7.5 lab) ***1.5 sem hrs***

Physical Education (PED)

PED 101 Bowling

This introductory course teaches the fundamentals of bowling, including bowling skills, rules, scoring and strategies. Students participate in a bowling league using handicaps for team selection. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

PED 102 Individual Sports

This course includes instruction in the skills and techniques of individual sports. Participation is emphasized and content includes rules, strategies, fundamentals, scoring and terminology. The sport may vary and in the past has included: rock climbing, sailing, archery, badminton, fencing, skating, table tennis and cross-country skiing. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/1 lab) ***.5 sem hrs***

PED 104 Golf

Designed for both beginning and experienced golfers, this course emphasizes the fundamentals of putting, chipping and swing as well as rules and etiquette. Each student plays one round of golf at the conclusion of the course. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/1 lab) ***.5 sem hrs***

PED 106 Tennis

Designed for the beginning or inexperienced student, this course emphasizes racket and body position for the forehand and backhand strokes, as well as the basic serve, rules and tennis court etiquette. Students may participate in singles and doubles matches.
(0 lec/1 lab) ***.5 sem hrs***

PED 107 Intermediate Tennis

This course is intended for students with a basic knowledge of tennis who desire to improve their court strategies and shot making. The following strokes are practiced: lob, chop, back-spin, top-spin, slice and volley. Students participate in singles and doubles matches. Repeatable to a maximum of 1.5 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Recommended Prereq: PED106.
(0 lec/1 lab) ***.5 sem hrs***

PED 108 Horsemanship I

Intended for the beginning or inexperienced rider, Horsemanship I covers English riding (Saddleseat), grooming, leading, saddling, and bridling.
(0 lec/1 lab) ***.5 sem hrs***

PED 109 Horsemanship II

Horsemanship II provides a more in-depth continuation of skills learned in Horsemanship I. Riders work on diagonals, simple figure work, and horse psychology. Repeatable to a maximum of 1.5 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Prereq: Consent of instructor.
(0 lec/1 lab) ***.5 sem hrs***

PED 110 Soccer

Structured for the experienced soccer player, this course covers the formation, fundamentals and strategies of competitive soccer, as well as the rules and procedures of play. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

PED 111 Volleyball

This course, designed for the experienced player, covers formations and fundamentals of power volleyball. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Recommended Prereq: Volleyball experience.
(0 lec/2 lab) ***1 sem hrs***

PED 112 Coed Volleyball

This course is designed for the beginner or recreational player. Proper techniques of the bump, set and spike are taught as are rules and procedures of play. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/1 lab) ***.5 sem hrs***

PED 113 Baseball I

This course is designed for the intermediate baseball player. Fundamentals of hitting, fielding and pitching are covered. Game strategies are taught with students participating in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

PED 114 Basketball I

This course is designed for the intermediate basketball player. Instruction includes the techniques of shooting, passing, dribbling and rebounding, which are practiced in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Recommended Prereq: Varsity playing experience.
(0 lec/2 lab) ***1 sem hrs***

PED 115 Softball I

This course is designed for the student with intermediate softball experience. Techniques of fielding, hitting, pitching and base running are used in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

PED 116 Karate

Self-defense, competition, ceremonial techniques and costume dress are covered in this course designed for the beginning student of karate. Students also practice punching and blocking. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 118 Personal Defense

This course is designed to help students acquire confidence and the ability to cope with unexpected attacks and emergencies. Self-defense techniques, including methods of preventing attacks, breaking falls and basic throws, are taught. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 119 Wrestling I

This course is designed for the intermediate wrestler. Instruction includes review of basic skills. Emphasis is placed on actual participation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 120 Baseball II

This course is designed for the experienced collegiate baseball player. Advanced techniques of hitting, fielding and pitching are covered. Game strategies are taught with students participating in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED113.

(0 lec/2 lab) ***1 sem hrs***

PED 121 Beginning Swimming

Designed for the adult beginner, this course emphasis personal safety and stroke development. Students must also work toward meeting their personal swimming goals.

(0 lec/2 lab) ***1 sem hrs***

PED 122 Intermediate Swimming

With a continued emphasis on basic strokes and safety skills, this course encourages experienced swimmers to work toward personal swimming goals. Snorkeling, canoeing, synchronized swimming and water fitness activities are also introduced. Repeatable to a maximum of 3 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED121 or the ability to swim 50 feet in deep water.

(0 lec/2 lab) ***1 sem hrs***

PED 124 Basketball II

This course is designed for the experienced collegiate basketball player. Advanced techniques of shooting, passing, dribbling and rebounding are taught and practiced in actual games situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED114.

(0 lec/2 lab) ***1 sem hrs***

PED 125 Softball II

This course is designed for the experienced collegiate softball player. Instruction includes advanced techniques of fielding, hitting, pitching and base running used in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED115.

(0 lec/2 lab) ***1 sem hrs***

PED 129 Wrestling II

This course is designed for the experienced wrestler. Instruction focuses on advanced techniques and skills of wrestling. Emphasis is placed on actual participation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED119.

(0 lec/2 lab) ***1 sem hrs***

PED 130 Contemporary Social Dance

Exploring the meaning of dance in today's world, this course is designed for individuals looking to expand or update their dancing vocabulary to match today's music- fueled dance industry. Students learn the basics behind different modern dance styles/steps including hip-hop/freestyle, old school moves, dances based on song titles, current line dances, and the classics that inspired them all. The class breaks down these moves and finds them built into a variety of mini-routines. No formal dance experience required. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/1 lab) ***.5 sem hrs***

PED 131 Ballroom/ Country Dance Combo

In this lively combination of country western and ballroom dance, students learn to relax and enjoy social dance occasions by practicing the basic moves of the fox trot, waltz and swing. Then get ready to step and stomp through the Texas two-step and country waltz. Techniques of leading and following are emphasized. Wear smooth-soled shoes. Couples are recommended; partners cannot be guaranteed. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/1 lab) ***.5 sem hrs***

PED 134 Zumba Fitness

This course improves an individual's cardiovascular system through participation in aerobic exercise routines set to Latin-infused dance music. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined. Intensity is elevated to a level appropriate to one's training heart rate. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 136 Physical Fitness I

This course is designed for the student desiring to reach and maintain optimal levels of fitness. Cardiovascular endurance and muscular strength are emphasized through work on weight resistance and cardiovascular equipment.

(0 lec/2 lab) ***1 sem hrs***

PED 138 Co-ed Aerobic Exercise

This course is intended to improve an individual's cardiovascular system through aerobic exercise routines set to music. Intensity levels are elevated to a level appropriate to the student's target heart rate. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 140 Physical Fitness II

Designed for the student desiring to reach and maintain optimal levels of fitness, this course emphasizes the development of cardiovascular endurance and muscular strength through work on weight resistance and cardiovascular equipment. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Prereq: PED136.

(0 lec/2 lab) ***1 sem hrs***

PED 141 Jogging and Calisthenics

Designed for the student desiring to improve or maintain cardiovascular fitness, this course combines theory and practice to gain maximum short- and long-term cardiovascular benefits. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 142 Weight Training

This course is designed for either the beginning or experienced weight trainer. The course covers muscle and strength development and includes lifts, body building and Olympic lifts. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) ***1 sem hrs***

PED 144 Advanced Zumba Fitness

This course focuses on improving an individual's overall health and wellness based on variations of cardiovascular training, muscle toning, and brain-to-body coordination. Based heavily in the Latin-infused culture, the contrasting heavy and soft beats paired with the fast and slow rhythms create a dynamic atmosphere that is ideal for challenging the body's adaptive capacity. This advanced level of interval training requires muscle memory, movement recall, and vocabulary recognition in an energy infused environment. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Recommended Prereq: PED134.
(0 lec/2 lab) ***1 sem hrs***

PED 145 Fitness Training

Students learn the factors involved in increasing and decreasing body weight. An exercise program is designed to control body weight and/or to shape contours of the body by using both free weights and machines. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Prereq: PED136.
(0 lec/2 lab) ***1 sem hrs***

PED 146 Yoga

Designed as an introduction to Hatha Yoga, this course focuses on the union of mind, body and breath through asana practice complemented by relaxation and meditation. The techniques shown enhance muscular strength, flexibility, energy, concentration and relaxation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
(0 lec/2 lab) ***1 sem hrs***

PED 147 Intermediate Yoga

This course is designed for students who are looking to deepen their knowledge of yoga through the practices of Asana, Pranayama and Meditation. At the intermediate level, more challenging postures are included. Increasing the duration that these postures are held further develops greater flexibility, strength and relaxation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate
Note: This practice is ideally suited for students who have had some previous Yoga experience.
Recommended Prereq: PED146.
(0 lec/2 lab) ***1 sem hrs***

PED 148 Conditioning

This course is designed as a conditioning program for the student desiring to reach and maintain optimal fitness levels. It meets individual fitness needs while emphasizing the development of muscular strength and endurance, flexibility, and cardiovascular endurance. Students receive pre- and progress fitness tests. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.
Prereq: PED136.
(0 lec/2 lab) ***1 sem hrs***

PED 150 Basic Prevention and Care of Athletic Injuries

Introduction to the responsibilities and duties of an athletic trainer including basic fundamentals and techniques in prevention and care of injuries, injury recognition, emergency care, supportive taping and wrapping, ordering supplies, budgeting, and the general operation of a training room facility.
(2 lec/2 lab) ***3 sem hrs***

PED 200 Introduction to Physical Education

This introduction to the professional field of physical education emphasizes historical backgrounds and philosophies relating to the fields of physical education, recreation and health. Many different areas of physical education are introduced, including: kinesiology, pedagogy, biomechanics, exercise physiology, motor learning, health, fitness, coaching, psychology, sociology and athletic training. Emphasis is placed on physical education as a profession.
(2 lec/0 lab) ***2 sem hrs***

PED 203 Current Issues in Sports

This course examines the interaction between sport and culture, the relevance of sport in modern society, and the social processes which influence sport.
(3 lec/0 lab) ***3 sem hrs***

PED 204 Introduction to Coaching

This introduction to the major aspects of athletic coaching includes: developing a philosophy, different coaching and player personalities, motivation, discipline, communication, self-confidence, team cohesion, outside influences, leadership styles, and cultural and minority issues.
(3 lec/0 lab) ***3 sem hrs***

PED 205 Scientific Basis of Human Activity

This course introduces the student to the different aspects of physical activity - biological, mechanical, and physiological, in addition to the psychological and sociological aspects. Also included is the development of skills required to assess physiological measures.
(3 lec/0 lab) ***3 sem hrs***

PED 211 First Aid and Emergency Care

This course provides consistent guidelines that enable the citizen responder to give appropriate care regardless of the type of emergency, and stresses the basic steps to follow. Upon successful completion of the course, participants may receive the American Red Cross Responding to Emergencies CPR/ AED and First Aid certificates.
(3 lec/0 lab) ***3 sem hrs***

PED 231 Theory and Practice of Basketball

This course covers the techniques for developing competitive basketball skills. Included are the study of basketball rules, strategy and instruction methods for coaching basketball.
(2 lec/0 lab) ***2 sem hrs***

PED 232 Theory and Practice of Baseball

This course includes a study of the techniques involved in developing competitive baseball skills. Topics include rules, strategy and instruction methods.
(2 lec/0 lab) ***2 sem hrs***

PED 233 Theory and Practice of Volleyball

Theory and Practice of Volleyball includes the techniques and strategies of competitive volleyball. Methods of instruction, rules, and offensive and defensive strategies are covered. Limited laboratory participation is included for instruction.
(2 lec/0 lab) ***2 sem hrs***

PED 234 Cardiovascular Fitness

This course is designed to prepare exercise specialists with the knowledge and skills needed to teach the principles of cardiovascular fitness to individuals in order for them to develop and maintain cardiovascular fitness.
Recommended Prereq: BIO260; or BIO270 and BIO272.
(2 lec/0 lab) ***2 sem hrs***

PED 235 Survey of the Sports Organization

This course surveys sports administration and sports business techniques as they pertain to the sport enterprise. Students attain theoretical knowledge and practical skills in preparation for various sport managerial and business careers. Also covered are decision making and planning from the sport manager's perspective and the impact of corporate sponsorship on the sport.
(3 lec/0 lab) ***3 sem hrs***

PED 236 Exercise for Special Populations

This course is designed to prepare exercise specialists to adapt physical education and exercise so that individuals with predisposed conditions can successfully participate in activity and exercise programs. Predisposed conditions include obesity, diabetes, coronary artery disease, hypoglycemia, stroke, peripheral vascular disease, osteoporosis and hypertension.
Recommended Prereq: BIO260; or BIO270 and BIO272.
(3 lec/0 lab) ***3 sem hrs***

PED 237 Principles of Resistance Training

This course is designed to prepare exercise specialists to adapt the principles of resistance training to individuals in order to develop and maintain muscular strength, muscular endurance and muscle mass.
Recommended Prereq: BIO260; or BIO270 and BIO272.
(3 lec/0 lab) ***3 sem hrs***

PED 238 Fitness Assessment and Exercise Programming

This course is designed to prepare exercise specialists with the knowledge and skills needed to assess health status and health behaviors in order to create and update exercise prescriptions. Emphasis is placed on the exercise specialist obtaining as much information as possible about a participant to optimize the benefit-to-risk ratio.
Recommended Prereq: BIO260; or BIO270 and BIO272.
(3 lec/0 lab) ***3 sem hrs***

PED 241 Basketball Officiating

This course includes the analysis and interpretation of the rules of basketball, and basketball officiating principles and techniques. Successful completion prepares the student to take the Illinois High School Association officiating license examination.
(1 lec/2 lab) ***2 sem hrs***

PED 297 Exercise Science Internship I

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the exercise science field. It provides students with 80 hours of on-site exposure to a fitness center and includes observation of personnel and participation in various activities surrounding fitness assessment and exercise prescription. In addition, students spend eight hours in seminar discussing internship experiences. Repeatable to a maximum of 3 semester hours; 1.5 semester hours may apply to the exercise science certificate.
Prereq: Consent of instructor.
(.5 lec/5 lab) ***1.5 sem hrs***

PED 298 Exercise Science Internship II

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the exercise science field. It provides students with 160 hours of on-site experience in the role of a health and wellness instructor at a fitness center and includes observation and performance of the tasks and duties of a fitness center instructor. In addition, students spend eight hours in seminar discussing internship experiences. Repeatable to a maximum of 4 semester hours; 2 semester hours may apply to a degree or certificate.
Prereq: Consent of instructor.
(.5 lec/9.5 lab) ***2 sem hrs***

Physics (PHY)

PHY 103 Concepts of Physics

This brief survey of the principles of physics concentrates on the interpretation of physical phenomena encountered in everyday experiences. It also gives some limited attention to the more abstract realms of atomic and nuclear physics and relativity. This compact, mostly qualitative and conceptual introduction to physics, is intended for students who will not take one of the two-semester physics courses. Note: Students enrolling in PHY103 are not required to enroll in PHY104 (lab). However, those students needing a four semester-hour lab science for transfer purposes may wish to concurrently enroll in PHY103 and PHY104.
IAI: P1 900.
(3 lec/0 lab) ***3 sem hrs***

PHY 104 Concepts of Physics Laboratory

This laboratory course is designed to provide further opportunity for students to observe first-hand many of the physical phenomena described in PHY 103, Concepts of Physics, and to demonstrate and reinforce the concepts and principles developed in that course.
Recommended Coreq: PHY103.
IAI: P1 900L.
(0 lec/2 lab) ***1 sem hrs***

PHY 111 Introduction to Physics I

This introduction to the principles and phenomena of mechanics, thermal physics and wave motion is the first part of a two-semester course in general physics without calculus.
Prereq: C or better in MTH070 or placement determined by assessment.
IAI: P1 900L.
(3 lec/3 lab) ***4 sem hrs***

PHY 112 Introduction to Physics II

This introduction to the principles and phenomena of optics, electricity and magnetism, relativity, and atomic and nuclear physics is the second part of a two-semester course in general physics without calculus.
Prereq: PHY111.
(3 lec/3 lab) ***4 sem hrs***

PHY 221 General Physics I

This introduction to the principles and phenomena of mechanics and thermal physics is the first part of a two-semester course in general physics that uses calculus and is ordinarily required for students pursuing degrees in engineering, physics, chemistry and mathematics.
Prereq: MTH131 or concurrent enrollment.
IAI: P2 900L.
(4 lec/3 lab) ***5 sem hrs***

PHY 222 General Physics II

This introduction to the principles and phenomena of waves, optics, and electricity and magnetismis the second part of a two-semester course in general physics that uses calculus and is ordinarily required for students pursuing degrees in engineering, physics, chemistry and mathematics.
Prereq: MTH132 or concurrent enrollment; PHY221.
(4 lec/3 lab) ***5 sem hrs***

Political Science (PSC)

PSC 100 Introduction to American Government

This course provides an introduction to the structure and operation of American national political institutions and the American political process, including such topics as the principles of democracy U.S. and Illinois Constitutions; the election process; and executive, legislative and judicial processes.
IAI: S5 900.
(3 lec/0 lab) ***3 sem hrs***

PSC 220 Comparative Government

This course compares the political systems of selected Western and non-Western countries. Common governmental problems, the causes of political instability and revolution and techniques of political analysis are explained.
IAI: S5 905.
(3 lec/0 lab) ***3 sem hrs***

PSC 240 State and Local Government

Examining the powers, structures, functions and contemporary problems of state and local governments, this course emphasizes Illinois politics and governmental affairs, as well as local governments in the Chicago metropolitan area.
IAI: S5 902.
(3 lec/0 lab) ***3 sem hrs***

PSC 260 Introduction to International Relations

International Relations introduces students to the basic theories, concepts, knowledge and people of international relations. The course provides some consideration of the determinanats of international relations as well as an analysis of contemporary problems in world politics, examining causes of conflict and potential solutions.

IAI: S5 904.

(3 lec/0 lab) ***3 sem hrs***

PSC 280 Introduction to Political Philosophy

This course offers a survey of the major political philosophers and concepts in the history of political thought, focusing on classical and modern theorists and emphasizing such concepts as justice, equality, power, liberty and rights.

IAI: PLS 913.

(3 lec/0 lab) ***3 sem hrs***

Psychology (PSY)

See also Educational Psychology (EDU 210).

PSY 100 Introduction to Psychology

This course provides a survey of the study of human and animal behavior, emphasizing the scientific methods of contemporary psychological investigation. Topics include an introduction to the biological basis of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior, social behavior and individual differences.

IAI: S6 900.

(3 lec/0 lab) ***3 sem hrs***

PSY 200 Research and Methodology in Psychology

This course provides comprehensive coverage of the basic principles of research methodology in psychology. The following topics are covered: basic statistical analysis, research design, ethical behavior in designing and collecting data, and interpreting and reporting psychological research. Students have the opportunity to collect, interpret and report their own psychological research.

Recommended Prereq: PSY100.

(3 lec/0 lab) ***3 sem hrs***

PSY 205 Life-Span Psychology

This course provides an introduction to current theory and research on the physiological, cognitive, personality and social development of individuals from conception through childhood, adolescence, young adulthood, middle adulthood and older adulthood. Normal development is emphasized; however, special human circumstances are also explored.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 902.

(3 lec/0 lab) ***3 sem hrs***

PSY 215 Adulthood and Aging

This course provides an integration of the theory and research regarding the developmental processes across the adult lifespan. Topics focus on the changes that occur from early adulthood through the last stages of life including: career choice and development; mate selection and marriage; conventional and non-conventional families; theories of adult personality development; mid and late-life transitions; aging; and dying, death and bereavement.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 905.

(3 lec/0 lab) ***3 sem hrs***

PSY 220 Child Psychology

This course introduces the student to the theories and current research on the physical, cognitive, socio-emotional and personality development of the child from the point of conception through childhood.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 903.

(3 lec/0 lab) ***3 sem hrs***

PSY 226 Adolescent Psychology

This course provides an introduction to the development of adolescents, emphasizing the physical and physiological changes and the social and cognitive development that occur during adolescence. Topics include changing relationships with family and peers, identity and value development, sexuality, school experiences and career goals, and adolescent problems and delinquency.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 904.

(3 lec/0 lab) ***3 sem hrs***

PSY 235 Social Psychology

This course provides an examination of the theory and research relating to the social factors that influence individual and group behavior. Attitudes, social perception, social cognition, the establishment of norms, conformity, leadership, group dynamics and research methods are examined, with an emphasis on their effects on the individual.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S8 900.

(3 lec/0 lab) ***3 sem hrs***

PSY 240 Abnormal Psychology

This course presents the body of scientific knowledge in the field of abnormal psychology with emphasis on theoretical explanations, experimental data, assessment and diagnostic procedures, treatment modalities, and the prevention of abnormal behavior.

Recommended Prereq: PSY100.

IAI: PSY 905.

(3 lec/0 lab) ***3 sem hrs***

PSY 245 Industrial/ Organizational Psychology

This course introduces students to the psychological methods and theories that apply to organizational problems. Emphasis is on promoting human welfare for individuals in organizational settings.

Recommended Prereq: PSY100 or consent of instructor.

(3 lec/0 lab) ***3 sem hrs***

PSY 250 Theories of Personality

This course explores how human behavior can be understood through the scientific study of individual differences. Topics include: research methods, assessment techniques, theoretical approaches in personality, and current topics and research in personality.

Recommended Prereq: PSY100 or consent of instructor.

(3 lec/0 lab) ***3 sem hrs***

PSY 296 Special Topics in Psychology

This course offers in-depth exploration of a special topic, issue or trend in the psychology field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Reading (RDG)

NOTE: Placement in reading courses is determined by scores on required assessment tests.

RDG 071 Fundamental Phonics

Fundamental Phonics teaches basic phonics skills. Oral, written and computer activities help students develop the phonics skills necessary to spell and decode words, which leads to more efficient reading and comprehension.

(.5 lec/0 lab) ***.5 sem hrs***

RDG 072 Vocabulary Review

A review of the fundamentals of vocabulary building, this individualized course is designed to present vocabulary systematically in graduated levels of difficulty. Topics covered include idioms, vocabulary building skills, informed language dictionary skills, verb versatility and contextual clues. The course is designed to aid students who have deficiencies in vocabulary.

(3 lec/0 lab) ***3 sem hrs***

RDG 074 Essentials of Reading

Essentials of Reading is an individualized course of study. It includes instruction custom designed to increase the learner's proficiency in the areas of vocabulary development, comprehension and efficiency. The course consists of three elements: assessment, activities which will help the learner develop the competency, and a continuing assessment plan to determine when the competency has been attained satisfactorily.
Prereq: Placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

RDG 075 Developmental Reading

This course is designed to strengthen vocabulary development, reading comprehension and reading efficiency.
Prereq: Placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

RDG 076 Reading Improvement

This course is designed to strengthen vocabulary development, reading comprehension and strategies for reading efficiency.
Prereq: C or better in RDG075 or placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

RDG 110 College Reading

This course provides instruction in developing and/or enhancing comprehension, vocabulary, reading rate strategies and concepts necessary for interacting with advanced reading materials.
Prereq: C or better in RDG076 or placement by assessment.
(3 lec/0 lab) ***3 sem hrs***

Real Estate (REL)

REL 100 Real Estate Broker Pre-License

Required to take for the Illinois Real Estate Broker Licensing Exam, this course introduces real estate principles including agency, career options, client and customer relationships, contracts, employment agreements, financing, local, state and federal laws, real property, marketing, market analysis, and property valuation.
Note: Per state requirements, students must attend a minimum of 75 class hours in Real Estate Broker Pre-License to be eligible to sit for the state broker licensure exam; 100 percent attendance is required.
(5 lec/0 lab) ***5 sem hrs***

REL 105 Real Estate Broker Pre-License: Applied Principles

Required to take the Illinois Real Estate Broker Licensing Exam, this interactive course applies the real estate concepts introduced in REL100 to the practice of real estate agency through the use of case and situational studies, demonstration of common real estate activities, and role play.
Prereq: REL100.
(1 lec/ lab) ***1 sem hrs***

REL 115 Real Estate Broker Post-License

Required during the initial license period to renew the Illinois Real Estate Broker License, this course augments and reinforces licensees' knowledge of agency, client and customer relationships, closings, contracts, conveyances, financing, license law, marketing, real property principles, and risk management.
Note: Real estate license required.
Recommended Prereq: Illinois Real Estate Broker License.
(1 lec/0 lab) ***1 sem hrs***

REL 116 Real Estate Broker Post-License: Applied Principles

Required during the initial license period to renew the Illinois Real Estate Broker License, this interactive course applies the real estate concepts reinforced in REL115 to the practice of real estate agency through the use of case and situational studies, demonstration of common real estate activities, and role play.
Note: Real estate license required.
Recommended Prereq: REL115; Illinois Real Estate Broker License.
(1 lec/0 lab) ***1 sem hrs***

REL 200 Real Estate Managing Broker Pre-License

Required to take Illinois' Real Estate Managing Broker Licensing Exam, this course focuses on broker management topics such as company policies and procedures, disclosure, dispute resolution, escrow, licensing, operations, recruiting, supervision, and other industry issues.
Note: Real estate license required.
Recommended Prereq: Illinois Real Estate Broker License.
(2 lec/0 lab) ***2 sem hrs***

REL 205 Real Estate Managing Broker Pre-License: Applied Management and Supervision

Required to take Illinois' Real Estate Managing Broker Licensing Exam, this interactive course applies principles from REL200 to the management of real estate brokerage activities through the use of case and situational studies, and role play.
Note: Real estate license required.
Recommended Prereq: REL200; Illinois Real Estate Broker License
(1 lec/0 lab) ***1 sem hrs***

REL 260 Residential Real Estate Investing

This course, designed to look at both long and short-term investment strategies, provides an introduction to real estate investment with an emphasis on residential property. Topics include real estate economics, investment principles, distressed properties, and taxation. This course does not fulfill any licensing requirements.
(3 lec/0 lab) ***3 sem hrs***

Renewable Energy Technologies (RET)

RET 110 Photovoltaic Systems I

This introduction to photovoltaic systems includes safety and electrical basics, solar energy fundamentals, and system sizing, design, operation, maintenance, site selection and selecting a system.
(2 lec/2 lab) ***3 sem hrs***

RET 120 Photovoltaic Systems II

Students install and troubleshoot photovoltaic systems and their components, as well as adapt mechanical and electrical designs for system installation in this course. Course objectives align with the North American Board of Certified Energy Practitioners task analysis for solar photovoltaic system installers. Upon successful completion, students are eligible to take the Photovoltaic (PV) Entry Level Certificate of Knowledge exam from the North American Board of Certified Energy Practitioners.
Prereq: RET110.
(2 lec/2 lab) ***3 sem hrs***

RET 130 Introduction to Solar Thermal

This course introduces the basics of solar thermal systems including solar fundamentals, benefits of solar thermal energy, and types of solar water and pool heating systems and their component parts. Course objectives align with the North American Board of Certified Energy Practitioners task analysis for solar water and pool heating system installers.
(2 lec/2 lab) ***3 sem hrs***

RET 135 Advanced Solar Thermal

Students conduct a site assessment, design and size a solar thermal system for varying applications, and determine the permitting and zoning processes for solar thermal installations in this course. Safety, maintenance, and troubleshooting are also covered. Course objectives align with the North American Board of Certified Energy Practitioners task analysis for solar water and pool heating system installers.
Prereq: RET130.
(2 lec/2 lab) ***3 sem hrs***

RET 140 Installing Solar Thermal Systems

Students install solar thermal systems and components for water, pool, and space heating in this course. Course objectives align with the North American Board of Certified Energy Practitioners task analysis for solar water and pool heating system installers.
Prereq: RET135 or concurrent enrollment.
(2 lec/2 lab) ***3 sem hrs***

RET 150 Wind Energy Systems I

This course introduces students to small wind energy systems 100 kW or less, including the component parts and physics behind wind energy technologies. Students conduct a site assessment to determine suitability of a wind energy system. Selection of both on-grid and off-grid systems are covered. Course objectives align with the North American Board of Certified Energy Practitioners task analysis for a small wind energy system installer.
(2 lec/2 lab) ***3 sem hrs***

RET 160 Wind Energy Systems II

This course prepares students to design, install and maintain small wind energy systems 100kW or less and determine the mechanical and electrical designs. Students assemble, install, perform a system checkout, and troubleshoot a small wind energy system including the tower and other components. Course objectives align with the North American Board of Certified Energy Practitioners task analysis for a small wind energy system installer.
Prereq: RET150.
(2 lec/2 lab) ***3 sem hrs***

RET 170 Geothermal Systems

This course introduces the principles of geothermal energy systems for heating and cooling. Students conduct a geothermal site assessment, select a geothermal system, and practice installation techniques.
Recommended Prereq: All 100-level HVA courses and HVA200; or professional experience as a heating, ventilation and air conditioning technician or contractor.
(2 lec/2 lab) ***3 sem hrs***

Sign Language (SGN)

See also Interpreter Training (ITP).

SGN 100 Orientation to Deafness

This course is designed to introduce students to the Deaf Community. Topics include the structure and function of hearing, cochlear implants, language development, history of deaf education programs, legislation and communication barriers.
Prereq: SGN101 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

SGN 101 American Sign Language I

This course is an introduction to American Sign Language (ASL). The course explores ASL sign vocabulary and grammatical structures and also serves as a basic introduction to Deaf Culture.
(3 lec/0 lab) ***3 sem hrs***

SGN 102 American Sign Language II

This course is designed to provide students with skills necessary to communicate in American Sign Language (ASL) at an advanced level. Grammatical structures and cultural principles are emphasized. Students build both receptive and expressive skills.
Prereq: C or better in SGN101.
(3 lec/0 lab) ***3 sem hrs***

SGN 104 Signs in Everyday Use

This course is designed to assist students in expanding their conversational skills in American Sign Language. The course introduces several unique numbering systems and non-manual modifiers as well as advanced fingerspelling and mime techniques.
Prereq: C or better in SGN101 and SGN105, or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

SGN 105 Linguistics of ASL I

This course is designed to introduce students to advanced vocabulary and linguistics of American Sign Language (ASL). The course addresses the development of conversational fluency in American Sign Language. Students are introduced to a series of vernacular signs, which can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.
Prereq: C or better in SGN101 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

SGN 106 Linguistics of ASL II

This course addresses the conversational fluency in American Sign Language (ASL). Focus is on the development of fluency with more advanced sign vocabulary and more complex ASL linguistics. Students are introduced to a series of thematically related signs that can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.
Prereq: C or better in SGN101, SGN104, and SGN105.
Recommended Coreq: SGN108, if interested in the ITP program.
(3 lec/0 lab) ***3 sem hrs***

SGN 108 Conceptually Accurate Signed English

This course provides students with the opportunity to communicate using English syntax with ASL signs and grammatical features. Students receive expanded sign vocabulary, extensive practice with comparative translations, and an introduction to simultaneous voice to sign transliterating.
Prereq: C or better in SGN101, SGN104, and SGN105; C or better in SGN102 and SGN106, or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

SGN 110 Introduction to American Deaf Culture

This course introduces students to American Deaf Culture. The course includes a description of the specific cultural values, norms and traditions as well as criteria for membership. It explores the experiences of deaf individuals throughout the life span.
Recommended Prereq: SGN100. Prereq: SGN101 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

Social Science (SSC)

SSC 110 Cultures and Peoples of Mexico

Focusing on the prehistory and contemporary peoples of Mexico, this course employs interdisciplinary social science methods to examine the racial and ethnic background, past cultures, cultural structures, social structure, political structure and economics of Mexico. The impact of industrialization and urbanization is explored as well as current problems in Mexico.
(2 lec/3 lab) ***3 sem hrs***

SSC 296 Special Topics for Social Science

This course offers in-depth exploration of a special topic, issue or trend in the social sciences field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(.5 to 3 lec/0 lab) ***.5 to 3 sem hrs***

SSC 297 Social Studies Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the social sciences field, including positions related to anthropology, criminal justice, sociology, political science, psychology or history. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the social science internship courses (SSC297, SSC298, SSC299) may apply to any social science or criminal justice degree or certificate.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

SSC 298 Social Studies Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the social sciences field, including positions related to anthropology, criminal justice, sociology political science, psychology or history. One hundred and sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the social science internship courses (SSC297, SSC298, SSC299) may apply to any social science or criminal justice degree or certificate.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

SSC 299 Social Studies Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the social sciences field, including positions related to anthropology, criminal justice, sociology political science, psychology or history. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the social science internship courses (SSC297, SSC298, or SSC299) may apply to any social science or criminal justice degree or certificate.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

Sociology (SOC)

See also Social Psychology (PSY 235).

SOC 100 Introduction to Sociology

Introduction to Sociology includes the study of the major theories and concepts of sociology. Analyses of culture and social structure, socialization and the principles of individual and group interactions, deviance, and social inequalities are addressed. Topics discussed are poverty and social stratification, race, gender and sexualities. Social forces and social movements on population and environment are examined.
IAI: S7 900.
(3 lec/0 lab) ***3 sem hrs***

SOC 120 Racial and Ethnic Relations

Racial and Ethnic Relations analyzes the theoretical explanations of prejudice, discrimination and stratification on racial, religious, and ethnic groups in American society. This course examines the persistence of group identity, impact of group conflict, changes in majority-minority group relations and current trends in racial identity. Government policy and related social problems are discussed.
IAI: S7 903D.
(3 lec/0 lab) ***3 sem hrs***

SOC 130 Sociology of Family

Sociology of Family is the study of the institution of family and the theoretical context of family patterns within society. The impact of changing American demographics and culture on the structure of family in society is emphasized, and the areas of economy, social class, aging, and crises are examined in the social context of family. Sociological study of family focuses on socialization, gender roles, pair bonding and sexuality, marriage, divorce and remarriage, and parenting and childhood.
IAI: S7 902.
(3 lec/0 lab) ***3 sem hrs***

SOC 210 Social Problems

This course offers an introductory survey of the major social problems that are exhibited within contemporary American society. The focus is on the behavior, causes, prevention and/or treatment of such social problems as poverty, crime, drug abuse and addiction, marital conflicts and child rearing, mental illness, racism and sexism.
IAI: S7 901.
(3 lec/0 lab) ***3 sem hrs***

SOC 215 Introduction to Social Work

Introduction to Social Work examines social work within the context of social welfare service and social welfare policies, including historical origins, conceptual framework, and contemporary issues. An overview of practice methods, research considerations, policy issues, and social work values and ethics are studied. Emphasis is on the role of social work with diverse and at-risk groupings in America that face societal challenges.
(3 lec/0 lab) ***3 sem hrs***

SOC 230 Sociology of Sex and Gender

Sociology of Sex and Gender examines the multifaceted complexities between sex and gender using sociological theories. Social construction of gender and its impact on individuals in environments and groups are explored. The gendered individual and social consequences on changing social definitions in family, work, intimate relationships, education, economy, health, communication and violence are discussed.
IAI: S7 904D.
(3 lec/0 lab) ***3 sem hrs***

SOC 240 Sociology of Deviance

Sociology of Deviance examines the sociological study of the causes and control of social deviance and deviant behavior. Emphasis is placed on the major sociological theories of deviance. Special attention is given to individual and group deviance within the context of social deviance. Topics discussed are physical violence, family violence, sexual deviance, self targeted deviance, medicalization of deviance, internet crime, substance use and abuse, and privileged and underprivileged deviance. Stigma of deviant identity among specific groups is analyzed.
(3 lec/0 lab) ***3 sem hrs***

Spanish (SPN)

See also Health Care Interpreting (HCI).

SPN 101 Elementary Spanish I

This course emphasizes the four basic skills (listening, speaking, reading and writing) essential to a communicative approach to language learning. Students learn to interact effectively in a variety of situations. Students also become aware of the importance of effective communication in a culture of those who speak Spanish and their contributions to the world.
(3 lec/0 lab) ***3 sem hrs***

SPN 102 Elementary Spanish II

This continuation of SPN101 is designed to provide students with continued growth and specialization in the four essential skills (listening, speaking, reading and writing). It emphasizes a communicative approach to language learning.
Recommended Prereq: SPN101 or one year of high school Spanish or its equivalent.
(3 lec/0 lab) ***3 sem hrs***

SPN 103 Spanish Grammar and Composition

Designed to help bilingual students interested in the field of interpretation and translation to review their Spanish grammar, this course consists of detailed study and practice emphasizing technical aspects, with a focus on the terminology and rules of formal Spanish grammar. Students are expected to understand parts of speech and verb tenses, describe rules for grammar, and memorize regular and irregular verb forms as they learn and practice general guidelines of how to write a composition. The class is conducted in Spanish.
Recommended Prereq: Native or near-native fluency in Spanish.
(3 lec/0 lab) ***3 sem hrs***

SPN 110 Survival Spanish I

This is a beginning-level course designed for those who wish to communicate with Spanish-speaking people on a regular basis. Emphasis is on vocabulary and grammar rules that are of value when listening to, speaking, reading and writing basic Spanish.
(3 lec/0 lab) ***3 sem hrs***

SPN 111 Survival Spanish II

This continuation of SPN110 is designed for those who wish to converse with and relate to Spanish-speaking persons on a regular basis. Emphasis is on increasing the student's ability and confidence in listening to, speaking, reading and writing Spanish. Focus is on more specific vocabulary and grammar essential for workplace needs.
Recommended Prereq: SPN110 or its equivalent.
(3 lec/0 lab) ***3 sem hrs***

SPN 201 Intermediate Spanish I

This course reviews the language content of the first year of study. It introduces intermediate skills and provides the student with ample practice in interactive conversation, with a special emphasis on the development of oral proficiency and creative composition. Furthermore, it promotes a greater understanding of the Hispanic cultures through the study and discussion of contemporary Spanish and Hispanic American readings.
Recommended Prereq: SPN102 or two years of high school Spanish or its equivalent.
(3 lec/0 lab) ***3 sem hrs***

SPN 202 Intermediate Spanish II

Intermediate Spanish II is designed to provide students with extensive practice in conversation, composition and reading with emphasis on spontaneous language production. It promotes an even greater understanding of the Hispanic cultures through the study and enjoyment of some contemporary Spanish and Hispanic American literature and art. Students communicate both orally and in writing on a variety of selected topics, allowing them to expand and practice their vocabulary, grammatical usage and idiomatic language at a higher level.
Recommended Prereq: SPN201 or three years of high school Spanish or its equivalent.
IAI: H1 900.
(3 lec/0 lab) ***3 sem hrs***

SPN 205 Spanish for Native Speakers

This course introduces native/near native heritage learners to elements of history, authentic literature, culture and writing in order for them to become more proficient in their heritage, culture and language. Students explore the nuances of Spanish in formal and informal contexts that use standard or nonstandard grammar and vocabulary, with emphasis on reading, writing and vocabulary building.
Recommended Prereq: Native or near-native fluency in Spanish.
IAI: H1 900.
(3 lec/0 lab) ***3 sem hrs***

SPN 211 Conversational Spanish

This course provides intermediate-level students with intensive practice in structured and spontaneous conversation in Spanish. Emphasis is on helping the student to become more fluent in responding to spoken Spanish and in initiating conversations with Spanish speakers. Students also learn how to handle vocabulary deficits. Vocabulary targets student needs.
Recommended Prereq: SPN102 or SPN111 or two years of high school Spanish.
(3 lec/0 lab) ***3 sem hrs***

SPN 215 Introduction to Hispanic Literature

Introduction to Hispanic Literature introduces students to selected masterpieces by Hispanic writers from a variety of periods. This course focuses on the further development of the four areas of language learning (reading, speaking, listening, and culture) through readings and class discussion, with an emphasis on written language skills.
Recommended Prereq: SPN202 or near native speaker.
IAI: H3 916.
(3 lec/0 lab) ***3 sem hrs***

SPN 296 Special Topics in Spanish

This course offers in-depth exploration of a special topic, issue or trend as it relates to the Spanish language. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Surgical Technology (SUR)

SUR 100 Principles of Surgical Technology

This course provides an overview of the surgical technology profession and develops concepts and principles required for successful participation as a member of the surgical team. Topics include: role/responsibilities of the surgical technologist, patient needs, legal/ethical issues, the surgical environment, asepsis, OSHA regulations, and basic patient care and safety. The course includes classroom and lab instruction, with observation experiences in the surgical, GI lab, and sterile processing settings.
Prereq: Program admission; BIO250, BIO260, and HIT105; or concurrent enrollment.
Coreq: SUR110.
(2.5 lec/3 lab) ***4 sem hrs***

SUR 110 Surgical Pharmacology

This course introduces principles of intraoperative pharmacology as prepared and delivered by the surgical technologist, with an emphasis on patient safety. Topics include weights and measurements, drug conversion, interpretation of prescriptive orders, drug classification and concepts of anesthesia administration. The legal aspects of medication administration as well as the roles of the surgical technologist, registered nurse and anesthesia team in intraoperative pharmacology are examined.
Prereq: Program admission; BIO250, BIO260, and HIT105; or concurrent enrollment.
Coreq: SUR100.
(2 lec/0 lab) ***2 sem hrs***

SUR 120 Instrumentation and Practices Common to Surgical Procedures

This course orients the student to the clinical environment and provides experience with basic skills necessary to the surgical technologist or perioperative nurse. Topics include: scrub techniques, sterile gowning, gloving and draping, surgical equipment, instruments, sutures, and dressings required for surgeries in various medical fields, processing of instruments and supplies, and environmental sanitation. Clinical experience in the central processing area is included.
Prereq: Program admission; SUR100.
(3 lec/4 lab) ***5 sem hrs***

SUR 150 Health Problems and Surgical Procedures I

An introduction to surgical procedures, incisions, wound closure, operative pathology and common complications as applied to general and specialty surgery is provided to the surgical technology or perioperative nursing student. The course includes a review of anatomy, physiology, pathology, and surgical interventions for procedures in the following areas: general, obstetrical and gynecologic, thoracic, peripheral vascular, otologic, head and neck, and plastic and reconstructive.
Prereq: Program admission; SUR100; SUR110; SUR120.
Coreq: SUR151.
(2 lec/0 lab) ***2 sem hrs***

SUR 151 Surgical Tech Externship I

This course provides students with 240 hours of hands-on clinical experience in the surgical setting for the following surgical procedures: general (lower GI), obstetrical and gynecologic, thoracic, peripheral vascular, otologic, head and neck, and plastic and reconstructive.
Prereq: Program admission; SUR100; SUR110; SUR120.
Coreq: SUR150.
(0 lec/15 lab) ***3 sem hrs***

SUR 200 Health Problems and Surgical Procedures II

An introduction to surgical procedures, incisions, wound closure, operative pathology and common complications as applied to general and specialty surgery is provided to the surgical technology student. The course includes a review of anatomy, physiology, pathology and surgical interventions for procedures in the following areas: general, urologic, orthopaedic, cardiac, neurologic and ophthalmic.
Prereq: Program admission; SUR120; SUR150; SUR151.
Coreq: SUR201; SUR220.
(2 lec/0 lab) ***2 sem hrs***

SUR 201 Surgical Tech Externship II

This course provides students with 240 hours of hands-on clinical experience in the surgical setting for the following surgical procedures: general (upper GI), urologic, orthopaedic, cardiac, neurologic, and ophthalmic.
Prereq: Program admission; SUR150; SUR151. Coreq: SUR200; SUR220.
(0 lec/15 lab) ***3 sem hrs***

SUR 220 Seminar in Surgical Technology

This course serves as the capstone experience for the surgical technology student's entry into the workplace as a technical professional. Current issues in healthcare and clinical practice, career opportunities and career-seeking strategies are discussed. Topics also include professionalism, recognition as a member of the healthcare/surgical team, and certification.
Prereq: Program admission; SUR150; SUR151. Coreq: SUR200; SUR201.
(.5 lec/0 lab) ***.5 sem hrs***

Sustainability (SUS)

SUS 101 Creating Your Sustainable Future

In this course, students think sustainably about the climate crisis, fuel, renewable energy, agriculture, conserving water, poverty and wealth. Students calculate carbon footprints and explore solutions for the future.
(3 lec/0 lab) ***3 sem hrs***

SUS 205 Survey of Environmental Studies – Water

This seminar course addresses the topic of water as a limited resource from a multidisciplinary perspective, including disciplines such as earth science, philosophy, chemistry, biology, economics, business and psychology.
(3 lec/0 lab) ***3 sem hrs***

Theatre (THE)

THE 100 Theatre Appreciation

This course envelops all elements of theatre as an art form: the play, playwright, acting, directing, and the production elements of lighting, set design, costumes, make up, props, sound and theatre management. Students also study the playwrights' lives and their societies.
Recommended Prereq: Literature course(s); Humanities course(s); History course(s).
IAI: F1 907.
(3 lec/0 lab) ***3 sem hrs***

THE 110 The Art of Oral Interpretation

This course examines and explores literature from an oral performance perspective. Literary selections include the short story, poetry, drama and nonfiction. Emphasis is placed on the development of the human voice and the use of bodily movement as instruments to be used by the interpreter of literature. Incorporating the study of social and cultural contexts of literature is a primary part of a pre-performance analysis and complements the oral interpretation.
Recommended Prereq: COM110; THE201; THE202; English Literature course(s).
IAI: TA 916.
(3 lec/0 lab) ***3 sem hrs***

THE 130 Diversity in American Theatre

This course examines American dramas and dramatists that reflect the racial, immigrant and minority experience in the U.S. The study includes an analysis of themes, conflicts and racial/ethnic/minority characterizations in a historical, social and cultural contexts. The course demonstrates how theatre as an art form reflects and comments on society.
Recommended Prereq: Literature course(s); History course(s); Sociology course(s).
IAI: F1 909D.
(3 lec/0 lab) ***3 sem hrs***

THE 201 Fundamentals of Acting I

This course introduces the beginning actor to acting theories that include but are not limited to the methods of Cohen, Grotowski, Meisner, Stanislavski, Brecht, Shurtleft, and Gister. Stage terms, stage movement, character development, improvisation, emory and scene work make up the major content of the course. Emphasis is also given to the development of observation, sense and emotion, memory, focus and concentration.
Recommended Prereq: COM110; THE110.
IAI: TA 914.
(3 lec/0 lab) ***3 sem hrs***

THE 202 Fundamentals of Acting II

This continuation of THE201 is designed for the serious acting student who wishes to pursue acting for performance or for theatre education. Analysis of play text includes intention, scoring and subtext, and tempo. Incorporated in the scene work are techniques for developing contemporary and classical characters for the stage.
Recommended Prereq: COM110; THE110. Prereq: THE201.
(3 lec/0 lab) ***3 sem hrs***

THE 205 Creative Learning Applications

Focusing on the need for creativity in the learning process, this course emphasizes the need for developing the imagination in all types of learning contexts: education, business, community and government. The link between participatory learning and creativity as an effective delivery mode is demonstrated using a variety of theatre and creative dramatic exercises.
Recommended Prereq: Education course(s).
(3 lec/0 lab) ***3 sem hrs***

THE 210 Theatre Practicum

This experiential course offers the student the opportunity to explore all aspects of theatre production both in acting and theatre production. The course also includes participation in a touring children's theatre company. The Children's Theatre component incorporates the essential skills needed for both playwriting and acting for a children's audience.
Recommended Prereq: COM110; ENG228; THE201 or THE202.
(1.5 lec/3 lab) ***3 sem hrs***

THE 220 Musical Theatre Practicum

This is a performance-oriented course designed for the performing arts student who exhibits interest and talent in both acting and voice. Acting/voice workshops, basic movement and choreography, rehearsal, and performance make up the course content. Audition techniques are introduced into the course and include monologue and vocal selection, movement, and audition interview skills. A brief history of the musical theatre genre is also incorporated. Note: Students are required to audition for cast placement.
Recommended Prereq: COM110; THE201 or THE202.
(1.5 lec/3 lab) ***3 sem hrs***

THE 296 Special Topics/Theatre

This course offers in-depth exploration of a special topic, issue or trend in the theatre field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

Therapeutic Massage (TMS)

TMS 100 Introduction to Therapeutic Massage

This course provides students with an introduction to massage therapy techniques and principles. Emphasis is placed on Swedish massage techniques primarily relating to the back, arms and legs. Topics covered include appropriate draping techniques, benefits, contraindications, basic strokes, and elementary anatomy and physiology. Successful completion with a grade of C or better is required prior to admission to the therapeutic massage program.
Prereq: Must be 18 years of age prior to registering.
(.5 lec/1 lab) ***1 sem hrs***

TMS 110 Professional Foundations of Therapeutic Massage

This course exposes the student to major concepts, terminology, and the legal and ethical issues involved in therapeutic massage. Topics include history, contemporary development, professional ethics, scope of practice, and contemporary issues in the profession.
Prereq: Program admission; BIO260; HIT105; TMS100.
Coreq: BIO262; TMS120.
(2 lec/0 lab) ***2 sem hrs***

TMS 120 Massage Techniques I

Basic theory and techniques of massage therapy are reintroduced and expanded on in this beginning course. Course content includes benefits, indications, contraindications, hygiene, sanitation, draping, body mechanics, client interviews, equipment and supplies. Massage techniques combine to culminate in a full body massage.
Prereq: Program admission; BIO260; HIT105; TMS100.
Coreq: BIO262; TMS110.
(2 lec/3 lab) ***3 sem hrs***

TMS 125 Massage Techniques II

This course introduces the massage therapy student to intermediate level therapeutic techniques. Joint movements, body mobilizations, muscle energy techniques, sports massage, stretching and exercise are incorporated in theory and hands-on classes. Contemporary massage and bodywork topics include myofascial techniques, trigger point therapy, reflexology and others.
Prereq: Program admission; BIO262; TMS110; TMS120
Coreq: TMS140.
(2 lec/3 lab) ***3 sem hrs***

TMS 130 Massage Techniques III

This course covers the principles of holistic practice addressing body, mind and spirit. An introduction of aromatherapy, hydrotherapy, herbs, nutrition, stress reduction, meditation and the history of Asian bodywork approaches is presented. This course also includes massage for special populations; types of physical injuries; muscles involved in common injuries; and physical assessment of posture, tissues and range of motion. All of this information is used to plan massage sessions, plan client self-care and give appropriate referrals in a holistic manner. Chair massage is also included in this course, in order to work with special populations.
Prereq: Program admission; TMS125; TMS140.
Coreq: TMS146; TMS164.
(2 lec/4 lab) ***4 sem hrs***

TMS 140 Massage Clinical I

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend sixteen hours in seminar discussing clinical situations, client plans and S.O.A.P. charting, as well as learning the indications and contraindications of massage with regard to common medications.
Prereq: Program admission; BIO262; TMS110; TMS120.
Coreq: TMS125.
(1 lec/2 lab) ***2 sem hrs***

TMS 146 Massage Clinical II

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend 16 hours in seminar discussing clinical situations.
Prereq: Program admission; TMS125; TMS140.
Coreq: TMS130; TMS164.
(1 lec/2 lab) ***2 sem hrs***

TMS 150 Business Practices for Massage Therapists

This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Topics covered include starting a new practice, establishing a bookkeeping system, maintaining client records, and delivering a business plan.
Prereq: Program admission; TMS110.
(3 lec/0 lab) ***3 sem hrs***

TMS 164 Pathology for the Massage Therapist

This course studies how therapeutic massage can affect pathologic conditions of the human body. Beginning with the fundamental concepts of pathology and homeostasis,pathologic conditions of the integumentary system, musculoskeletal system, nervous system, cardiovascular system, lymph and immune system, respiratory system, digestive system, endocrine system, urinary system and reproductive system are covered.
Prereq: BIO260, or BIO270 and BIO272.
(2 lec/2 lab) ***3 sem hrs***

Welding (WLD)

WLD 100 Survey of Welding

This survey course covers the principles and practical application of the major manual and semi-automatic welding and cutting processes. The emphasis of this course is on the proper selection and use of each welding process.
(2 lec/2 lab) ***3 sem hrs***

WLD 101 Blueprint Reading for Welders

This course emphasizes the development of print reading for welders with a focus on the interpretation of drawings, welding symbols and dimensioning standards. Several practical problems and exercises are included.
(3 lec/0 lab) ***3 sem hrs***

WLD 115 Oxy-Fuel Welding and Cutting

The theory and practice of oxy-acetylene welding (OAW) and cutting equipment are featured in this course. Fusion welded and torch brazed jointsare produced in various positions on low carbon steel.
(2 lec/2 lab) ***3 sem hrs***

WLD 120 Shielded Metal Arc Welding I

The theory and practice of SMAW (Shielded Metal Arc Welding- stick) are featured in this course. Process techniques using various types of mild steel electrodes in the four positions are practiced.
(2 lec/2 lab) ***3 sem hrs***

WLD 122 Welding Inspection and Testing

This course introduces the principles and applications of destructive and non-destructive testing and inspection of welds.
Recommended Prereq: WLD120 or consent of instructor.
(2 lec/0 lab) ***2 sem hrs***

WLD 125 Gas Metal Arc and Flux Cored Arc Welding

The theory and practice of GMAW (Gas Metal Arc Welding-MIG) and FCAW (Flux Cored Arc Welding) are featured in this course. Process techniques using mild steel and aluminum in the four positions are practiced. Welds are made using short circuit, spray and pulsed type transfers and aluminum is introduced.
(2 lec/2 lab) ***3 sem hrs***

WLD 130 Gas Tungsten Arc Welding

The theory and practice of GTAW (Gas Tungsten Arc Welding-TIG) are featured in this course. Process techniques using various types of mild steel, stainless steel and aluminum in the four positions are practiced.
(2 lec/2 lab) ***3 sem hrs***

WLD 150 Metallurgy and Heat Treatment

This study in the types and industrial uses of ferrous and nonferrous alloys is designed to study a material's tensile strength, harden ability, impact strength and Rockwell hardness. Non-destructive testing such as zyglo, eddy current, spot check, magna flux and ultrasonic is introduced. Heat treatment ovens and process are also covered. Emphasis is placed on the manufacture, properties and applications of these materials in industry today. Powder metallurgy is also covered.
IAI: IND 912.
(3 lec/0 lab) ***3 sem hrs***

WLD 155 Industrial Safety

A practical approach to industrial safety from the level of the first line supervisor is discussed. OSHA guidelines, the Workmen's Compensation Act and the Toxic Disclosures Act are introduced.
(1 lec/0 lab) ***1 sem hrs***

WLD 200 Fabrication and Weld Design

This course emphasizes skill development in metal fabrication. Layout and welding of steel plate and other structures by prints and plans are practiced.
Recommended Prereq: WLD101.
(2 lec/2 lab) ***3 sem hrs***

WLD 220 Shielded Metal Arc Welding II

The theory and practice of SMAW (Shielded Metal Arc Welding — stick) on V-grooves are featured in this course. V-grooves with and without backing in all four positions are practiced.
Recommended Prereq: WLD120 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

WLD 221 Shielded Metal Arc Welding — Pipe I

The theory and practice of SMAW (Shielded Metal Arc Welding - stick) on pipe are featured in this course. Process techniques using various types of mild steel electrodes in the 1G and 2G positions on pipe are practiced.
Recommended Prereq: WLD220 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

WLD 222 Shielded Metal Arc Welding — Pipe II

The theory and practice of SMAW (Shielded Metal Arc Welding - stick) on pipe are featured in this course. Process techniques using various types of mild steel electrodes in the 5G and 6G positions on pipe are practiced.
Recommended Prereq: WLD221.
(2 lec/2 lab) ***3 sem hrs***

WLD 231 Gas Tungsten Arc Welding — Pipe I

The theory and practice of GTAW (Gas Tungsten Arc Welding - TIG) are featured in this course. Process techniques for mild steel pipe in 1G and 2G are practiced.
Recommended Prereq: WLD130 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

WLD 232 Gas Tungsten Arc Welding — Pipe II

The theory and practice of GTAW (Gas Tungsten Arc Welding - TIG) are featured in this course. Process techniques for mild steel pipe in 5G and 6G are practiced.
Recommended Prereq: WLD231.
(2 lec/2 lab) ***3 sem hrs***

WLD 296 Special Topics/Welding

This course offers in-depth exploration of a special topic, issue or trend in the welding field. Topics may include robotic and plastic welding or welding certification. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

WLD 297 Internship for Welding Technology

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the welding field. Acquired skills may include but are not limited to: welding with various processes, weld inspection/testing, print reading, fabrication, weld design, weld safety, weld metallurgy, manufacturing, layout/fitting, pipe welding and robotic arc welding. Eighty hours are required for 1 credit; a maximum of 3 semester hours can be taken per semester. Repeatable to a maximum of 4 semester hours; 6 semester hours from the welding internship courses (WLD297, WLD298, WLD299) may apply to the welding technology degree.
Prereq: Consent of instructor.
(0 lec/5 lab) ***1 sem hrs***

WLD 298 Internship for Welding Technology

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the welding field. Acquired skills may include but are not limited to: welding with various processes, weld inspection/testing, print reading, fabrication, weld design, weld safety, weld metallurgy, manufacturing, layout/fitting, pipe welding and robotic arc welding. One hundred sixty hours are required for 2 credits; a maximum of 3 semester hours can be taken per semester. Repeatable to a maximum of 6 semester hours; 6 semester hours from the welding internship courses (WLD297, WLD298, WLD299) may apply to the welding technology degree.
Prereq: Consent of instructor.
(0 lec/10 lab) ***2 sem hrs***

WLD 299 Internship for Welding Technology

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the welding field. Acquired skills may include but are not limited to: welding with various processes, weld inspection/testing, print reading, fabrication, weld design, weld safety, weld metallurgy, manufacturing, layout/fitting, pipe welding and robotic arc welding. Two hundred forty hours are required for 3 credits; a maximum of 3 semester hours can be taken per semester. Repeatable to a maximum of 6 semester hours; 6 semester hours from the welding internship courses (WLD297, WLD298, WLD299) may apply to the welding technology degree.
Prereq: Consent of instructor.
(0 lec/15 lab) ***3 sem hrs***

World Wide Web (WEB)

See also Computer Information Systems (CIS) and Information and Communication Technology (ICT).

WEB 110 Web Development With HTML/XHTML

This course is an introduction to the World Wide Web and its authoring environment, Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML). Web design techniques are discussed, analyzed and implemented, along with methods to enhance Web pages using the following features: forms, image maps, multimedia, cascading style sheets, sound and video.

(3 lec/0 lab) ***3 sem hrs***

WEB 205 Emerging Internet and Web Technologies

This course is designed to expose students to new developments in the World Wide Web and the Internet. Topics include Web 2.0, RIA, Ajax, RSS, Ruby, Flex and other new technologies. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110.

(3 lec/0 lab) ***3 sem hrs***

WEB 230 Dreamweaver

Using Dreamweaver, students learn to design, update, maintain and publish fully functional websites. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110.

(2 lec/2 lab) ***3 sem hrs***

WEB 231 Web Authoring/ Animation With Flash

This course introduces how to use, expand and control the graphic content of websites with Flash. Animated graphics, Flash movies and interactivity are utilized in websites. In addition, design techniques are discussed, analyzed and implemented. Browser and server considerations are also covered. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110.

(2 lec/2 lab) ***3 sem hrs***

WEB 250 Advanced Website Design

Students in this course utilize knowledge from prior Web design courses and Web design software programs to design a live and fully functional website that meets current Web standards. Current Web design strategies and topics are discussed and appropriately incorporated into student websites.

Recommended Prereq: WEB110. Prereq: WEB230 or GRD265.

(2 lec/2 lab) ***3 sem hrs***

WAUBONSEE

how to take the first step

Admissions and Registration

2013/2014

Procedures for Admission

Waubonsee Community College has an open-door policy and welcomes all who can benefit from the courses and programs offered. Eligible students include high school graduates or the equivalent (GED), others 18 years of age and older, non-graduates aged 17 who have severed their connection with the high school system, and students younger than 18 years of age who meet established criteria.

To be placed in some programs or curricula, students may need to meet additional requirements as specified by that program and/or the Illinois Public Community College Act.

Admission of Full-Time and/or Degree-Seeking Students

Students in the following categories need to submit a New Student Information Form, obtain proper course placement, and complete an Electronic Registration and Planning (E-RAP) session:

- full time (enrolled in 12 credit hours or more in one semester);
- applying for financial aid;
- seeking a degree or certificate.

See the New Student Information Form at the back of this catalog or online at www.waubonsee.edu/nsif.

While not usually required prior to registering, students may find it valuable to submit official transcripts from their previously attended high school, GED program, or college(s) to Registration and Records for course placement purposes. Waubonsee cannot request these; students must personally complete this request for each school from which they order transcripts.

Students may be placed into courses based on their ACT scores, placement test results or prior coursework. Visit www.waubonsee.edu/placement for more specific criteria and details.

Waubonsee's placement testing measures current skill levels in reading, writing and mathematics. A free online preparation tool is available at www.waubonsee.edu/placement. Self-study materials may be purchased in the college bookstore or by visiting the ACT website at www.compass-test.com.

Once course placement has been obtained, all new full-time and/or degree-seeking students must complete the Electronic Registration and Planning (E-RAP) tutorial.

All students pursuing a transfer degree program must meet the Illinois Board of Higher Education admission standards. Those standards are described in this catalog under "Transfer Degrees Program." Students who do not fully meet these requirements are required to make up any deficiencies during their first year as a full-time student.

New Student Registration and Orientation

All first-time, full-time students are required to complete a specific registration and orientation process. The two major components of this process are E-RAP and New Student Orientation.

E-RAP

New first-time, full-time students must complete an Electronic Registration and Planning (E-RAP) tutorial before registering for courses. The tutorial explains Waubonsee's degree and certificate programs and teaches students how to use the college catalog, credit schedule and test scores to select courses. Students then register and pay for their first semester of courses online.

Students can access E-RAP through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to login.

NEW STUDENT ORIENTATION FOR FULL-TIME AND/OR DEGREE-SEEKING STUDENTS

After completing E-RAP and registering for courses, new full-time students must also register for a New Student Orientation session (NSO 600). The registration process is the same as for any other course, but these sessions are free and do not earn college credit.

New Student Orientation sessions are offered May through August for fall term and January for spring term. To view available dates and times, visit www.waubonsee.edu/schedules. For more information, see "Getting Started at Waubonsee" on page 10 or call Admissions at (630) 466-7900, ext. 5756.

Admission of Part-Time and/or Non-Degree-Seeking Students

Students enrolling in fewer than 12 credit hours per semester and/or not seeking a degree or certificate must complete the New Student Information Form before registering for their first semester of classes. The form can be found at the back of this catalog or online at www.waubonsee.edu/nsif.

Prior to enrolling in English or mathematics courses, students in this category are required to obtain proper course placement based on ACT scores, placement testing results or previous coursework. For details and test preparation tools visit www.waubonsee.edu/placement. Self-study materials may also be purchased in the college bookstore or by visiting the ACT website at www.compass-test.com.

New part-time and/or non-degree-seeking students must register for courses in person or by mail or fax, once they have completed a New Student Information Form. See registration instructions in the current schedule of courses or online at www.waubonsee.edu/register.

Admission of Transfer Students

Reverse transfer students are transferring from another college or university to Waubonsee. These students follow the procedures described earlier for new full-time and/or degree-seeking students. Reverse transfer students should also complete the online Transcript Evaluation Request Form (TERF) at mywcc.waubonsee.edu as soon as Waubonsee receives their official transcripts. Log in with your X-number and password, select the student tab, go to the student forms box and select (TERF). This step needs to be completed before course placement or E-RAP are completed. Transfer grades are not included in computing the grade point average at Waubonsee. Transcripts from non-regionally accredited institutions are individually evaluated. Results will be mailed to the student in approximately four weeks.

Admission of Noncredit Students

Students interested in Community Education or Workforce Development should complete the Noncredit Registration Form, found in each semester's noncredit schedule or online at www.waubonsee.edu/register.

Reclassification of Student Status

A non-degree-seeking student who decides to pursue a degree or certificate or a part-time student who wishes to enroll in 12 or more semester hours must complete the Information Change Form available on mywcc or from Registration and Records. Once the form is completed the student must follow assessment and E-RAP procedures described earlier for new full-time and/or degree-seeking students.

Limited Enrollment Programs

Certain programs at Waubonsee have specific entry requirements as well as limited enrollment capacities. Depending on the number of applicants, enrollment priority for these program courses may be based on district residency, district employment or other contracted instructional agreements. Students who have been granted in-district fees due to district employment or other contractual agreements are not considered district residents.

Honors Program

Waubonsee Community College has offered an academic Honors Program to its most academically successful students for more than 30 years. The Honors Program is designed to recognize academically talented and highly motivated students and to assist the development of independent and creative thinking skills through special honors courses and individual class projects.

PARTICIPATION IN THE HONORS PROGRAM:

- fosters collaborative relationships between students and faculty;
- provides a competitive advantage in college admissions and scholarship applications;
- features a special transcript notation indicating honors courses taken;
- results in Graduation with Honors (special notation to the student's diploma and transcript) if the student completes 15 semester hours of honors classes with an overall GPA of 3.5 in all courses;
- provides consideration for educational expenses.

Students are required to apply for admission to the Honors Program. Students may consider 100 and 200 level coursework for the Honors Program. Courses that are scheduled for less than eight weeks and developmental courses are not eligible.

Criteria for Admission to the Honors Program

Note: Documentation must be provided as proof that criteria have been met.

STUDENTS ENTERING COLLEGE FOR THE FIRST TIME:

- are required to have a high school diploma or its equivalent;
- be in the top 10 percent of their high school graduating class;OR have an ACT score of 27 or higher; OR have an SAT score of 1150 or higher;
- submit a letter of recommendation from an individual who can verify their ability to succeed in an honors program;
- must obtain Honors Committee approval before taking classes for honors credit.

STUDENTS WITH EXISTING COLLEGE CREDIT:

- must have a minimum of 12 college transfer-level hours from Waubonsee or another accredited institution with a minimum GPA of 3.50;
- must verify that this credit has been earned within the last 5 years;
- submit a letter of recommendation from an individual who can verify their ability to succeed in an honors program;
- must obtain Honors Committee approval before taking classes for honors credit.

The goal of the Honors Program is to provide opportunities to broaden and enrich the college experience of intellectually motivated students at Waubonsee Community College. Honors students who do not complete course requirements by the end of the semester are subject to the "I" grade and associated policies. For additional information, contact the Honors Program Office, Bodie Hall, Room 136, or call (630) 466-7900, ext. 2854.

Admission of High School Students

Current high school students who are at least 16 years of age during the term they are registering for will be permitted to enroll in credit courses for which they have met the prerequisites. Students must submit written authorization from their designated high school official noting course(s) to be taken if course(s) will be used to meet high school requirements. See the Dual Credit Registration and Authorization Form online at www.waubonsee.edu. High school students are not eligible to audit courses.

High school students younger than 16 years of age may be admitted to a credit course with the prior approval of the Dean for Enrollment Management. Letters of recommendation, transcripts and an interview are required for first-time students. Placement testing may also be required. Students must be approved no later than the Friday before the semester starts. For more information, contact the office of the Dean for Enrollment Management (see directory).

Students who are pursuing high school level curriculum through home schooling or other means are eligible to enroll based on similar requirements as students enrolled in accredited high schools.

College-level courses are considered to be an enhancement to the high school curriculum. High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. These credits will appear on the student's permanent college transcript regardless of the grade earned.

For questions regarding enrollment of high school students, contact Registration and Records (see directory).

Admission of International Students (I-20)

A person who is a citizen of a country other than the United States and is requesting full-time admission to Waubonsee Community College is considered an international student. Persons requesting international status at Waubonsee for entry or continued stay in the United States must be doing so for educational purposes only. To apply for international student status, this person must:

1. Submit an Application for Status as International Student (I-20/F-1 status). Application packets are available from the Admissions or Counseling office. Applications and all supporting documents must be received by the following deadlines: July 1 for fall semester, Nov. 1 for spring semester and April 1 for summer semester.

2. If the student's native language is NOT English, he/she must take the Test of English as a Foreign Language (TOEFL) and attain a minimum score of 500 (paper-based) or 173 (computer-based) or 61 (Internet-based) on the examination. For information on the test, write TOEFL Services, Educational Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA or visit the TOEFL website at www.toefl.org.

3. Complete the Educational Background forms and submit transcripts from high school and college or the equivalent. If the transcripts are NOT from a United States high school or college, they must be submitted for evaluation at the applicant's expense by an approved credential evaluator. Contact: Educational Credential Evaluators, P.O. Box 514070, Milwaukee, WI 53202-3470 or at the ECE website at: www.ece.org.

4. Present the Immigration and Naturalization Service Affidavit of Support form (I-134). This form must be completed by a resident of the United States. The statement is necessary in recognition of the fact that the college does not provide food, housing, health or transportation services.

The Admissions office or the Graduate/Credentials Analyst will notify the applicant of admission approval or denial after the deadlines listed above. If accepted, the necessary U.S. Immigration and Customs Enforcement (ICE) form (I-20) will be forwarded to the student with instructions for submission and enrollment at the college.

If approved for international student status, a person must observe the following:
- enroll each semester in a minimum of 12 semester hours;
- pay international tuition rates (see Tuition and Fees);
- follow the standard academic and disciplinary policies of the college.

Questions regarding the international status of a student can be referred to Admissions or the Graduate/Credentials Analyst (see directory).

Joint Admission:

Waubonsee and Aurora University
Waubonsee and Northern Illinois University

Waubonsee Community College has entered into joint admissions agreements with Aurora University and Northern Illinois University (NIU). The joint admissions agreements provide a means for students to be simultaneously admitted to Waubonsee and either Aurora University or NIU. These agreements simplify the process of degree completion for students who wish to begin at Waubonsee and continue at Aurora University or NIU.

When jointly admitted, students work with counselors at both Waubonsee and the four-year school to plan courses for maximum transferability. Students can enter Aurora University or NIU after completing the Waubonsee degree without going through any further admissions processes.

To be eligible for joint admissions under these agreements, students must meet all applicable admissions requirements for both Waubonsee and Aurora University or NIU. Students agree in writing to the exchange of admissions and advising information between Waubonsee and the four-year school. The program is open to any eligible student at Waubonsee. For further information and application materials, contact Counseling at Waubonsee (see directory), Aurora University at (630) 844-6535, or Northern Illinois University at (815) 753-0446 and ask for the Transfer Center.

✆ ***See directory inside back cover.***

Auditing a Course

Students who wish to audit a course without receiving credit can contact Registration and Records. Audit registration is not available for skill or performance courses. Students registering for a course for credit have first priority. Auditing students (including senior citizens) pay full tuition and fees, and they must meet the course pre-requisites. See "Tuition and Fees" for details. Students registered for credit have up until midterm of a course to change to audit status. Once the course has started, auditing students cannot change to credit status. High school students are not eligible to audit courses.

Administrative Withdrawal

Waubonsee Community College reserves the right to administratively withdraw those students

- who are not actively attending or pursuing course objectives as established by their instructors,
- who are enrolled in courses not consistent with placement testing and course prerequisites,
- who fail to pay their tuition and fees, or
- who receive sanctions from the Student Conduct Board. Call Student Life for more information (see directory).

Student-Initiated Withdrawal

Students are responsible for officially withdrawing from each course(s) they are no longer attending. A student who withdraws from a credit course after the end of the refund period will receive a withdrawal grade (not used in calculating GPA). Students who fail to properly withdraw from a course may receive a failing grade of F for that course.

The last day to withdraw from a course depends on the course length. See "Important Dates," listed in each semester schedule or online at www.waubonsee.edu.

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and financial aid eligibility. Consult with a counselor prior to withdrawing from a class to determine the best course of action for your individual situation.

Withdrawals and Financial Aid

Federal regulations require students to maintain a minimum completion rate (see Standards of Academic Progress) to retain eligibility. Withdrawing from a course(s) or failure to earn credit hours in a course(s) will lower your completion rate. Withdrawing from all courses or failure to successfully complete all course(s) may require a student to pay back the financial aid he/she may have received. Consultation with a counselor is highly recommended before withdrawing.

- ***Withdrawing from some but not all courses.***
  If the courses remaining in the student's schedule total less than 6 credit hours, the student is not loan eligible. Student loans require a minimum of 6 credit hours at the time of disbursement.
- ***Withdrawing from all courses.***
  This results in a reduction to federal aid eligibility including grants and loans. Federal regulations require that students "earn" their financial aid by attending or participating in class. Waubonsee records attendance at the end of the 100 percent refund period and at mid-term. These attendance records determine the amount of financial aid that has been earned by a student who withdraws from all courses. For example, withdrawing from all courses after mid-term would result in reducing a $1,000 Pell Grant or Direct Loan to approximately $500 (50 percent) because mid-term would have been the last recorded date of attendance. This reduction in financial aid could result in the student owing institutional charges, and, if the withdrawal occurred after the financial aid was disbursed, a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.
- ***Failure to successfully complete courses.***
  Students who do not complete at least one course with a final grade of A,B,C or D are considered unofficial withdrawals. Last dates of attendance are reported by instructors for students whose final grades are Fs or Ws. The last dates of attendance are used to determine the percentage of federal financial aid that has been earned. If the latest date that the student attended is not after the 60 percent point of the term, financial aid will be reduced to equal the percentage earned. For example, if the latest date of attendance reported by an instructor is mid-term, a $1,000 Pell Grant or Direct Loan would be reduced to approximately $500 (50 percent). This reduction in financial aid could result in the student owing institutional charges and a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

Withdrawal Due to Active Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees, applicable to their registration, when called to duty for a period of seven or more consecutive days. To initiate the withdrawal process, eligible students should complete the Tuition Appeal Form, printable from their mywcc portal, and attach a copy of their orders. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service. Additional information on the Withdrawal Due to Active Duty Policy can be found on the website at www.waubonsee.edu/veterans. Questions should be directed to the Financial Aid Office.

WAUBONSEE

an educational value

Tuition and Fees

Tuition and Fees

This section spells out the tuition and fees Waubonsee charges for credit courses. By registering for a credit course, students agree to pay the required tuition and fees for that course. Tuition is charged per semester hour and varies depending upon residency. Tuition rates and fees are subject to change, and students should anticipate increases in tuition and fees as they continue their education at Waubonsee.

Residency

For the purpose of determining fees and tuition, students enrolling at Waubonsee are classified as district students, out-of-district students or out-of-state students.

District Students

To qualify as district students, individuals must reside within the district for at least 30 days immediately prior to the date established by Waubonsee for classes to begin.

Special cases regarding legal residency of students are considered individually. Students may be required to furnish legal evidence proving residency in the district. Contact Registration and Records for more information (see directory).

Students employed by a business in the district for at least 35 hours per week may have out of district fees waived. These cases are considered individually, and students may be required to furnish legal evidence of employment. In these cases, students who are approved to have out of district fees waived are not considered district residents.

Out-of-District Students

Students who reside in Illinois for at least 30 days prior to the date established by the district for classes to begin, but outside of Community College District 516, are considered out-of-district students. Students may be required to furnish legal evidence proving residence.

Out-of-district students who want to attain an occupational degree or certificate offered only at Waubonsee and not at their own district community college should refer to "Cooperative Agreements and Tuition Chargeback."

Out-of-State Students

Students whose legal residence is outside of Illinois are considered out-of-state students.

Tuition

Tuition for college credit courses is charged per semester hour and is determined by residency.

**Estimated Tuition per Semester Hour*

In-district student	$100.00
Illinois out-of-district student	$268.51
Out-of-state student	$290.85
International student	$290.85

Note: Chargeback to other districts is 171.51, which may change depending on the per hour rate for in-district.
**Tuition rates and fees are subject to change during the academic year.*

Fees

Waubonsee charges the following fees:

Fee Schedule

Student fee	$5/credit hour
Course fee	varies
Certain courses require extra costs for supplies, equipment or services. These fees are subject to change.	
Set-up fee for payment plan option (per semester/nonrefundable)	$25.00
Late payment fee	$20.00
Re-enrollment fee (after first day of class)	$50.00
Insufficient funds charge	$25.00
Delinquent account fee	$25.00
Transcript Fee	
Written request	$10.00/each
Online request	$5.00/each

Free unofficial transcripts are available through mywcc.

Student Fees

The student fee is assessed at a rate of $5 per credit hour. Student fee monies are used to support a variety of educational, scholarship, social, recreational, club and entertainment programs.

Course Fees

Certain courses require extra costs for supplies, equipment or services. A course fee is charged to partially cover this extra expense. Examples are laboratory breakage, welding supplies, ceramic materials, towel services, etc. These fees are subject to change.

NOTE: *All costs and fees are subject to change by the college. Students should anticipate increases in tuition and fees as they continue their education at Waubonsee.*

✆ ***See directory inside back cover.***

Tuition for Senior Citizens

Students 65 years of age or older who are residents of the district are eligible for a tuition refund for credit courses in which they were enrolled through the midterm date. Refunds are processed and mailed to the student at the end of the term. Courses specifically designed for senior citizens, audits or repeated courses do not qualify for tuition refunds.

Cooperative Agreements and Tuition Chargeback

Students in Waubonsee's District 516 who wish to pursue occupational degree and certificate programs not available at Waubonsee Community College may do so in one of two ways: cooperative agreements or chargebacks.

Cooperative Agreements: Waubonsee has cooperative agreements for a number of programs with neighboring community colleges. Through a cooperative agreement, a resident of District 516 may attend another community college at the other school's in-district tuition rate. See the listing of cooperative agreements in the "Career Connections" section.

Chargebacks: Resident students who want to pursue a certificate or occupational degree program not available through Waubonsee may apply for chargeback tuition if they plan to attend another public community college in Illinois that offers the program. Applications for chargeback tuition MUST be submitted to the office of the Vice President of Student Development prior to the first day of classes of the semester or summer term at the attending school. If approved, the student pays the in-district tuition rate for the college he/she is attending, and Waubonsee pays the difference between the in-district and out-of-district rate to the other institution. Chargebacks are available only for occupational programs resulting in a degree or certificate and not for individual courses. Repeated courses are not funded by chargebacks. Prerequisite courses and developmental courses may be covered; see guidelines for details.

Note that a cooperative agreement supersedes a tuition chargeback for a program with a community college within a 50 mile distance from Waubonsee's Sugar Grove Campus. See the listing of cooperative agreements under "Career Connections."

For information, guidelines and applications for cooperative agreements or chargebacks, contact the Vice President of Student Development (see directory). Out-of-district students who want to enroll in a program at Waubonsee under a cooperative agreement or chargeback should contact their own community college first to make initial application.

Paying for Classes

- Full or partial payment is due at the time of registration.
- More payment options — earlier registration means smaller payments!

WHAT ARE THE PAYMENT OPTIONS?

- **Full Payment:** Tuition and fees totaling less than $200 require full payment.
- **Partial Payment:** Students must pay the required first installment and the remaining balance in monthly payments. (A $25 nonrefundable set-up fee is charged for selecting this option — it's automatic when students make the first payment.)
- **Employer Payments:** If a student's employer is paying his/her tuition and fees, and should be billed directly, a letter from the company, including the contact name and company address (on company letterhead), is required at the time of registration. The online payment system may also be used to set up an authorized user/employer who can then pay on a student's account at the time of registration. This assignment does not give the authorized user the ability to access the student's confidential academic history.

Questions? Contact the Bursar Office at (630) 466-7900, ext. 5705.

HOW TO PAY

Pay by cash, electronic check* or credit card (VISA, MasterCard, Discover). Full or partial payments can be made:

- through the online registration system at www.waubonsee.edu or at mywcc.waubonsee.edu (credit card or electronic check);
- in person at the Sugar Grove, Aurora, Copley or Plano campuses;
- by faxing payment information to (630) 466-6637;
- by mailing payment to:
  Bursar Office
  Waubonsee Community College
  Route 47 at Waubonsee Drive
  Sugar Grove, IL 60554-9454.

** Waubonsee is now processing checks electronically. When students provide a check as payment, they authorize the college to use information from their check to make a one-time electronic fund transfer from their account. Be aware there will be a $25 fee for any insufficient funds/declined checks. For questions call (630) 466-5705.*

FINANCIAL AID RECIPIENTS

Students should apply for financial aid at least three months prior to registration and coordinate with the Financial Aid Office before registration to ensure that scholarships or grants are applied at the time of registration. Students who have not accepted their financial aid award letter online through mywcc prior to registration must make a payment in order to hold their classes.

✆ *See directory inside back cover.*

What If I Don't Pay?

Waubonsee cancels registration if students do not select a payment option at the time of registration. Payment is required even during college holidays and breaks.

Students withdrawn for non-payment after the first day of class must appeal to re-enroll in that course. A $50 re-enrollment fee plus a minimum of one-half of the tuition is due when re-registering. Submit a completed Enrollment Appeal Form (available online) to Registration and Records in person or by fax at (630) 466-4964.

Students must officially withdraw from each course they do not plan to attend. Enrollment will not be cancelled if any payment has been received for the semester.

Unpaid fees will prevent registration for additional courses or receipt of grades, and are subject to the collection procedures of the college and a $25 delinquent fee.

Refunds

Tuition refunds are issued based upon the official date of withdrawal. Withdrawals made online are effective when the transaction is complete. Withdrawals submitted in writing are effective according to the postmark date of the letter or the fax date and time. Full refund of tuition and fees is granted if the college cancels a course.

The academic calendar for each semester lists the last day for refunds for 16-week courses. Also see "Important Dates," listed in each semester schedule, for additional refund dates. An appeal process is available for extenuating medical circumstances. Appeal forms are available at mywcc.waubonsee.edu.

The college reserves the right to make the final decision on all refunds. Contact the Bursar Office regarding refund policies.

Textbooks

Students are expected to buy their own textbooks and supplies as specified for each course. These may be purchased at one of the college bookstores or online at www.waubonsee.edu/bookstore.

Cost for books and supplies are listed by course at www.waubonsee.edu/schedules but are subject to change by the publisher.

WAUBONSEE

the help available

Financial Aid

Financial Aid

Four basic types of financial aid are available to Waubonsee students: grants, scholarships, loans and employment. For complete information about financial assistance, contact the Financial Aid Office (see directory) and obtain a copy of the "Financial Aid Handbook," or go online at www.waubonsee.edu/financialaid.

General Application Procedure

Details on the application process can be found online at www.waubonsee.edu/financialaid.

Students must apply each academic year. The application process starts January 1 for the following academic year starting in the fall. The priority deadline is March 1 to ensure consideration for all available aid programs.

Refer to the "Financial Aid Handbook" each year for detailed timelines and important deadlines.

Eligibility Requirements

General eligibility requirements for state and federal financial aid programs include the following criteria. Other requirements may apply for certain programs. Students must be sure they meet all requirements before applying:

- be a citizen or eligible noncitizen;
- have a valid social security number;
- have a high school diploma, a GED;
- have a reading score on the ACT or COMPASS test that meets the minimum requirement to complete a certificate or degree at Waubonsee. COMPASS testing is done by the Center for Learning Assessment;
- not be in default on any student loan;
- not owe a refund on any grant or loan, and not have borrowed in excess of the loan limits under Title IV programs at any institution;
- agree to use any student financial aid solely for educational purposes;
- agree to not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by federal student aid;
- if required, register with the Selective Service;
- complete a Waubonsee Community College New Student Information Form and select an eligible program. A certificate program must be at least 16 credit hours to qualify. A list of ineligible programs is available online at www.waubonsee.edu/financialaid;
- enroll for eligible classes. A list of ineligible classes is available online at www.waubonsee.edu/financialaid;
- make satisfactory academic progress toward a degree or certificate as defined in the Standards of Academic Progress;
- be aware that financial aid does not cover audited courses or more than one repeat of a previously passed course;
- accept the Terms and Conditions of all financial aid offered.

Standards of Academic Progress

In accordance with the United States Department of Education, and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress guidelines for the receipt of financial aid. These standards apply to all students who apply for grant, loan, and/or work-study funds from state or federal programs of financial aid. The standards apply to cumulative academic performance regardless of whether or not the student was an aid applicant during each term of attendance.

1. COMPLETION RATE REQUIREMENT

Students must **complete at least 67 percent of all credits attempted** in order to finish their academic programs within the Maximum Timeframe (see #3 below). The 67 percent completion rate applies to the total of transfer credits plus Waubonsee credits earned divided by the total of transfer credits plus Waubonsee credits attempted, and to the total credits earned at Waubonsee divided by the total credits attempted at Waubonsee. Both completion rates must be at least 67 percent.

a. "Credit hours completed" is defined as completion of course by the end of a given semester in which a student is enrolled and receiving a grade of A, B, C, and/or D and to the transfer credits accepted toward the student's program of study.
b. "Credit hours attempted" includes all credit classes in which the student is enrolled after the refund period and to transfer credits accepted toward the student's program of study.
   -Withdrawals after the refund period count as hours attempted. See "Withdrawals and Financial Aid" on page 248 for details about withdrawing.
   -Students who enroll in self-paced open entry must be aware that the class(es) must be completed by the end of the semester of enrollment and count as hours attempted for that semester.
c. Audits, courses numbered below 050, proficiency tests and noncredit courses are not included in the total number of credits attempted or completed.
d. Repeated courses are always included in attempted hours. A repeated class for which the student earns credit is only counted once in completed hours unless the class is designated as one that can be repeated. This information is part of the course description in each term's Credit Course Schedule.

2. GRADE POINT AVERAGE REQUIREMENT

A student must maintain a 2.0 cumulative grade point average. Federal regulations require the college to take into account a student's academic performance throughout the course of study. Grades for repeated classes for which the student earns credit are averaged.

3. MAXIMUM TIMEFRAME REQUIREMENT

Student eligibility for financial aid at Waubonsee Community College is limited to 90 total attempted credit hours, which represents 150 percent of standard program length, or to the first AA, AS, or AAS earned by the student, whichever occurs first. The 90 hours include transfer hours accepted from other institutions.

4. EVALUATION AND ACADEMIC PROGRESS STATUSES

A student is evaluated for academic progress following the completion of each academic term and his/her status will be one of the following:

PASS – The student is in the first term of enrollment and has not received grades, has not enrolled for credit courses or is meeting all academic progress standards.

WARN – The student does not meet the required completion rate or GPA requirement as outlined in this policy. A student is able to receive financial aid while at WARN.

FAIL – The student fails to meet the completion rate or the GPA standard at the end of the WARN term. The student is not eligible for federal and state financial aid programs.

FAIL-A – If a student does not complete all courses attempted with a 2.0 average in each term subsequent to an appeal being approved, the student's status will change to FAIL-A, FAIL after appeal.

DENIED – The student's appeal is denied.

MAX – The student has attempted a total of 90 credits including transfer credits.

MAX-D – The student has earned an AAS, AA or AS degree.

MAX-W – The student has attempted a total of 65 credits including transfer credits. A student is able to receive financial aid while at MAX-W.

MAX-A – The student is taking the courses that were submitted and approved on the Financial Aid Degree Audit.

PROBATION - ACADEMIC PLAN – The student's Appeal is approved including a Financial Aid Academic Plan. A student remains in a PROBATION status as long as all courses are completed with a 2.0 GPA average in each term subsequent to the Appeal being approved and the student is not at a MAX status.

5. APPEALS

A student at FAIL may submit a written appeal within 30 calendar days following the date the student's academic progress is reviewed and the status changes to FAIL. Appeals turned in after the 30 day deadline can be denied. If there were mitigating circumstances that affected academic performance or if the student completed a minimum of 6 credits with a semester GPA of 2.0 and no withdrawals in the last term of attendance, the student may appeal the suspension of aid eligibility. Earned hours must have increased by 6. Failure to provide the required documentation for mitigating circumstances will result in denial of the appeal. If the appeal meets the requirements to be approved, the student will be notified that he/she must meet with a counselor to prepare a Financial Aid Academic Plan. This plan must be signed by a counselor and be submitted to the Financial Aid Office before the appeal will be approved. The Financial Aid Academic Plan will specify the point in time when the student should be meeting the standards.

If the student was suspended due to exceeding the Maximum Time Frame Requirement, the student is required to submit an appeal and a Financial Aid Degree Audit signed by a counselor. The Degree Audit lists the courses that are required for the student to complete his/her degree or certificate program. Appeals and Financial Aid Degree Audits may be submitted for the pursuit of a second degree. Only courses on the Financial Aid Degree Audit are recognized for the receipt of financial aid. If the student completing an AAS, AA or AS degree, has not attempted 90 credit hours, and will continue at Waubonsee in a different major, the student can submit an Appeal and a Student Information Change Form from the Records Office listing the new major. If the student applied to graduate but he/she has not completed all required courses, the student can change his/her graduation term by contacting the Graduation Analyst.

Appeals will be considered on an individual basis by the Financial Aid Appeals Committee and will be responded to in writing within 14 calendar days of receipt of the appeal. Appeals will be reviewed and either approved with no provisions, approved with provisions or denied.

6. RE-ESTABLISHING ELIGIBILITY

A student who is below the Completion Rate and/or GPA requirements can re-establish eligibility by achieving a cumulative 2.0 GPA and/or a 67 percent completion rate as long as the student is not at MAX due to 90 attempted hours or the completion of an AA, AS, or AAS degree. Once eligibility is re-established, the student's status will be PASS. A student who is below their requirements may submit an appeal after completing a minimum of six credits with a semester GPA of 2.0 and no withdrawals. Earned hours have increased by six.

7. NOTICE

This policy is subject to change without notice to comply with federal or state regulations, or Waubonsee Community College Board of Trustee policy or action. For the most current Satisfactory Academic Progress Policy, visit waubonsee.edu.

These requirements are subject to change and can be updated without prior notification. Request a copy of Waubonsee's Academic Policy for more detailed information.

Disbursement of Financial Aid Funds

Financial aid funds will be reflected on the student's account only after the student has returned a signed Title IV Authorization to the Financial Aid Office and accepted his/her financial aid award online through the mywcc portal. Loans and state grants are disbursed the third week of a full fall or spring term. Pell grants are disbursed after mid-term. A bookstore voucher will be processed if financial aid funds are sufficient to cover all charges on a student's account. Financial aid awards are subject to reduction if a student drops some or all of his/her courses.

Financial Aid Refund Policy

Refunds based on the difference between institutional charges for the term and loan amounts are mailed to permanent local address or direct deposited no later than 14 days after aid is disbursed.

Veterans' Programs

Students interested in VA benefits, Illinois veterans' benefits and any other related programs can find details on the application process online at www.waubonsee.edu/veterans. Additional questions may be directed to the Transfer/Veterans Advisor. A 2.0 cumulative GPA is required to maintain eligibility for state and federal benefits.

Scholarships

A variety of scholarships are available to Waubonsee students from the Waubonsee Community College Foundation and private funding sources. The Foundation awards nearly 200 scholarships annually. Information about the opportunities can be obtained from the Office of Fund Development (see directory) or online at www.waubonsee.edu/foundation. Waubonsee Community College Foundation scholarship applications are due February 10, 2014, for the 2014-2015 academic year.

See directory inside back cover.

WAUBONSEE

what you need to know

Academic Information and Regulations

Certificates of Achievement

Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted if the coursework was previously completed.

Degree Audit: Students can track their progress toward a certificate by using the "Degree Audit" tool in mywcc, on the Student tab, in the Student Success box, click the My Degree Audit link. The Degree Audit is an unofficial evaluation. The report should be reviewed with a Waubonsee counselor or academic advisor for accuracy and additional information.

Application for Certificate forms can be found at mywcc, on the Student tab, in the Student Success box, click the Graduation Information link; or students may contact their counselor or the Graduate/Credentials Analyst.

Original certificates are free. Duplicate certificates cost $5.

Class Attendance

Class attendance has a direct effect on successful course completion. If students do not attend at least one class meeting during the 100 percent refund period (as indicated on the Important Dates chart), they may be dropped from the course with no refund. Students may be administratively withdrawn at any time if they are not actively attending and pursuing course objectives. See "Administrative Withdrawal" on page 248 for more information.

In case of illness or other mitigating circumstances, students should contact instructors. Make-up work may be arranged at the instructor's discretion. See also "Administrative Withdrawal" on page 248.

Non-Attendance Due to Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2), a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit www.waubonsee.edu/veterans.

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be re-admitted in the next class or classes in their program after giving notice to re-enroll.

Class Standings

Class standings are based upon the number of semester hours earned at Waubonsee. A freshman is a student who has earned fewer than 30 semester hours. A sophomore is one who has earned 30 or more semester hours. A student who has earned 65 or more semester hours is considered an unclassified sophomore.

Credit for Prior Experience

Students enrolled at Waubonsee Community College may be awarded credit based on prior experience in the following areas:

- college credits earned at other institutions;
- armed service experience;
- College Level Examinations Program (CLEP);
- Advanced Placement Program (APP);
- credits by proficiency examination;
- credits by evaluation.

Contact Registration and Records for further information.

A recording fee may apply in each case as described below, but is subject to change without prior notice. In general, credit will be recorded after the refund period of the student's first semester of enrollment.

1. Acceptance of Collegiate Credits Earned at Other Institutions

A transfer student must submit a New Student Information Form to Admissions, and high school transcripts and transcripts from all colleges previously attended should be sent to Registration and Records. Students must submit official transcripts and complete the online Transcript Evaluation Request Form (TERF) at mywcc.waubonsee.edu. Log in with your X-number and password, select the student tab, go to the student forms box, and select the registration tab to open the form. This step needs to be completed before course placement or Electronic Registration and Planning (E-RAP). Only course credit hours (not the grades) are transferable. Transfer grades are not included on Waubonsee transcripts or used in computing the GPA at Waubonsee Community College. Transcripts of credits received from non-regionally accredited institutions are individually evaluated. No recording fee applies.

2. Acceptance of Armed Forces Experience for College Credit

Credit toward graduation may be granted to a veteran of United States military service for certain armed service experience. This experience is approved for college credit based on recommendations by the Commission of Accreditation of Service Experience of the American Council of Education.

Application forms for evaluation of armed service experience are available in the Financial Aid Office, Registration and Records, or from a counselor. The application must include a copy of the AARTS or SMART transcript, or the form DD214 documenting military education.

Veterans may be granted a total of 4 semester hours credit toward graduation as a result of their basic military training. Those granted approval may obtain credit for physical education activity courses and/or personal wellness.

Each application form is individually evaluated by the Transfer/ Veterans Advisor and the appropriate Dean.

Currently, no recording fee applies for armed service experience.

3. Acceptance of Credits Earned by College Level Examination Program (CLEP)

Waubonsee Community College is a national CLEP Test Center. The CLEP examinations assess knowledge generally taught in the first two years of college. Check with the Center for Learning Assessment to learn about registration and testing availability.

Waubonsee accepts credit for each of the following 27 CLEP examinations:
College Composition Modular, College Composition, Humanities, College Mathematics, Natural Sciences, Social Sciences and History, American Government, History of the United States I, History of the United States II, Calculus, College Algebra, French Language, German Language, Spanish Language, Biology, Chemistry, Human Growth and Development, Principles of Management, Financial Accounting, Principles of Macroeconomics, Principles of Microeconomics, Introductory Psychology, Introductory Business Law, Introductory Sociology, Principles of Marketing, Pre-Calculus, Western Civilization I: Ancient Near East to 1648, Western Civilization II: 1648 to the present.

CLEP examinations are computer-based and administered throughout the year on an individual appointment basis. After students have completed the CLEP examinations, a score report is sent to the institution of their choice. It is the student's responsibility to contact Registration and Records to request that credit be recorded. Waubonsee grants a maximum of 30 credits for successful performance on CLEP examinations. A recording fee of $10 per credit hour is assessed. Refer to the Center for Learning Assessment website for additional information.

4. Advanced Placement Program (APP)

Credit and/or advanced placement may be granted to students who have participated in the Advanced Placement Program in their high schools. Participants applying for Waubonsee Community College admission should arrange to have their Advanced Placement examination records sent to Registration and Records.

Art. Students scoring a 4 or 5 on the Art History Exam receive 6 semester hours of credit for ART 101-Art History-Prehistoric to Medieval; and ART 102-Art History-Late Medieval, Renaissance and Baroque.

Biological Sciences. Students scoring a 4 or 5 on the Biology Exam receive 4 semester hours of credit for BIO 120-Principles of Biology I. Students scoring a 3 receive 3 hours of credit for BIO 100-Introduction to Biology.

Chemistry. Students scoring a 4 or 5 on the Chemistry Exam receive 8 semester hours of credit for CHM 121-General Chemistry and CHM 122-Chemistry and Qualitative Analysis. Students scoring a 3 receive 4 hours of credit for CHM 121.

Computer Science. Students scoring a 4 or above on the Computer Science AB Exam receive 3 semester hours of credit for CIS 115-Introduction to Programming.
Economics. Students scoring a 4 or 5 on the Macroeconomics Exam receive 3 semester hours of credit for ECN 121 Principles of Economics-Macroeconomics. Students scoring a 4 or 5 on the Microeconomics Exam receive 3 semester hours of credit for ECN 122 Principles of Economics-Microeconomics.

English. Students scoring a 4 or 5 on the English Exam receive 6 semester hours of credit for ENG 101-First-Year Composition I and ENG 102-First-Year Composition II.

Foreign Languages and Literature. Students scoring a 3 on the French, German or Spanish Foreign Language Exams receive credit for FRE 101 and/or FRE 102; GER 101 and/or GER 102; SPN 101 and/or SPN 102. Scores of 4 or 5 can receive credit for FRE 201 and/or FRE 202; GER 201 and/or 202; SPN 201 and/or SPN 202.

History. Students scoring a 3, 4 or 5 on the American History Exam receive 6 semester hours of credit for HIS 121-American History to 1865 and HIS 122-American History Since 1865. Students scoring a 3, 4 or 5 on the European History Exam receive 6 semester hours of credit for HIS 111-Western Civilization to 1648 and HIS 112-Western Civilization Since 1648.

Mathematical Sciences. Students scoring a 3 or higher on the Calculus AB Exam or a 2 or 3 on the Calculus BC Exam receive 4 semester hours of credit for MTH 131 - Calculus with Analytic Geometry I. Students scoring a 4 or 5 on the Calculus BC Exam receive 8 semester hours of credit for MTH 131 - Calculus with Analytic Geometry I and MTH 132 - Calculus with Analytic Geometry II. Students scoring a 3 or higher on the Statistics Exam receive 3 semester hours of credit for MTH 107 - Basic Statistics.

Music. Credit is determined after departmental review.

Physics. Students scoring a 3, 4 or 5 on the Physics B Exam receive 8 semester hours of credit for PHY 111 and PHY 112, Introduction to Physics I and II. Students scoring a 3, 4 or 5 on the Physics C Exam receive 10 semester hours of credit for PHY 221 and PHY 222, General Physics.

Political Science. Students scoring a 3 or above on the American Government and Politics Exam receive 3 semester hours of credit for PSC 100-Introduction to American Government. Students scoring a 3 or above on the Comparative Government and Politics Exam receive 3 semester hours of credit for PSC 220-Comparative Government.

Psychology. Students scoring a 3 or above on the Psychology Exam receive 3 semester hours of credit for PSY-100 Introduction to Psychology.

A recording fee of $10 per credit hour is assessed.

Advanced Placement Program participants whose AP scores do not qualify for credit may wish to avail themselves of Waubonsee's proficiency program for earning college credit.

5. Acceptance of Credit by Proficiency Examination

Proficiency examinations may be taken in certain courses or programs upon petition by the student. These examinations may be taken only with the approval of the appropriate dean of each instructional division. They are open to students who meet the requirements through previous coursework, experience, or a combination of both. Contact the appropriate dean for further information (see directory).

Proficiency examinations are given in accordance with the following restrictions:

- Examinations may not be taken in a course which the student has previously audited or in which he/she has enrolled unless the course is approved to be repeated.
- Examinations may not be taken to raise a grade. If the student passes a proficiency examination, he/she is given credit which is shown on the transcript as "credit by proficiency." No grade is recorded and the credit is not used in calculating the grade point average.

A recording fee of $10 per credit hour is assessed.

6. Acceptance of Credit by Evaluation

Credit by evaluation certifies knowledge gained by

a. High school technical and/or career training – A course or courses successfully completed at a high school participating in VALEES (see page 170) may be awarded credit or advanced placement at Waubonsee Community College. For a complete listing of articulated courses, visit the VALEES website at www.valees.org.
b. Technical and/or vocational training - A course or courses successfully completed at technical and/or vocational institutions may be transferred to Waubonsee Community College by evaluation if they are found to be equivalent and documented by the appropriate dean.
c. Experiential credit - Waubonsee Community College will, upon request, evaluate formalized learning outside of the college which has been documented by an outside accrediting body (for example, apprentice councils of local labor unions, industrial training programs). Requests for such evaluation should be directed to the appropriate dean.

A recording fee of $10 per credit hour is assessed.

Dean's List

Students who achieve a 3.50 to 3.99 semester grade point average while enrolled in 12 or more regular semester credit hours are honored by placement on the Dean's List (fall, spring and summer semesters). Also see President's List.

President's List

Students who achieve a 4.0 semester grade point average while enrolled in 12 or more regular semester credit hours are honored by placement on the President's List (fall, spring and summer semesters).

Full-Time Student Load

A full-time student load during fall and spring is from 12 to 18 semester hours. During the summer, a full-time load is from 6 to 10 semester hours.

Students wishing to exceed these hours need to complete a "Request for Additional Credit Hours" form. Please allow time to meet enrollment deadlines as this process may take up to 10 days. Forms are available in the Counseling Center.

Grading

Grade points are numerical values that indicate the scholarship level of letter grades.

Grade points at Waubonsee are assigned on the following scale:

Grade	*Significance*	*Grade-Point Level*
A	superior	4.0
B	good	3.0
C	average	2.0
D	poor	1.0
F	failure	0
W	withdrew	0
I	incomplete	0
E	credit by proficiency	0
Z	audit	0
Y	successful completion of a continuing education course	0
N	unsuccessful completion of a of a continuing education course	0
MG	missing grade	0
NC	noncredit course	0
(H)	honors course notation	see grade
(G)	grade forgiveness not included in GPA	0
(T)	transfer course	0

Repeated courses are marked with a notation.

Grade points earned for a given course are determined by multiplying the semester hours earned for the course by the grade point level achieved.

For example: If a B (3.0 grade point level) was earned in a 3-semester-hour history course, the number of grade points earned would be a 3.0 x 3 which results in nine grade points. On the other hand, if a D (1.0 grade-point level) was earned in a 4-semester-hour biology course, the number of grade points earned would be 1.0 x 4 or four grade points. Only grades A, B, C, and D are used in calculating grade points.

NOTIFICATION OF GRADES

Final course grades are recorded at the end of each semester. Students can access their official final grades through the mywcc Web portal. Students who become aware of a grading error must contact Registration and Records within 30 days of the end of the semester to request a recalculation of academic honors.

INCOMPLETE GRADES

A grade of I signifies incomplete coursework and is assigned at the discretion of the instructor when illness or other unusual circumstances prevent a student from completing course requirements by the end of the term. A grade of I may not be assigned as a final grade unless a signed, completed Agreement for Incomplete Coursework is submitted to the appropriate Dean's office by the instructor no later than the Friday prior to the deadline to submit grades. The intent of the agreement is to:

- establish course components required to be completed by the student;
- establish a timeframe for completion of required course components—must be no later than the end of the next full 16-week semester;
- establish a grade for the student in the event that required course components are not completed.

In the event that a faculty member is unable to meet the terms of the Agreement, the grade agreed to in the Agreement will be assigned by the appropriate Dean. This definition does not allow for regular letter grades (A, B, C, D, F or W) to be changed to an I grade after final grades are assigned. Special exceptions may be presented to the Executive Vice President of Educational Affairs/Chief Learning Officer for consideration.

GRADES IN REPEATED COURSES

If a regular semester credit course is repeated, only the higher grade is used to calculate the grade point average.

However, certain courses are designed to be repeatable. Examples include applied music and physical education courses. All grades in these repeatable courses are used to calculate the grade point average.

For these courses that are designed to be repeatable, it is necessary to complete a "Repeatable Course Grade Change Request" form if the student wishes to have only the higher grade(s) calculated in their GPA. Request forms are available online in the mywcc portal.

GRADE CHANGE PROCESS

Requests for a change in a final grade must be submitted to the instructor within one calendar year of the date the final grade was officially due to Registration and Records. Please refer to the official academic calendar for the appropriate grade due dates.

No grade change may be processed after one calendar year. Regular letter grades (A, B, C, D, or F) cannot be changed to an I or a W grade after final grades are assigned. The definition of the W does not permit it to be changed to an A, B, C, D, F or I after final grades have been assigned. An I grade can only be changed to an A, B, C, D or F grade.

Special exceptions may be presented to the Executive Vice President of Educational Affairs/Chief Learning Officer for consideration. Refer to the "Student Handbook" for more details on grading and the change and appeal processes.

GRADE APPEAL PROCESS

In situations where the student is not satisfied with the outcome of the grade process, and in accordance with students' rights for due process, the student may appeal a final grade in a course. The student must initiate the appeal process within one calendar year of the date the final grade was officially due to Registration and Records. Guidelines and procedures are outlined in the Student Handbook or available from the office of the Vice President of Student Development (see directory).

GRADE FORGIVENESS PROCEDURE

This procedure provides the student with a second chance. A student may apply for forgiveness of grades of D or F earned in courses taken previously at Waubonsee. To be eligible to apply for grade forgiveness, a student must meet the following two conditions:

- The student cannot have attended Waubonsee Community College or any other post-secondary school for a consecutive period of at least 18 calendar months between the dates of enrollment at Waubonsee, and
- The student must have completed a minimum of 15 semester hours with a grade point average of 2.0 or better at Waubonsee Community College since the re-enrollment after the 18-month out-of- school period.

Courses approved for grade forgiveness are listed with a special notation (G) on the student transcript and are not included in the calculation of the student's GPA. The "Request for Grade Forgiveness" form is available in the mywcc portal.

Graduation Academic Honors

All students graduating from Waubonsee who have achieved an accumulated 3.5 grade point average in all semester hours attempted at Waubonsee are designated for graduation honors. Those students who earn a 4.0 cumulative grade point average are recognized with presidential honors.

Graduation Ceremony

Students who earn degrees from Waubonsee are recognized annually during a public commencement ceremony conducted at the end of the spring semester. All students who completed graduation requirements during the previous fall semester (December) and will complete during the spring (May) or summer (August) semester are encouraged to participate.

Students who decide to participate in the commencement ceremony are notified of the cap and gown purchase fees during the spring semester (March). May and August graduation candidates must apply for graduation no later than Feb. 15 to be included in the annual Graduation Ceremony.

All students who complete graduation requirements are issued a diploma free of charge. Duplicate diplomas are issued at a cost of $25. Contact the Graduate/Credentials Analyst for duplicate ordering information.

Graduation Requirements

The general procedures for graduation are outlined below. Course requirements and other regulations for each degree and major are explained in the program section of this catalog.

1. ***Counseling***: Students working toward their associate degree should meet early and often with a counselor to plan their program of study and to ensure they meet all requirements to graduate.

2. ***Curriculum:*** Students need to know and observe the requirements of their curriculum and the rules governing academic work. While counselors can help students make wise decisions, the ultimate responsibility for meeting the requirements to graduate rests with each student.

   Although academic requirements may change with each edition of the college catalog, students are responsible for the certificate or degree requirements that are specified in the official college catalog at the time the student completes his/her first credit course. A student may elect to follow the certificate or degree requirements set forth in any subsequent catalog if the student completes a credit course during that catalog's effective dates. Requirements may not be combined from different catalogs. No student may graduate using the requirements of a Waubonsee Community College catalog that is more than five years old prior to the date of graduation.

   In the case of curriculum changes and the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate or degree requirements. Course substitutions must be approved in writing by the appropriate Dean or the Assistant Vice President of Instruction. The student has the ultimate responsibility to fulfill the requirements for the certificate or degree, to check the eligibility to take courses and to observe the academic rules governing the program. A degree or certificate cannot be awarded if the program has been withdrawn.

The rules given apply only to requirements for certificates and degrees. All students are subject to the academic regulations stated in the most recent catalog.

3. ***Transfers***: If a student completes any courses (including final ones) from another college to be used toward degree or certificate requirements, he/she must submit offiicial transcripts as soon as possible, submit a Transcript Evaluation Request Form and notify the Graduate/Credentials Analyst.

4. ***Degree Audit***: Students can track their progress toward a certificate or degree by using the "Degree Audit" tool in mywcc, on the Student tab, in the Student Success box, click the My Degree Audit link. The Degree Audit is an unofficial evaluation. The report should be reviewed with a Waubonsee counselor or academic advisor for accuracy and additional information.

5. ***Flex-Term and Self-Paced Open Entry:*** To be considered for graduation, final grades for flex-term and self-paced open entry are due by the end of the semester.

6. ***Timing***: Graduation requirements may be completed during any semester; however, if students cannot complete their program as petitioned, they should notify the Graduate/Credentials Analyst immediately.

7. ***Apply for Graduation:*** Intent to Graduate forms should be submitted early in the semester *before* the student expects to complete their degree to ensure they will meet all the requirements to graduate. Intent to Graduate forms can be found at mywcc, on the Student tab, in the Student Success box, click the Graduation Information link; or students may contact their counselor or the Graduate/Credentials Analyst.

Occupational Program Guarantee

Waubonsee Community College, as an expression of confidence in its faculty, staff and educational programs, guarantees the skills of all occupational Associate in Applied Science degree and certificate graduates.

Refer to the "Career Education" section of this catalog for details on the terms of this guarantee.

See also "Transfer Program Guarantee" later in this section.

Probation, Academic

All students who earn a cumulative grade point average below 2.0 are automatically placed on academic probation. Students remain on probation until their cumulative grade point average is equal to 2.0 or higher. There are three progressive stages of academic probation: (1) academic caution (2) academic warning and (3) academic restriction. A registration hold is placed at each stage until the student completes the prescribed intervention. Students avoid progressing to the next stage of academic probation if they earn a semester GPA of 2.0 or above. See the Student Success portlet in mywcc for details.

Rights and Responsibilities

Waubonsee Community College recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedoms of speech, assembly, association, and the press, and the rights of petition and due process which are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate, through student government and college committees, in the development and review of college regulations and policies affecting them.

Upon enrolling in the college, each student assumes an obligation to conduct himself or herself in a manner that is compatible with the college's function as an educational institution. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as described in the student conduct section of the "Student Handbook."

FINANCIAL OBLIGATION OF THE STUDENT

Final grades are not released for the student whose financial account with Waubonsee has not been settled in full. Likewise, no diploma, professional certificate, academic transcript or other information concerning academic record is released until the student's account has been cleared.

MILITARY RECRUITING

Waubonsee Community College is in compliance with the Solomon Amendment (32 CFR, Part 216 by the Department of Defense) of the National Defense Authorization Act. This amendment gives branches of the military access to student directory information for student recruiting purposes. Contact Registration and Records for additional information (see directory).

PRIVACY OF RECORDS/TRANSCRIPTS

All information provided to Waubonsee Community College is kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380).

All current and former students have the right to inspect and review their personal records at a time and place under conditions designated by Registration and Records. For details, see "Confidentiality of Student Records" at www.waubonsee.edu/ferpa.

All students desiring their academic transcript to be sent to another institution or to a prospective employer should submit a request to Registration and Records. Transcripts requested in person, by mail or by fax will be $10 each while transcripts requested online will be **$5** each. Unofficial transcripts are available for free through mywcc. The Transcript Request form is available through Waubonsee's website at www.waubonsee.edu, or can be requested online directly at www.getmytranscript.com and select Waubonsee Community College for the drop-down menu.

Transfer Program Guarantee

The Transfer Program Guarantee formally assures students that certain courses transfer to Illinois four-year state universities. The college backs up the guarantee with a tuition refund if those specified courses do not transfer.

Refer to the "Transfer Degrees Program" section in this catalog for more details.

✆ ***See directory inside back cover.***

WAUBONSEE

the tools for success

Resources and Services

2013/2014

Resources and Services

Many resources and services are available to students at Waubonsee. They include everything from academic advising to intercollegiate athletics, from child care to a state-of-the-art computing center. This alphabetically organized section describes these many resources and services. Students should also have a copy of the current "Student Handbook" (published annually) that serves as a handy reference for each academic year.

Academic Counseling and Advising

Waubonsee's academic advising program provides opportunities for students, instructors and counselors to review academic progress. Assessment testing, E-RAP (Electronic Registration and Planning), and a variety of academic support services are available. See also the section on Counseling.

Phases of the academic advising process include the following:

ACADEMIC EARLY ALERT

Waubonsee's Early Alert has been developed with the goal of increasing student success. Under this program, instructors are asked to identify students who exhibit academic difficulties that may prevent them from completing a course successfully. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, class participation, test/quiz scores, completion of class assignments, clinical/lab assignments and appropriate classroom behavior.

Students identified with academic difficulties are encouraged to meet with their instructor and make an appointment with a counselor to address the areas of concern and develop a strategy for success.

PROGRAM REVIEW

Upon cumulative enrollment in 24-38 semester hours, students receive a letter of notification and are required to review their progress with a counselor. The program review helps students remain focused on their chosen academic goals, whether they be career transfer focused. Program reviews are mandatory and required before students are permitted to register for the next semester.

Access Center for Students with Disabilities

The Access Center for Students with Disabilities makes educational opportunities more accessible by coordinating accommodations to students who have disabilities. The Access Center assists students toward further independence and greater self-determination.

Accommodations and services available include:

- counseling;
- assistance with admissions and registration;
- interpreting (sign language);
- readers;
- writer services;
- advocacy.

Waubonsee Community College has provided accommodations to students with disabilities since 1972.

Admission to the program is open to all students who qualify based on school records, diagnostic testing information and an optional personal interview. For more information, contact the Access Center for Students with Disabilities (see directory).

Adult Education Special Programs

This comprehensive program offers opportunities for low-income adult education students to obtain self-sufficiency through education and training. These programs are designed to offer personalized assistance to the potential college student who plans to pursue a certificate or associate degree in a vocational area. Among the Special Programs are the Youth Services Program (YSP) and the Vocational Skills Program.

The YSP offers career exploration and job search/placement in the area of health care to students between the ages of 16 and 21. Among the many benefits available to eligible students are free tuition and fees, books, individual case management and other support services. Students lacking a high school diploma are strongly encouraged to attend GED classes to work toward GED attainment prior to enrolling in a certificate program. One-year follow-up is given to students once they have completed their course of study or obtained employment.

The Vocational Skills Program offers free computer classes to currently enrolled ESL and GED students. Classes offered include Basic Computer Literacy, Introduction to Keyboarding, Introduction to Microsoft Word and Introduction to Microsoft Excel.

For more information or to register, contact the Adult Education Special Programs office (see directory).

✆ ***See directory inside back cover.***

Bookstore

Waubonsee's bookstores are open year-round and are located in Dickson Center on the Sugar Grove Campus and on the first floor of the Aurora Campus at the Galena Boulevard. entrance.

Textbooks for classes may be purchased by visiting the Waubonsee Bookstore at either the Sugar Grove or Aurora Campus, or by ordering online at www.waubonsee.edu/bookstore. The bookstores accept cash, checks (with proper ID), MasterCard, Visa, Discover and financial aid on all purchases (note: there are date restrictions on financial aid use as posted each term). Grants, scholarships and other financial aid must be approved by the Financial Aid Office.

Students now have the option to purchase a textbook new, used (when available), ebook (if available), or rent for a nominal fee (please note that a major credit card is required at the time of rental). All online orders can be picked up at any of the college's four campuses or shipped directly to you (shipping charges may apply). Sales tax will be added to each order. (Please note that a restocking fee will be charged on orders canceled or changed after the online order has been filled).

The bookstores also stock reference materials, study guides, school and office supplies, electronics (including laptops and tablets), gift items and Waubonsee insignia clothing and gifts. Educationally priced computer software is available to students, faculty, and staff.

Book buybacks are conducted at the two permanent bookstore locations during the final week of each semester. Students are paid cash for their used books that are current editions and in good condition. Books that are needed on campus for the next term will be purchased by the bookstore at up to 50 percent of the new book price. Books not needed on campus may be purchased at reduced prices at various times during the semester. Check with the bookstores for these buyback dates and times.

Regular bookstore hours, along with extended hours at the beginning of each term, are posted at each location and on the bookstore website.

Career Choices

CAREER EXPLORATION

Both currently enrolled students and members of the community are welcome to use the resources of the Counseling Center for career exploration.

Career inventories such as the Strong Interest Inventory, Campbell Interest and Skill Survey, and the Myers Briggs Type Indicator are used to examine a person's interests and personality in relation to occupations. A nominal fee is charged to cover the cost of some materials.

Counselors are available to meet with students and community members to discuss their career options and goals.

Personal development courses are available each semester to assist students in career exploration and job-seeking skills. Information on these credit courses is available from the Counseling Center. Check the semester schedule of classes for times and locations of the courses with a "PDV" prefix.

CAREER SERVICES CENTER

Students and college district members seeking full or part-time employment, as well as employers looking for quality employees, can take advantage of a wide range of free services offered by the Career Services Center.

Resources available in the Career Services Center to assist in the job search process include information on employment projections and labor market needs, effective résumé writing and interview techniques, internship opportunities, and additional employment strategies. In addition to meeting with career services staff, students are encouraged to visit the student success portlet in the mywcc, for online services.

The website www.collegecentral.com/waubonsee is an Internet-based job listing service for community college students and district residents. Employers throughout the greater Chicagoland region can contact Waubonsee to list their job opportunities. Job seekers can post their résumés and view postings. The website provides universal access 24 hours a day, seven days a week, to the thousands of jobs listed annually through the Career Services Center.

Employers may choose to participate in career fairs, recruit and conduct interviews on campus, or provide work site experiences that coordinate with a student's academic program.

✆ ***See directory inside back cover.***

Center for Learning Assessment

The Center for Learning Assessment (CLA) is committed to facilitating student learning at Waubonsee Community College by offering a wide range of testing services to students and members of the community.

The Center for Learning Assessment assists Waubonsee students throughout every phase of their college career. Assistance begins with placement testing for new full-time students, continues with self-paced open entry and online testing, and includes program admission testing. The CLA also assists faculty by providing a place for students to take make-up exams.

Community members can take advantage of the testing administered through several programs, including English as a Second Language (ESL), General Educational Development (GED), College Level Examination Proficiency (CLEP) and certification tests given throughout the year.

For additional information, contact the CLA office (see directory).

Child Care

Quality, affordable child care is available at both the Sugar Grove and Aurora campuses.

The Early Childhood Centers provide a safe and nurturing environment and are designed to foster social, emotional, and intellectual development. Developmentally appropriate practices inspired by the recommendations of the National Association for Education of Young Children (NAEYC) guide the curriculum. Emphasis is placed on creativity, choice, independence, cooperation and learning through play.

A flexible program allows drop-in care and is structured to help students match their day care needs with their class schedule. The centers only serve the children of currently enrolled Waubonsee students, faculty and staff members. Bilingual staff are employed at both centers.

The centers accept toilet-trained children who are 3-6 years of age. Parents/guardians must be on campus while their children are in the center.

Class Offerings

Every semester, class schedules are published for college credit courses, community education classes, workforce development and programs for youth. Credit and noncredit schedules are mailed to every district resident. For additional copies of any of these publications, call the Marketing and Communications office (see directory).

In addition, the credit and noncredit course schedules are available in searchable form online at www.waubonsee.edu.

Conduct and Grade Concerns

Waubonsee Community College has procedures to assist students in resolving college-related grievances. Specifically, the procedures address student grade concerns and student conduct.

Waubonsee Community College is committed to prohibiting any forms of discrimination. See the section "Federal Compliances."

Nothing in these procedures limits a student's right to submit a complaint against the college to the Department of Education Office for Civil Rights. These procedures are not intended to supersede other existing college policies and procedures.

Procedures for grade concerns and student conduct are detailed in the "Student Handbook."

For more information about these procedures, please contact the Dean of Students (see directory).

Counseling Centers

Waubonsee Community College provides a wide range of academic, personal, and career counseling. Counselors assist students with issues such as career and educational goals, choosing programs of study, lifestyle transitions related to education, and other personal issues that may interfere with academic progress.

See also the section on "Academic Counseling and Advising."

Counselors are available at all Waubonsee campuses. Walk-in and appointment times are available. Call for office hours or appointments (see directory) or visit www.waubonsee.edu/counseling or the student success portal of mywcc.

ELECTRONIC REGISTRATION AND PLANNING (E-RAP) FOR FULL-TIME AND/OR DEGREE-SEEKING STUDENTS

New first-time, full-time students must complete an Electronic Registration and Planning (E-RAP) tutorial before registering for courses. The tutorial explains Waubonsee's degree and certificate programs and teaches students how to use the college catalog, credit schedule and test scores to select courses. Students then register and pay for their first semester of courses online.

Students can access E-RAP through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to login.

CONTINUED COUNSELING

Currently enrolled students are encouraged to meet periodically with a counselor to discuss career plans and academic progress. Students should confer with a counselor or advisor when changing a schedule or withdrawing from classes or the college.

Foundation

The Waubonsee Community College Foundation supports the philosophy and purpose of Waubonsee with the following goals:

- to continue funding existing scholarship programs and initiate new ones;
- to advance the educational and charitable purposes of the college.

The Foundation awards nearly 200 scholarships each academic year. Applications are due Feb. 10, 2014, for scholarships usable during the 2014-2015 academic year. More information may be found at www.waubonsee.edu/foundation.

Chartered in 1978 as a tax exempt, non-profit organization, the foundation is governed by a 25-member board of community leaders. Contact the Office of Fund Development (see directory).

Henning Academic Computing Center

The Henning Academic Computing Center provides Waubonsee students and area residents with opportunities to use personal computers and numerous types of software in an academic laboratory featuring the latest instructional technology. The 15,000 square-foot facility has eight classrooms and an open lab equipped with 120 personal computer work stations. All personal computers in the center are networked to provide access to a wide range of software packages as well as laser printers. One of the classrooms is equipped as a computer-aided drafting and design laboratory. Several classrooms are equipped with LanSchool software, enabling an instructor to demonstrate on each student's computer and simultaneously monitor the individual screens.

All currently enrolled Waubonsee Community College students have access to the open lab. Community residents who wish to use the open lab personal computers may do so by registering for a monthly user fee. The fee entitles residents to unlimited use of the open lab work stations in the facility.

The Henning Academic Computing Center is open extended hours when classes are in session. Verify posted hours in a current semester course schedule.

For more information about classes, consult the respective schedules for college credit courses and noncredit offerings. Network User Rules are in effect at Waubonsee to ensure fair, equitable and appropriate electronic communication. All users (whether on campus or accessing Waubonsee's network from off site) are bound by these rules. The rules are available online and are included in the "Student Handbook."

Intercollegiate Athletics

Waubonsee competes in intercollegiate sports and is a member of the Illinois Skyway Collegiate Athletic Conference and the National Junior College Athletic Association. Authorized sports include baseball, golf, softball, volleyball, wrestling, soccer, tennis, basketball and cross-country. In addition, the college offers co-ed cheerleading.

To be eligible for any intercollegiate sport, a student must be a regular student enrolled in a minimum of 12 semester hours and must meet the eligibility requirements of the National Junior College Athletic Association (NJCAA). For more information, visit www.njcaa.org.

Internships

An internship allows students to acquire professional experience through working at a business or organization closely related to their academic field of interest. Currently, both credit and noncredit opportunities are available and ideal for career exploration. For more information, please contact the Career Services Center at careerservices@waubonsee.edu or the dean for the appropriate instructional division.

Learning Enhancement and College Readiness

Learning Enhancement provides students with needed resources to help them achieve success at Waubonsee, including tutoring and assistance in reading, writing, mathematics and study skills.

Library Services

Library services are provided at the Todd Library at the Sugar Grove Campus, and at extension sites at the Aurora, Copley and Plano Campuses. The Todd Library and the Aurora Campus Library house book collections, periodical titles, and electronic reference databases chosen to support the college curriculum and provide research materials for students and residents of the Waubonsee Community College district. Students on any campus have access to materials and services located on the other campuses. Specific services available at the Aurora and Sugar Grove library facilities include:

- conference room/study rooms;
- copiers;
- interlibrary loan;
- Internet access for students;
- instructional multimedia;
- reference assistance;
- reserve materials;
- DVD viewing.

All registered students may check out materials from the libraries, and residents of the college district who are high school age or older are eligible for most circulation privileges.

Music Performance

Students may participate in music performances by enrolling in credit courses (see Applied Music in course descriptions) or by participating in an instrumental or vocal ensemble with other community members. Contact the music department for more information.

INSTRUMENTAL MUSIC

The Waubonsee Steel Drum Band, Rock Music Ensemble, Jazz Band, Jazz Combo and Chamber Winds give students the opportunity to perform for concerts and community events. The groups are open to all interested students.

Students also can gain concert band experience through cooperative agreements with the American Legion Band, the Fox Valley Concert Band and other community ensembles.

VOCAL MUSIC

Waubonsee offers three opportunities to participate in vocal groups: the Waubonsee Chorale, a 30-member group that performs traditional choral music; the Vocal Jazz Lab, an auditioned group of singers who perform jazz and pop style music; and the Fox Valley Festival Chorus, a 60-member ensemble performing larger choral works, often with an instrumental group.

mywcc Web Portal

Students can access all of their important Waubonsee information in this portal at mywcc.waubonsee.edu. Once they sign in with their X-number and password, they'll find everything from their email to their course schedule to their final grades. mywcc also features such helpful tools as a degree audit and a student success portlet.

Returning Adult College Students

Waubonsee provides an admissions representative who can assist adult (non-traditional) students in all aspects of the registration process and address issues that concern the adult student population of Waubonsee.

S.T.A.R. Program (Student-Athletes Taking Academic Responsibility)

The Waubonsee Community College S.T.A.R. (Student-Athletes Taking Academic Responsibility) Program was created in 1991 to further the academic progress of student-athletes while they participate in athletics. The program includes weekly study sessions; personal, career and academic counseling; academic monitoring; and nominations for various scholarships and academic recognition.

Student Activities

Co-curricular activities are a vital part of a student's education. Involvement allows students to meet people with similar interests, learn more about their areas of interest and have a good time. For more information contact the Student Activities office or check Waubonsee Community College Student Activities page on Facebook. Student activities are listed on the student calendar in mywcc.

Student Organizations

Waubonsee Community College has a variety of student organizations to meet student needs. All groups are student initiated and run. Student organization charters have been issued for social, cultural, career and honor societies. Check the Waubonsee Community College website or the Student Handbook for a current list of student organizations. Club Fairs are held each semester to allow student organizations to connect with potential members. Contact the Student Activities office for meeting information.

STUDENT GOVERNMENT

Student Government provides a channel of communication through which the administration, faculty and students may plan and discuss academic topics together. All student government activities and elections are governed by an approved constitution.

STUDENT SENATE

The senate is composed of 12 students elected from the student body. The senate president and part of the senate are elected in the spring, and the remaining student senators are elected in the fall. The Student Senate charters student organizations, represents the student body on college committees and implements projects to meet students needs. All meetings are open and students are invited to attend.

Any registered student may vote in a student government election. Candidate requirements, petitions and details are available from the Student Activities office.

STUDENT TRUSTEE

The student member of the Waubonsee Community College Board of Trustees is elected during the spring student government election and serves for one year. The Student Trustee attends all board meetings representing the interests of Waubonsee students. The current student trustee can be contacted through the Student Activities office.

INTRAMURALS

Waubonsee Community College maintains a program of intramural athletics for those not wishing to compete in an intercollegiate sport. The offering of intramural activities is based upon student interest and participation. Contact the Athletics office for the most current information (see directory).

Transfer Advising

Transfer advising is available as part of the Counseling Center. Assistance is available to students who plan to transfer to a four-year school upon completing Waubonsee's associate degree. Counseling maintains transfer/articulation fact sheets for the state universities that explain the exact courses that transfer to each institution. Also see www.waubonsee.edu/transferring for more information.

TRiO/Student Support Services

Student Support Services provides educational support services for eligible Waubonsee Community College students. The program helps students successfully complete their college degree or certificate programs. First-generation college students, students who need financial assistance, or students who have a disability and demonstrate a need for academic support may qualify. Services include individual tutoring; academic, career, transfer and personal counseling; financial aid guidance; cultural enrichment activities; and workshops on a variety of topics. For more information on eligibility and availability of services, contact the Student Support Services office (see directory) or visit www.waubonsee.edu/sss

Tutoring

The college offers free face-to-face and online tutoring for credit students in a variety of subject areas, such as writing, mathematics, science, social science and humanities. The Tutoring Center also provides specialists who help students with reading textbooks effectively, preparing for tests, developing career vocabulary, and developing or enhancing study skills. Schedules can be found on mywcc or by contacting Tutoring at the Sugar Grove or Aurora Campuses (see directory).

Veteran Student Services

Waubonsee is proud to serve those students who have served our country. Visit www.waubonsee.edu/veterans for information about getting started, academic advising and financial aid.

✆ ***See directory inside back cover.***

History and New Directions

Waubonsee Community College, a two-year public institution of higher learning, came into existence in August 1966 when the electorate of 12 school districts in most of Kane and portions of Kendall, DeKalb, LaSalle and Will counties voted to establish Community College District 516. Today, the district encompasses more than 600 square miles and has an assessed valuation of approximately $9.9 billion.

From the beginning, the college's philosophy has been that education is the cornerstone of a literate, democratic society; learning is a lifelong process; and the pursuit of knowledge must be supported by institutional policies demonstrating accessibility, service, quality, innovation and value.

With the objective of meeting the lifelong learning needs of the community, the college truly began taking shape in early 1967, as the college's first president assumed his duties and subsequently began assembling a staff, developing a multilevel curriculum and locating classroom space. However, the college still needed a name, and for that, the school called upon its community.

A district-wide naming contest was held in March of 1967. From among the 600 entries, the name suggested by both Susan Miller, of Aurora, and Patricia Ann Dillon, of Batavia, stood out, and the Fox Valley's community college officially became Waubonsee Community College. Waubonsee, meaning "early dawn" or "early day," was a Pottawatomie Native American chief who lived in the Fox River Valley during the 1800s.

Waubonsee Community College had a permanent name but had yet to locate to a permanent campus and so, when the college opened its doors for classes on Sept. 11, 1967, the doors were those of a variety of community facilities. The school's initial enrollment of 1,603 students — 403 full time and 1,200 part time — has grown steadily since that time, with the college currently serving more than 12,000 students each semester.

Just a few months later, in December 1967, a successful bond referendum allowed the college to begin planning its first permanent campus. The campus, situated on a 243-acre tract of land north of Sugar Grove on Route 47, still serves as the college's main campus. In addition to classroom space, facilities there also include conference rooms, specialized laboratories, Student Center, café and coffee shop, library, bookstore, early childhood center, observatory, kiln shelter, 375-seat auditorium, multipurpose event space, gymnasium, 120-workstation computer center, fitness center and two-mile nature trail.

A second Waubonsee campus opened in 1986 in downtown Aurora at the corner of Galena Boulevard and Stolp Avenue, but this structure ceased operations in May 2011. In June 2011, Waubonsee moved its downtown campus to a new 132,000-square-foot facility at 18 S. River St. The Aurora Campus remains the headquarters for Workforce Development, Adult Education, GED, English as a Second Language and the Adult Literacy Project, as well as the Illinois Small Business Development Center.

Waubonsee established another major extension center in January 1997 on the Rush-Copley Medical Center campus, adjacent to Route 34 in far east Aurora. College credit courses, community education programs, and training seminars for business and industry are held in the two-story building's eight classrooms.

Spring 2011 marked the beginning of courses at the college's fourth permanent campus, located in Plano. Situated on a nine-acre site adjacent to the Lakewood Springs development, north of Highway 34 and west of Eldamain Road near Lake Plano, the Plano Campus offers complete associate degree to area residents, along with noncredit learning opportunities.

The new Aurora and Plano Campuses are among the many projects undertaken as part of the 2020 College Master Plan. During the 2002-2003 academic year, the board of trustees adopted this plan, which outlines educational facilities necessary to meet the needs of students now and into the future. Four building projects have been completed at the Sugar Grove Campus; the Campus Operations facility opened in August 2005, the new Science Building opened during the fall 2006 semester, the Academic and Professional Center held classes for the first time in fall 2007, and the Student Center opened in spring 2009. In 2013 the college will break ground on a new field house that will connect with Erickson Hall, which is being remodeled as part of the project.

While Waubonsee is continually working to improve its campuses, the college also recognizes the need for other convenient course locations, and so, classes are held at nearly 16 other extension sites throughout the district as well. For those students who prefer to learn from home, Waubonsee offers a variety of distance learning options. Waubonsee has always been a leader in distance learning, from being a founding member of the Illinois Virtual Campus (IVC) to providing courses to students statewide through Illinois Community Colleges Online (ILCCO). Currently, the college offers nearly 200 online courses and delivers fully-accredited associate degrees and certificates to students in a distance learning format.

As the educational needs of its district change, so too will Waubonsee Community College. What will always remain the same, however, is Waubonsee's commitment to student success through quality teaching and learning experiences.

Federal Compliances

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext.2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

Title VI of the Civil Rights Act of 1964

Waubonsee Community College is in compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin.

The Age Discrimination in Employment Act of 1975

Waubonsee Community College is in compliance with The Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age.

Title IX

Waubonsee Community College adheres to the provisions outlined in Title IX of the 1972 Federal Education Amendment Act prohibiting sex discrimination and sexual harassment in all activities of the college. The Title IX coordinator is Michele Needham, Executive Director of Human Resources (see directory).

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

Waubonsee Community College follows the provisions of ADA and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination on the basis of an individual's disability and offers to disabled persons the opportunity to participate fully in all educational programs and activities. The ADA and Section 504 coordinator is Michele Needham, Executive Director of Human Resources
(see directory).

Family Educational Rights and Privacy Act (FERPA)

For more information on how FERPA governs the disclosure of student records, visit www.waubonsee.edu/ferpa.

Student Right to Know and Campus Security Act of 1990

Waubonsee Community College is in compliance with the Student Right to Know and Campus Security Act (P.L. 101-542). Information is collected to provide institutional graduation rates, as well as safety policies and crime statistics to students. Further information is available through Waubonsee's Campus Police Department (see directory) or online at www.waubonsee.edu.

Annual Disclosure Report

The Waubonsee Community College Annual Disclosure Report is available to all students, faculty and staff in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as the Student Right to Know Act, Drug-Free Schools and Communities Act, Higher Education Opportunity Act and Title IX. It contains information on campus security measures, alcohol/drug policies and sanctions, and retention and graduation rates. The report is available online at www.waubonsee.edu/safety.

Illinois Abused and Neglected Child Reporting Act

In accordance with the Abused and Neglected Child Reporting Act (ANCRA) all personnel of higher education institutions are mandated to report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS) toll-free, 24-hour Child Abuse Hotline at 1-800-25-ABUSE (22873).

WAUBONSEE

your mentors

Staff

Full-Time Faculty and Administrators

Instructional Divisions:

(B & IS) *Business and Information Systems*
(C & LS) *Communications and Library Services*
(H & LS) *Health and Life Sciences*
(H, FA & L) *Humanities, Fine Arts and Languages*
(LE & CR) *Learning Enhancement and College Readiness*
(SS & E) *Social Science and Education*
(T, M & PS) *Technology, Mathematics and Physical Sciences*

Abbott, Lenice, *Associate Professor*
Reading ((LE & CR)
BA, Wheaton College;
MS, National Louis University

Ahmann, Carla, *Associate Professor*
Early Childhood Education (SS & E)
BS, MS, University of Wisconsin-Stout

Archos, Vaseliki, *Assistant Professor*
Communications (C & LS)
BA, MS, Illinois State University

Armitage, James, *Professor*
Automotive Technology (T, M & PS)
AS, Waubonsee Community College;
AAS, Elgin Community College;
BS, Illinois State University;
MSEd, Northern Illinois University

Avilés-Davis, Evelyn Z., *Bilingual Counselor/ Associate Professor*
BA, MA, University of Puerto Rico

Ballee, Shawn, *Assistant Professor*
Industrial Systems Technology (T, M & PS)
AS, Elgin Community College;
BS, Northern Illinois University

Barreto, David, *Counselor/Assistant Professor*
AA, Triton Community College;
BA, Concordia University;
MA, Roosevelt University

Baston, Karen*, Associate Professor*
Administrative Office Systems (B & IS)
BS, MS, Northern Illinois University

Bickley, Keith, *Assistant Professor*
Philosophy (H, FA & L)
BA, Wabash College;
MA, Duquesne University

Bitterman, John C., *Associate Professor*
Communications (C & LS)
AA, College of DuPage;
BA, Southern Illinois University;
MA, MSEd, Northern Illinois University

Blacksmith, Lourdes, *Director*
Governmental and Multicultural Affairs
AAS, Waubonsee Community College;
BA, DePaul University;
MS, Northeastern Illinois University

Boudreau, Charles, *Director of Student Financial Aid Services*
BA, MSEd, University of Illinois;
PhD, University of South Florida

Brooks, Pamela, *Assistant Professor*
Nurse Assistant/Allied Health (H & LS)
BSN, Aurora University

Brown, Maribeth, *Assistant Professor*
Mathematics (LE & CR)
BA, Eastern Illinois University;
MA, DePaul University

Burke, Adam, *Librarian/Assistant Professor*
BA, University of Wisconsin;
MA, University of Iowa

Butler, Mary Edith, *Dean*
Communications and Library Services
BS Ed, Mississippi College;
MLS, University of Mississippi

Caponi, Kimberly, *Senior Executive to the President*
BA, Union College
MA, Antioch University McGregor

Carbajal-Romo, Rosaura, *Bilingual Counselor*
BS, University of Illinois at Chicago;
MA, Roosevelt University

Cardine, Darla, *Assistant Vice President*
Finance
AS, Kishwaukee Community College;
BS, Northern Illinois University;
MBA, Aurora University;
CPA

Chaaban, Amy L., *Assistant Professor*
Information Systems (B & IS)
BS, Emporia State University;
MEd, Southwestern College

Christensen, Nancy, *Assistant Professor*
Chemistry (T, M & PS)
BS, University of Wisconsin at Stevens Point;
Ph.D., University of British Columbia

Clark, Gary, *Associate Professor*
English (C & LS)
BA, Olivet Nazarene College;
MA, Northern Illinois University

Clem, Billy E., Jr., *Associate Professor*
English (C & LS)
BA, Culver-Stockton College;
MA, Southwest Missouri University

Collins, Catherine, *Associate Professor*
Accounting (B & IS)
BBA, St. Joseph's College;
MS, University of Wisconsin-Milwaukee;
MBA, Northern Illinois University;
CPA

Crawford, Mark A., *Associate Professor*
Mathematics (T, M & PS)
BA, MA, Western Michigan University

Dale, Marc, Jr., *Director*
Registration and Records/Registrar
BA, Purdue University;
MA, Chicago State University

de Boom, Patricia, *Professor*
Nursing (H & LS)
BSN, Madonna University;
MSN, Boston College

Del Medico, Amy, *Associate Professor*
Mathematics (T, M & PS)
BS, Benedictine University;
MS, Northern Illinois University

DeStefano, Allison, *Associate Professor*
Communications (C & LS)
BA, Lewis University;
MA, University of Illinois at Chicago

Dharmasankar, Sowjanya, *Assistant Professor*
Economics (B & IS)
BA, MA, M.S. University, Baroda, India

Diaz, Ulysses, *Bilingual Counselor*
BA, Northern Illinois University
MSW, University of Illinois at Chicago

DiVietro, Jamey, *Counselor/Assistant Professor*
BA, North Central College;
MA, Loyola College of Maryland

Dixon, Jeri, *Dean*
Adult Education
BA, Chicago State University;
MAEd, National-Louis University

Dosch, Tracey, *Associate Professor*
Biology (H & LS)
BS, Southern Methodist University;
MS, Ohio State University

Draper, Timothy D., *Associate Professor*
History (SS & E)
BS, MA, Ball State University;
PhD, Northern Illinois University

DuCharme, Danielle, *Assistant Professor*
Biology (T, M & PS)
BS, Loyola University Chicago;
MS, University of California Davis

Easton, David, *Associate Professor*
Information Systems (B & IS)
AAS, Morton College;
BA, University of Illinois;
MBA, Dominican University

Erickson, Gregg, *Instructor*
Renewable Energy Technologies (T, M & PS)
Journeyman Electrician

Felton, Terence, *Chief Information Officer*
Information Technology
BS, University of Maryland;
MBA, University of Illinois at Chicago

Field, Ellen, *Assistant Professor*
Mathematics (LE & CR)
BA, North Central College;
MS, Northern Illinois University

Finch, Melinda, *Assistant Professor*
Nursing (H&LS)
AS, Waubonsee Community College;
BA, Benedictine University;
MS, Loyola University

Fisher, Cynthia, *Dean*
Humanities, Fine Arts and Languages
BA, MS Ed, Northern Illinois University

Fortier, Diana L., *Professor*
Economics/Business (B & IS)
BA, Rockford College;
MA, Northern Illinois University

Fozio-Thielk, Lisa A., *Assistant Professor*
Psychology (SS & E)
AA, Triton College;
BA, MS, National Louis University;
MA, Northcentral University

Fu, John, *Associate Professor*
Graphic Design (H, FA & L)
BFA, Shanghai Teacher's University;
MA, MFA, Northern Illinois University

Fuller, Teri A., *Assistant Professor*
English (LE & CR)
BA, University of St. Francis;
MA, Northern Illinois University

Gaff, Janet, *Assistant Professor*
English (LE & CR)
BA, Purdue University;
Master of Divinity, Bangor Theological Seminary;
MA, Central Michigan University

Gibbons, Daniel, *Associate Professor*
Accounting (B & IS)
BS, Northeastern Illinois University;
MS, Northern Illinois University;
CPA

Gloudeman, Mark, *Assistant Professor*
Welding (T, M & PS)
AGS, Waubonsee Community College
CWI

Gore, Barbara J., *Assistant Professor*
Chemistry (T, M & PS)
BS, Michigan State University;
MS, Purdue University

Grier, Douglas, *Dean*
Community Education
BA, Pennsylvania State University;
MA, Bowling Green State University

Hartmann, Bruce, *Director*
Accounting/Business Services
BA, Carthage College;
MBA, Benedictine University

Hassing, Cynthia Louise, *Assistant Professor*
Nursing (H & LS)
BA, College of St. Scholastica;
MS, Northern Illinois University

Heinrich, Joseph, *Assistant Professor*
Criminal Justice (SS & E)
AS, Oakton Community College;
BA, Aurora University;
MEd, National-Louis University

Heiss, David, *Assistant Professor*
Physical Education (SS & E)
AA, Eastern Wyoming College;
BS, Bemidji State University;
MSEd, Chicago State University

Hess, Jeffery, *Assistant Professor*
HVAC (T, M & PS)
Refrigeration & Appliance
Servicing Certificate, Moraine Park College;
NATE Certified;
Universal EPA Certification

Hladik, Paula Jean, *Professor*
Business (B & IS)
RRT, AS, College of DuPage;
BS, College of St. Francis;
MS, MBA, Benedictine University

Hollenback, Scott, *Associate Professor*
Psychology (SS & E)
BA, Marquette University;
MA, Forest Institute of Professional
Psychology

Holmes, Harold (Rodney), *Associate Professor*
Biology (H & LS)
BS, Abilene Christian College;
MS, Purdue University;
PhD, University of Oklahoma

Hutches, Mary Beth, *Assistant Professor*
Nursing (H & LS)
BS, Northern Illinois University;
MS, St. Xavier University
DNP, Rush University

James, Melinda, *Vice President*
Student Development
BS, Murray State University;
MS, George Williams College
EdD, Northern Illinois University

Jeppesen, James Douglas, *Associate Professor*
Art/Ceramics (H, FA & L)
BA, BFA, University of Tulsa;
MFA, Northern Illinois University

Kecskés, Gary, *Assistant Vice President*
Workforce Solutions/Community Learning
BS, BA, MA, Lawrence Technological University

Kewin, Therese A., *Counselor/Associate Professor*
BS, Illinois State University;
MS, National Louis University

Kiefer, Richard, *Associate Professor*
Political Science/History (SS & E)
BS, Miami University;
MA, Governors State University

Kindelin, Heidy, *Counselor/Associate Professor*
Access Center for Students with Disabilities
AA, Moraine Valley Community College;
BS, Illinois State University;
MA, Northern Illinois University;
CRC

Krueger, Laurel, *Instructor*
Nursing (H & LS)
AAS, Waubonsee Community College;
BSN, MSN, Lewis University

Kunz, Kenneth, *Professor*
Automotive Technology (T, M & PS)
AA, Joliet Junior College;
BA, Governors State University;
MEd, Olivet Nazarene University;
Master Automotive ASE

LaCost, Heather A., *Associate Professor*
Psychology (SS & E)
BA, Carthage College;
MA, PhD, Northern Illinois University

LaShure, Faith, *Dean*
Enrollment Management
BS, MS, Illinois State University

Lathan, Mark, *Assistant Professor*
Music (H, FA & L)
BM, Northern Illinois University;
MA, PhD, University of California, Los Angeles

Laufenberg, Todd, *Assistant Professor*
English (C & LS)
BA, University of Illinois;
MA, Northern Illinois University

Limbrunner, Tracey, *Assistant Professor*
Nursing (H & LS)
BS, Illinois Wesleyan University;
MS, Northern Illinois University

Lindeen, Ellen, *Associate Professor*
English (C & LS)
BS, University of Wisconsin-Madison;
MA, Northwestern University

Lindquist, Michelle, *Instructor*
English (LE & CR)
AA, Rock Valley Community College;
BA, MA, Northern Illinois University

Livingston, Kimberly Rainsford, *Assistant Professor*
English (C, & LS)
BA, Western Illinois University;
MA, Western Michigan University

Lovingood, Deborah, *Executive Vice President/ Chief Learning Officer*
Educational Affairs
BA, University of South Carolina;
MAT, The Citadel;
MS, Murray State University;
EdD, Vanderbilt University

Luxion, Clifford, *Assistant Professor*
Real Estate/Construction Management (B & IS)
AA, AS, Waubonsee Community College;
BA, Governors State University;
MS, Roosevelt University

MacDonald, Andrew, *Assistant Professor*
Auto Body Repair (T, M & PS)
ASE, Master Collision Repair/Refinish Technician

Marzano, William, *Dean*
Social Science and Education
AAS, Morton College;
BA, Northern Illinois University;
MA, University of Illinois;
EdD, Illinois State University

Mattern, Joshua, *Assistant Professor*
English (LE & CR)
BA, North Central College;
MA, Northern Illinois University

McDonald, Jeanne, *Associate Professor*
English (C & LS)
BA, MA, Lincoln Christian College and Seminary;
MA, Western Illinois University;
PhD, Illinois State University

McGhee, Tina M., *Instructor*
Health Information Technology (B & IS)
BS, Illinois State University

Mendoza, Lilia, *Assistant Professor*
Foreign Language (H, FA, & L)
BA, St. Norbert College
MA, Northern Illinois University

Modaff, Lawrence, *Assistant Professor*
Communications (C & LS)
BS, Illinois State University;
MA, Northern Illinois University

Monokoski, S. Gibson, *Professor*
Music/Instrumental (H, FA & L)
BM, MM, Northern Illinois University

Moore, Catherine, *Assistant Professor*
Interpreter Training/Sign Language (H, FA & L)
BS, MA, Northern Illinois University

Moriarty, Timothy, *Instructor*
Information Systems (B & IS)
BS, University of Illinois, Urbana-Champaign;
MS, DePaul University;
MBA, University of Chicago Booth School of Business

Murray, Suzette, *Dean*
Business and Information Systems
AA, College of DuPage;
BA, MBA, DePaul University

Nakaji, Denise, *Associate Professor*
Therapeutic Massage (H & LS)
BFA, MSEd, Northern Illinois University;
NCTMB

Needham, Michele, *Executive Director*
Human Resources
BS, University of Illinois;
Certificate of Human Resources Management;
MBA, Benedictine University

Noblitt, Jeffrey, *Executive Director*
Marketing and Communications
BA, Loyola University Chicago;
MS, Roosevelt University

Norris, Lesa, *Dean*
Workforce Development
BA, University of Iowa;
MS, Benedictine University

O'Connell-Knuth, Linda M., *Assistant Professor*
Early Childhood Education (SS & E)
BS, Iowa State University;
MA, National-Louis University

O'Gorman, Michael J., *Professor*
English (C & LS)
AA, Elgin Community College;
BA, Truman State University;
MA, University of Illinois at Chicago;
MA, Northern Illinois University

Olson, Paul C., *Professor*
Sociology/Anthropology (SS & E)
BA, Oakland University;
MA, University of Michigan

Paparozzi, Diana, *Instructor*
Nurse Assistant (H & LS)
AA, County College of Morris

Perez, Cynthia, *Assistant Professor*
Health Care Interpreting (H, FA & L)
AA, College of DuPage

Peska, Scott, *Dean*
Students
AA, Highland Community College;
BS, MS, Illinois State University;
EdD, University of Illinois at Urbana-Champaign

Popowitch, Mark, *Assistant Professor*
Music, (H, FA & L)
BA, Northern Illinois University;
MA, Southern Illinois University

Portincaso, Daniel, *Assistant Professor*
English, (C & LS)
BA, Columbia College;
MA, Lesley University

Powers, Amy, *Assistant Professor*
History (SS & E)
BA, Grove City College;
MA, John Carroll University;
PhD, Northern Illinois University

Pulver, Thomas G., *Assistant Professor*
Mathematics (LE & CR)
BS, Mankato State University;
MA, Minnesota State University-Mankato

Quillen, David, *Executive Vice President*
Finance and Operations
BS, Augustana College;
MBA, University of Iowa;
CPA

Quirk, Sarah A., *Associate Professor*
English (C & LS)
BA, DePaul University;
MA, Northern Illinois University

Rambish, Medea, *Dean*
Learning Enhancement and College Readiness
BA, MAEd, Pennsylvania State University;
EdD, Widener University

Randall, Kathleen A., *Associate Professor*
Education (SS & E)
AA, Joliet Junior College;
BS, MS, Illinois State University

Randall, Stacey, *Director*
Institutional Effectiveness
BA, Millikin University;
MA, PhD, Northern Illinois University

Reardanz, Judy, *Assistant Professor*
Allied Health (H & LS)
BSN, Duquesne University

Reese, John, *Assistant Professor*
Human Services (SS & E)
BA, Coe College;
MS, Rehabilitation Institute of Southern Illinois University

Richards, Katharine, *Director*
Fund Development
BA, Denison University;
MA, MS, Northern Illinois University

Rolison, Patrick, *Assistant Professor*
Criminal Justice (SS &E)
AAS, Waubonsee Community College
BA, University of Illinois - Chicago;
MS, Northern Illinois University

Rothschild-Massa, Jacqueline N., *Professor*
Psychology (SS & E)
AAS, Illinois Central College;
BS, MA, Bradley University;
EdD, Illinois State University

Saccone, Patricia, *Assistant Professor*
Administrative Office Systems/
Health Information Technology (B & IS)
BA, St. Mary's College;
MA, Concordia University

Santillan, Kristin, *Counselor/Assistant Professor*
AS, Waubonsee Community College;
BA, Illinois State University;
MSEd, Northern Illinois University

Schoolfield, Marjorie L., *Assistant Professor*
Nursing (H & LS)
AA, Waubonsee Community College
BSN, MSN, Lewis University

Schulze, Karl, *Assistant Professor*
Earth Science (T, M & PS)
BS, Northern Illinois University;
MS, Texas A&M University

Sedgwick, Jo Lynn, *Instructor*
Mathematics (LE)
AS, Elgin Community College;
BA, North Central College;
MS, University of Illinois at Chicago

Sholtey, Christine, *Assistant Professor*
Health Education/Physical Education (SS & E)
BA, Valparaiso University;
MS, University of Illinois at Chicago;
MSEd, Northern Illinois University

Showalter, Jennifer, *Instructor*
Biology/Anatomy and Physiology (H & LS)
BS, Indiana Wesleyan University
MS, Rush University

Sinclair, Kelli, *Dean*
Counseling and Student Support
BA, MSEd, Northern Illinois University

Skaggs, Steven, *Associate Professor*
Business/Information Systems (B & IS)
BSE, Missouri Southern State University;
MSE, Missouri State University

Sobek, Christine J., *President*
BA, Purdue University;
MA, Michigan State University;
EdD, Northern Illinois University

Stach, Marilee, *Librarian/Assistant Professor*
BA, Western Illinois University;
MLS, Dominican University

Stewart, Karen J., *Vice President*
Quality and Strategic Development
AS, Waubonsee Community College;
BS, Northern Illinois University;
MS, DePaul University;
EdD, Northern Illinois University

Stuckey, Martine, *Professor*
Art /Painting/Drawing (H, FA & L)
BA, MFA, Queens College, C.U.N.Y.

Thomas, Katherine, *Assistant Professor*
Interpreter Training/Sign Language (H, FA & L)
BS, Northern Illinois University

Thompson, Jane, *Assistant Professor*
Mathematics (LE & CR)
BS, Manchester College;
MS, Clemson University

Tolappa, Maya, *Assistant Professor*
Information Systems (B & IS)
BS, University of Delhi;
MS, Northern Illinois University

Tonioni, Renee, *Dean*
Distance Learning and Instructional Technology
AA, Illinois Valley Community College;
BA, Illinois State University;
MA, Governors State University

Toussaint, Jess, *Dean*
Health and Life Sciences
BS, Benedictine University;
MS, University of Illinois at Chicago
EdD, Benedictine University

Trunkhill, William, *Professor*
Mathematics (T, M & PS)
BS, University of Wisconsin-Whitewater;
MS, Northern Illinois University

Virumbrales, Nancy F., *Assistant Professor*
Foreign Language (H, FA & L)
BA, Ohio State University;
MA, University of Wisconsin

Voorhees, David, *Associate Professor*
Earth Science/Geology (T, M & PS)
BA, University of Rochester;
MS, Rensselaer Polytechnic Institute

Vrettos, Andreas M., *Associate Professor*
Electronics Technology (T, M, & PS)
BS, University of Thessaloniki, Greece;
MS, PhD, University of Kentucky

Ward, Daniel W., *Professor*
Biology (H & LS)
BS, MS, Central Missouri State University

Ware, Leatha P., *Professor*
Business (B & IS)
BS, Tougaloo College;
MS, National-Louis University;
EdD, Northern Illinois University

Wasilewski, Adam J., *Instructor*
Interpreter Training/Sign Language (H, FA & LS)
BGS, Northern Illinois University;
MA, Gallaudet University

Weber, Heather, *Assistant Professor*
Art (H, FA & L)
BA, Miami University;
MA, Northern Illinois University

Weiss, Alfred W., *Instructor*
Earth Science/Geography (T, M & PS)
Certificate of Achievement, Oakton Community College;
BA, BS, MS, Southern Illinois University at Carbondale

Westman, Kathleen, *Associate Professor*
Sociology (SS & E)
BA, MSEd, MA, Northern Illinois University

Willerth, Dale, *Director*
Campus Operations
AS, Triton College;
BA, MA EdAd, Governors State University

Wills, Jerri, *Assistant Professor*
Nursing (H & LS)
BSN, University of St. Francis;
MSN, Olivet Nazarene University
DNP, Rush University

Wingate, Constance, *Assistant Professor*
Nurse Assistant (H & LS)
AAS, Waubonsee Community College;
BSN, Aurora University;
MAT, Rockford College

Wu, John, *Director*
Emergency Preparedness and Safety
BS, State University of New York;
MBA, Regis University;
NIMS Certified

Zusman, Steven, *Instructor*
Philosophy (H, FA & L)
BS, University of Notre Dame;
MA, University of Illinois at Urbana-Champaign

President Emeritus

Swalec, John J., *President Emeritus*
BS, MS, PhD, Illinois State University

Professors Emeritus

Bakalis, Maria, *Professor Emerita*
Communications/Theatre (C & LS)
BA, DePaul University;
MA, Northeastern Illinois University;
EdD, Northern Illinois University

Ball, David C., *Professor Emeritus*
CAD/Drafting/Engineering (T, M & PS)
BS, Western Illinois University;
MEd, National College of Education

Brackenridge, Eugenia, *Professor Emerita*
Biology/Microbiology (H & LS)
BA, MA, PhD, University of Texas at Austin

Chapman, Pamela J., *Professor Emerita*
Information Systems (B & IS)
AA, Wright Junior College;
BS, MS, Northern Illinois University

Clark, Lynn M., *Professor Emerita*
Interpreter Training/Sign Language (H, FA & L)
BS, University of Illinois;
MA, Michigan State University;
PsyD, Chicago School of Professional Psychology

Duckwiler-Lippold, Carol, *Professor Emerita*
Administrative Office Systems (B & IS)
AA, Spoon River College;
BS, MS, Western Illinois University

Gaudio, John J., *Professor Emeritus*
Mathematics (T, M & PS)
BS, MS, University of Illinois

Goetz, Carla, *Professor Emerita*
Nursing (H & LS)
AA, Oakton Community College;
RN, Augustana Hospital School of Nursing;
BSN, Barat College/University Health Sciences, The Chicago Medical School;
MSN, EdD, Northern Illinois University

Gruben, John, *Professor Emeritus*
Manufacturing Technology (T, M & PS)
AA, Rock Valley College;
BS, MS, Northern Illinois University

Hauser, Raymond E., *Professor Emeritus*
History (SS, E &IS)
BS, Western Illinois University;
MA, CAS, PhD, Northern Illinois University

Knapp, Charles J., *Professor Emeritus*
Business and Economics (B & IS)
BS, MBA, MSEd, Northern Illinois University;
MST, University of Wisconsin-Whitewater

Lippold, Neal W., *Professor Emeritus*
Criminal Justice (SS & E)
AAS, Waubonsee Community College;
BA, Aurora University;
MS, Chicago State University

Miles-Sawka, Sue L., *Professor Emerita*
Early Childhood Development (SS, E, & IS)
BA, Sam Houston State Teachers College, Texas;
MS, University of Houston;
EdD, Nova University

Murphy, David, *Professor Emeritus*
Psychology (SS & E)
BS, MA, Eastern Illinois University;
EdD, Northern Illinois University

Shaddle, Susan, *Professor Emerita*
Nursing (H & LS)
BSN, MSN, Loyola University;
CCRN;
EdD, Northern Illinois University

Sprague-Williams, Janet L., *Professor Emerita*
Speech (C, H & FA)
BA, MA, CAS, EdD, Northern Illinois University

Wampach, Jeanette E., *Professor Emerita*
Nursing (H & LS)
BS, University of Illinois;
MS, EdD, Northern Illinois University;
OCN

Administrative Offices

Access Center for Students with Disabilities
Dean: Kelli Sinclair
Manager: Iris Hansen
Egner, Lisa | *Accommodations Specialist*

Admissions
Dean: Faith LaShure
Manager: Joy Sanders
Barr, Felicity | *Admissions Clerk*
Bechtold, Betty | *Admissions Data Entry Clerk*
Bowman, Cindy | *Admissions Advisor*
Iñiguez, Erika | *Admissions Advisor*
Janick, Lydia | *Admissions Advisor*
Olson, Stacey | *Admissions Advisor*
Ramirez, Claudia | *College Success Advisor*

Adult Education
Dean: Jeri Dixon
Berg, Ann | *Adult Education Data Entry Clerk*
Cole, Joan | *Secretary*
Garceau, Erica | *Adult Education Transition Advisor*
Gaspar, Alyson | *Adult Education Special Programs Manager*
Grimes, Katharine | *Adult Education Manager*
Holladay-Baxter, Gale| *Adult Education Data Systems Coordinator*
McDaid, Michaela | *Academic Specialist*
Piraino, Paul | *Adult Education Transition Advisor*
Vacant| *Adult and Family Literacy Manager*

Athletics
Dean: Dr. Scott Peska
Manager: David Randall
Jacobs, Phillip | *Athletic Trainer*
Wagner, Dana | *Assistant Athletic Manager/Coach*

Bookstore
Director: Bruce Hartmann
Manager: Joanne Leibold
Lemus, Ana | *Assistant Manager*
Lopez-Hines, Ofelia | *Bookstore Clerk*
Foss, Eric | *Bookstore Technology Coordinator*
Nickels, Phyllis | *Bookstore Shipping/Receiving Clerk*
Wojnowiak, Amanda | *Textbook Buyer*

Bursar Office
Director: Bruce Hartmann
Manager: Monica Ionutas
Jones, Theresa | *Accounts Receivable Clerk*
Rodriguez, Bonnie | *Student/Foundation Accounting Cler*k

Business and Information Systems
Dean: Suzette Murray
Dwinnells, Sarah | *Secretary*
Stepney, Ne'Keisha | *Academic Specialist*

Business Office
Director: Bruce Hartmann
Bergquist, Connie | *Grants Accounting Technician*
Frieders, Linda | *Accounts Payable Clerk*
Kellen, Michele | *Payroll Technician*
Wagner, Jennifer | *Accounts Payable Clerk*

Campus Services
Dean: Faith LaShure
Manager: Diana Foley
Arzola, Angelita | *Campus Receptionist*
Bolden, Sherlene | *Campus Services Supervisor-Plano*
Delgado, Esmeralda | *Campus Receptionist*
Morales, Rene | *Campus Services Supervisor-Copley*
Stanek, Liliana | *Information Desk Receptionist*
Suarez, Carlos | *Information Desk Receptionist*
Vargas-Ortiz, Enid | *Student Development Support Technician*

Campus Operations
Director: Dale Willerth
Manager: Daniel Larsen
Avram, Mary | *Secretary*
Barkei, Michael | *Custodian*
Buri, Barbara | *Secretary*
Cardenas, Saara | *Custodian*
Castanon, Pablo | *Lead Custodian*
Cliffe, John | *General Maintenance Mechanic*
Coomer, David | *General Maintenance Mechanic*
Flores, Arturo | *Lead Custodian*
Hart, Joseph | *General Maintenance Mechanic*
McKinney, David | *Senior Facilities Operations Assistant*
Murray, Terrence | *Senior Facilities Operations Assistant*
Nagel, Kurt | *Industrial Electrician*
Pattermann, Taylor | *Groundskeeper*
Sanchez, Jose | *Custodian*
Smits, Gary | *Shipping/Receiving Clerk*
Stein, Mark | *Night Custodial Manager*
Torres, Eustaquio | *Custodian*
Zappia, Joseph | *Lead Groundskeeper*
Zedonis, Jeffrey| *Chief Plant Operator*

Career Services
Dean: Kelli Sinclair
Manager: Teri Cullen
Lee, Anderson | *Career Services Advisor*

Center for Learning Assessment
Dean: Dr. Scott Peska
Manager: Kathleen Lentz
Crosier, Corina | *Testing Center Assessment Specialist*
Langerveld, Julie | *Secretary*
Montrose, Deborah | *Assessment Coordinator*
Reyes, Erica | *Learning Assessment Dept Coordinator*
White-Shepard, Kisha | *Testing Center Assessment Specialist*

Center for Teaching, Learning, and Technology
Dean: Renee Tonioni
Manager: Christine Corrigan
Henson, Sean | *System Application Trainer*
Johnson, Robert | *Multimedia Trainer*
Kanan, Leann | *Secretary*
Starner, Guy | *Coordinator of Web-based Technologies for Instruction*
Vacant | *Software Application Trainer*

Communications and Library Services
Dean: Mary Edith Butler
Augustine, Michelle | *Secretary*
Walder, Ann | *Academic Specialist*

Community Education
Dean: Douglas Grier
Darwish, Aziza | *Community Education Program Developer*
Danielson, Maria | *Secretary*
Phillips, Dora | *Community Education Program Developer*
Tidwill, Jill | *Child Care Program Coordinator*
McCormick, Rebecca | *Secretary*

Counseling & Student Support
Dean: Kelli Sinclair
Manager: Douglas Szempruch
Bender, Paula | *Graduate/Credentials Analyst*
Farrow, Celia | *Academic Intervention Advisor*
Garbelman, Mary | *Academic Advisor*
Kocunik, Sarah | *Articulation/Transcript Analyst*
Martin, Loretta | *Secretary*
Mitchell, Jasmine | *Counseling Support Technician*
Jacobucci, Karen | *Counseling Support Technician*

Distance Learning and Instructional Technology
Dean: Renee Tonioni
Barrett, Spring | *Secretary*
Eberlein, Amanda | *Secretary*
Fortney, Stephanie | *Distance Learning Specialist*
Harmon, Susan | *Distance Learning Manager*
Klavinski, Christopher | *Educational Television & Video Production Manager*
Lara, James | *Video Production Specialist*
Magara, James | *Public Access Video Production Specialist*
Orseske, Catherine | *Secretary*
Rennels, Michael | *Public Access Programming Manager*

Educational Affairs
Executive Vice President: Dr. Deborah Lovingood
Gebauer, Cynthia | *Secretary*

Enrollment Management
Dean: Faith LaShure
Peck, Julie | *Secretary*
Benacquista, Lorraine | *Imaging Clerk*

Emergency Preparedness and Safety
Director: John Wu
Campus Police Chief: Thomas Roman
Davis, Charles Jr. | *Campus Police Officer*
Grossman, Frank | *Campus Police Officer*
Stefanski, Lawrence, Sr. | *Campus Police Sergeant*
Wiess, Larry| *Campus Police Officer*

Financial Aid
Director: Dr. Charles Boudreau
Manager: Donnie Keith Turner
Bjork, Ashley | *Financial Aid Advisor*
Caldera, Maribel | *Financial Aid Advisor*
Larson, Lorrie | *Financial Aid Data Entry Clerk*
Reliford, Crystal | *Financial Aid Advisor*
Unruh, Stephany | *Financial Aid Advisor*
Wareham, Malissa | *Financial Aid Clerk*
Wheeler, Andrea | *Financial Aid Advisor*
Wise, Christopher | *Financial Aid Advisor*

Finance and Operations
Executive Vice President: David Quillen
Petryka, Tracey | *Secretary*

Finance Office
Assistant Vice President: Darla Cardine
Luman, Sally | *Secretary*
Orth, Sarah | *Finance System and Compliance Analyst*

Fitness Center
Dean: Douglas Grier
Manager: Lisbeth Anderson
Hines, Michelle | *Fitness Center Program Coordinator*
Kilburg, Irene | *Fitness Center Operations Specialist*

Fund Development
Director: Katharine Richards
Linden, Linda | *Fund Development Associate*
Scott, Paula | *Secretary*

Governmental & Multicultural Affairs
Director: Lourdes Blacksmith
Thomas, Kathleen | *Secretary*

Health and Life Sciences
Dean: Dr. Jess Toussaint
Crafton, Kebra | *Secretary*
Kitching, Desiree | *Health Care Programs Secretary*
Lepic, Amanda | *Academic Specialist*
Ragsdale, Katherine | *Biology Lab Coordinator*

Human Resources
Executive Director: Michele Needham
Depke, Danielle | *Human Resources System Coordinator*
Diehl, Nichole | *Employment Manager*
Krajecki, Judith | *Human Resources Office Support Technician*
Kripp, Kathleen | *Employee Relations and Benefits Manager*
Larkin, Donna | *Employment Specialist*
Nass, April | *Secretary*
Torres, Diana | *Benefits Coordinator*

Humanities, Fine Arts and Languages
Dean: Cynthia Fisher
Baier, Susan | *Secretary*
Boyd, Sandra | *Academic Specialist*
Vacant | *Photography Lab Coordinator*

Information Technology
Chief Information Officer: Terence Felton
Anthenat, Joseph | *Computer Services Specialist*
Biggs, Nicholas | *Media Services Technician*
Chen, Joyce | *Database Analyst*
Doody, Donna | *IT Purchasing Specialist*
Fier, Michael Jr. | *IT Extension Campus Coordinator*
Fowler, Zachary | *Data Center Technology Specialist*
Froehlich, Beth | *Project Manager*
Garcia, Napoleon | *Computer/Media Services Manager*
Goodson, Christine | *IT Customer Service Supervisor*
Hively, Ryan | *IT Customer Service Supervisor*
Kero, Daniel | *Voice System Support Specialist*
Kjaer, Timothy | *IT Customer Service Manager*
Lindell, Anders | *Web Developer*
Lindstrom, Kristen | *Media/Events Services Supervisor*
Marczewski, Christopher | *Data Center Engineer*
Overton, Jackie | *Banner Analyst*
Pike, James | *Network Technology Manager*
Rozell, Calette | *Computer Services Supervisor*
Rquibi, Hassan | *Data Center Engineer*
Sargent, Karen | *Banner Analyst*
Shields, Christopher | *Data Center Manager*
Spizzirri, Valerie | *Secretary*
Stefek, William | *Network Technology Coordinator*
Strain, Scott | *Information Technology Specialist*
Trivedi, Tarun | *Information Security Engineer*
Hildebrand, Marjorie | *Enterprise Systems Manager*
Vacant | *Data Warehouse Analyst*

Institutional Effectiveness
Director: Dr. Stacey Randall
Clark, Cindy | *Secretary*
Guzzaldo, Anthony | *Outcomes/Grants Support Analyst*
Mapes, Kristia | *Compliance/Reporting Manager*
Menez, Jessica | *Outcomes/Grants Support Analyst*
Rapach, Stacy | *Outcomes/Grants Support Analyst*
Runge, Fredrick | *Institutional Effectiveness Data Analyst*
Vacant | *Outcomes/Grants Manager*
Vacant | *Institutional Effectiveness Data Analyst*

Instruction
Assistant Vice President: Vacant
Arsenault, Deborah | *Secretary*
Lyons, Terry | *Instruction Office Support Technician*
Malley, Loretta | *Instructional Services Coordinator*
Thibeau, Janet | *Instructional Services Manager*

Learning Enhancement and College Readiness
Dean: Dr. Medea Rambish
Krantz, Lynne | *Academic Specialist*
Vilman, Karin | *Secretary*
Vacant | *Tutor Supervisors*

Library
Dean: Mary Edith Butler
Manager: Laura Michalek
Chrisman-DeNegri, Jessica | *Aurora Campus Circulation Assistant*
Hunter-Brodhead, Rhea | *Circulation Assistant*
Limonez, Rocio | *Aurora Campus Library Specialist*
Markley, Victoria | *Circulation Assistant*
Vance, Kendall | *Interlibrary Loan/Serials Control Specialist*
Wohlers, John | *Library Technology Coordinator*

Marketing and Communications
Executive Director: Jeffrey Noblitt
Manager: Stephanie Wennmacher
Edmonson, Meghan | *Publications Coordinator*
Gehrig, Marcia | *Graphic Designer/Marketing Coordinator*
Morrison, Mary | *Marketing/Communications Coordinator*
Punter, Adam | *Photographer/Visual Media Coordinator*
Ruffolo, Neil | *Internet Marketing Coordinator*
Schanbacher, Todd | *Marketing/Communications Web Developer*
Smith, Ann | *Duplication Specialist*
Wilhelmi, Debby | *Secretary*

President's Office
President: Dr. Christine Sobek
Clesen, Paula | *Administrative Assistant*
Jones, Ronna | *Secretary*
West, Phyllis | *Special Projects Secretary*

Program Development and Distance Learning
Assistant Vice President: Vacant
Balwani, Radha | *Secretary*
Frankino, Julie| *TAACCCT Project Manager*
O'Connor, Patrick | *Automotive Recycling Program Developer*
Vacant | *Program Development Analyst*
Vacant | *Career and Technical Education Analyst*

Purchasing
Assistant Vice President: Darla Cardine
Manager: Judy McCoy
Twait, Sibylle | *Purchasing Assistant*

Quality and Strategic Development
Vice President: Dr. Karen Stewart
Forney, Kimberly | *Secretary*
Osman, Kathleen | *Quality Projects Analyst*

Registration and Records
Dean: Faith LaShure
Registrar: Marc Dale, Jr.
Manager: Jennifer Olsen
Anderson, Justine | *Registration/Records Clerk*
Chavez, Leticia | *Campus Clerk*
Contreras, Nydia | *Campus Clerk*
Diederich, Kelly | *Campus Clerk*
Goode, Keith | *Campus Clerk*
Malnic, Cynthia | *Registration/Records Clerk*
Parks, Susan | *Registration/Records Clerk*
Renner, Amy | *Campus Clerk*
Sparks, Dawn | *Registration/Records Clerk*

Social Science and Education
Dean: Dr. William Marzano
Cohen, Debbie | *Academic Specialist*
Koehring, Janet | *Secretary*

Student Development
Vice President: Melinda James
Morrow, Dawn | *Secretary*

Student Life
Dean: Dr. Scott Peska
Manager: Cherie Westfall
Martinez, Rosalinda | *Student Activities Specialist*
Lerma, Lina | *Secretary*
Nuñez, Myrna | *Secretary*

Student Support Services
Dean: Kelli Sinclair
Manager: Frankie Benson
Vacant |*Tutor Supervisor*

Technology, Mathematics and Physical Sciences
Dean: *Vacant*
Meagher, Lindsay | *Academic Specialist*
Wall, Katherine | *Chemistry Lab Coordinator*
Wilson, Kerri | *Secretary*

Upward Bound
Dean: Kelli Sinclair
Manager: Robert Cook
Sherretz, Chassie | *Educational Specialist*

Workforce Development
Dean: Lesa Norris
Carbaugh, Sophie | *Secretary*
Carley, Patricia | *Product Development Manager*
Cherry, Grace | *Operations Specialist*
DiMonte, Barbara | *Business Development Manager*
Harrison, Denise | *Operations Specialist*
Lantow, Leslie | *Employment Skills Advisor*
Parker, Harriet | *Small Business Development Center Manager*
Schmidt, Dennis | *Driver Safety Program Manager*
Symowicz, Audrey | *Driver Safety Program Specialist*
Talaska, Debra | *Business Developer*

Workforce Solutions/Community Learning
Assistant Vice President: Gary Kecskés
Simon, Sandy | *Secretary*

✆ ***See directory inside back cover.***

WAUBONSEE

your learning environment

Facilities and Extension Locations

2013/2014

Sugar Grove Campus

The Sugar Grove Campus includes the Student Center, which houses admissions, counseling, financial aid, the café and coffee bar, and other student services; Erickson Hall, which houses the gymnasium and the fitness center; the Auditorium; Collins Hall, which houses the library; Akerlow, Bodie, Von Ohlen and Weigel Halls, which house classrooms and faculty offices; the Science Building; the Henning Academic Computing Center, which houses the computer laboratory and computer instruction classrooms; the Academic and Professional Center, which houses the Event Room; Dickson Center, which houses the bookstore and administrative offices; Campus Operations; Building A, which houses administrative offices and child care; Ceramics Building; Auto Body; and various athletic fields. See the map on following pages. Also see the directory at the back of this catalog. Parking lots are provided at no cost to the student. Parking regulations are posted throughout the campus.

Consult the current schedule of classes or website for the hours of operation for all campus services.

Aurora Campus

Waubonsee's Aurora Campus is conveniently located at 18 S. River Street. The 132,000 square-foot-building includes classrooms, computer labs, two science labs, other specialized instructional spaces, bookstore, library, early childhood center with playground, learning enhancement center (tutoring), multipurpose meeting rooms, conference room with catering kitchen and grab-and-go café and coffee bar. Free parking is available in Lot W. See the map on following pages.

Comprehensive student services, including admissions, registration, counseling, financial aid and assessment are available at the campus. The Aurora Campus is also headquarters for Workforce Development, the Illinois Small Business Development Center, Adult Basic Education, Adult Education Special Programs, the Adult Education Computer Center, GED, English as a Second Language and the Adult Literacy Project.

This campus offers transfer and career degree and certificate programs, developmental and adult basic education, workforce development, and community education.

Copley Campus

As evidence of its strong commitment to the growing demands of District 516, Waubonsee opened its third major extension center in January 1997. Located on the Rush-Copley Medical Center campus on Route 34 in far east Aurora, the Copley Campus houses classrooms, a library, computers, and facilities for registration, counseling and advising. Residents of this southeastern portion of the college district have convenient access to college credit courses, community education programs, and training for business and industry. Free on-site parking is available. See the map on following pages.

Plano Campus

Waubonsee's Plano Campus is located off of Route 34, west of Eldamain Road in Plano. The 33,000 square-foot-building includes classrooms, two science labs (biology and earth science), computer labs, interactive television classroom and Certified Nurse Assistant (CNA) lab. Free on-site parking is available.

This campus offers transfer and career degree and certificate programs, developmental and adult basic education, workforce development, and community education.

Extension Locations

Student convenience is very important to us at Waubonsee Community College, and so is flexibility.

Because students like to receive their education near where they live and work, the college has committed its resources to expanding the number of educational opportunities available at locations beyond Waubonsee's major campus centers. The college offers a number of college credit courses, community education classes and business seminars at locations close to home.

Each semester, students are able to enroll in a wide range of Waubonsee offerings at nearly 16 different locations across the college district. These Waubonsee extension sites save students travel time, and in some cases, provide the opportunity for students to take basic core education courses necessary for an associate degree without leaving their hometown.

For a complete listing of courses, classes and seminars offered at locations throughout the college district, consult the current semester class schedules.

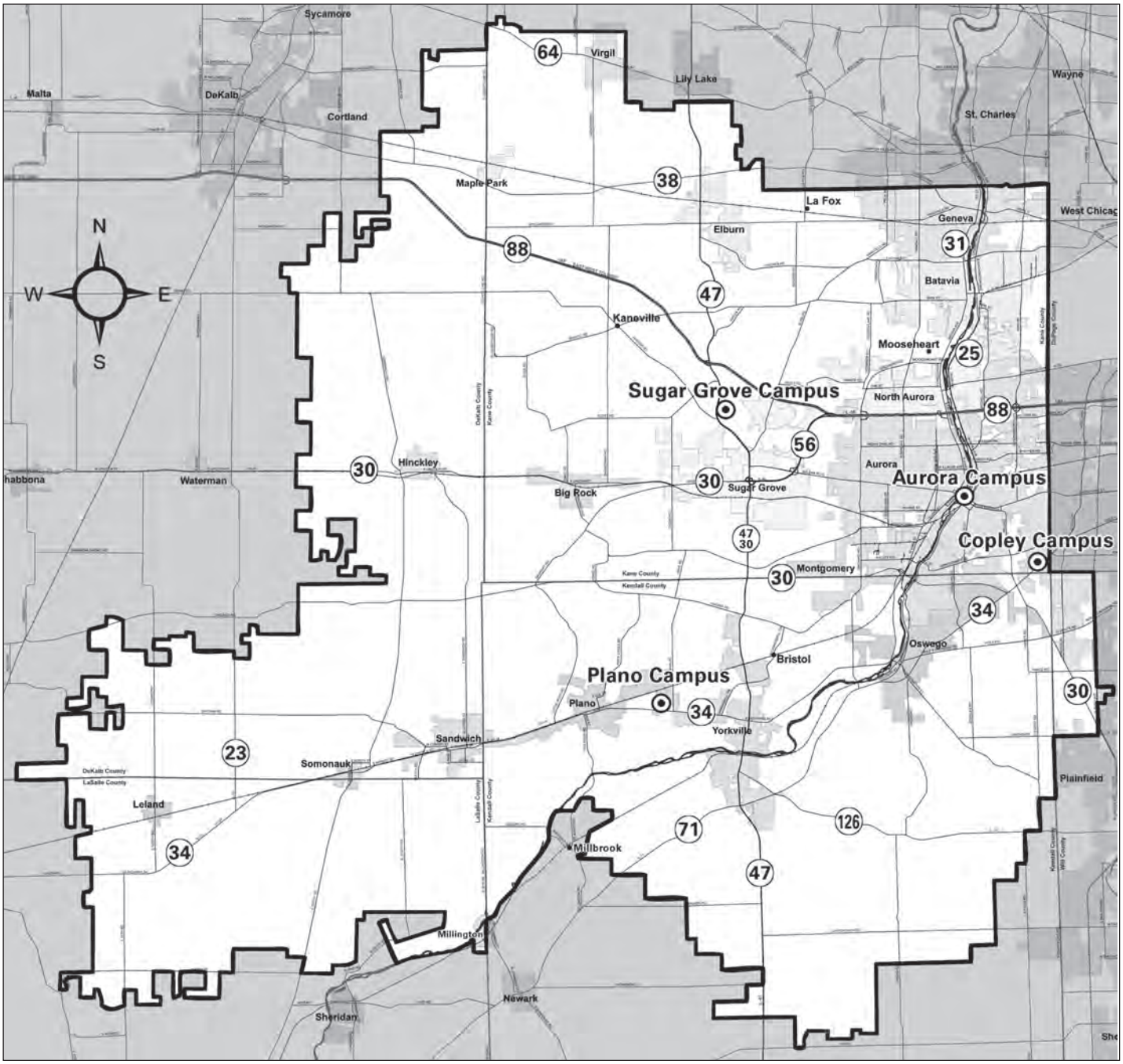
Waubonsee on the World Wide Web

Waubonsee's website at www.waubonsee.edu provides a wide range of important and timely information about the college. Members of the college community can find updated class schedules, details about transfer and career programs, a faculty and staff directory, and campus maps. Information about financial aid, registration, athletics programs, student activities and services, and general news about the college is also available online.

In addition, the website provides access to mywcc, a personalized campus portal that centralizes student services, records, classes and clubs online. Users with an X-number can sign-in to check email, get important announcements, view grades, pay account balances and more. In addition, mywcc makes class schedules and course materials available anytime, anywhere. Students are encouraged to sign-in regularly to discover frequent enhancements and new resources.

More information about Waubonsee's Web resources is available from the Marketing and Communications office (see directory).

In addition to its many alternative delivery systems for education, Waubonsee also offers online courses, certificates and degrees. See the website for more information, including a current schedule of online courses.



ILLINOIS COMMUNITY COLLEGE DISTRICT #516

District population **466,086**
Projected population for the year 2030 **548,028**

Illinois Community College District 516 encompasses 624 square miles and includes southern Kane County and portions of Kendall, DeKalb, LaSalle and Will counties. Waubonsee's central campus is in Sugar Grove, about 45 miles west of Chicago. A second campus is in downtown Aurora, a third permanent facility is located on the campus of the Rush-Copley Medical Center, Route 34, Aurora and a fourth campus is in Plano off of Route 34.

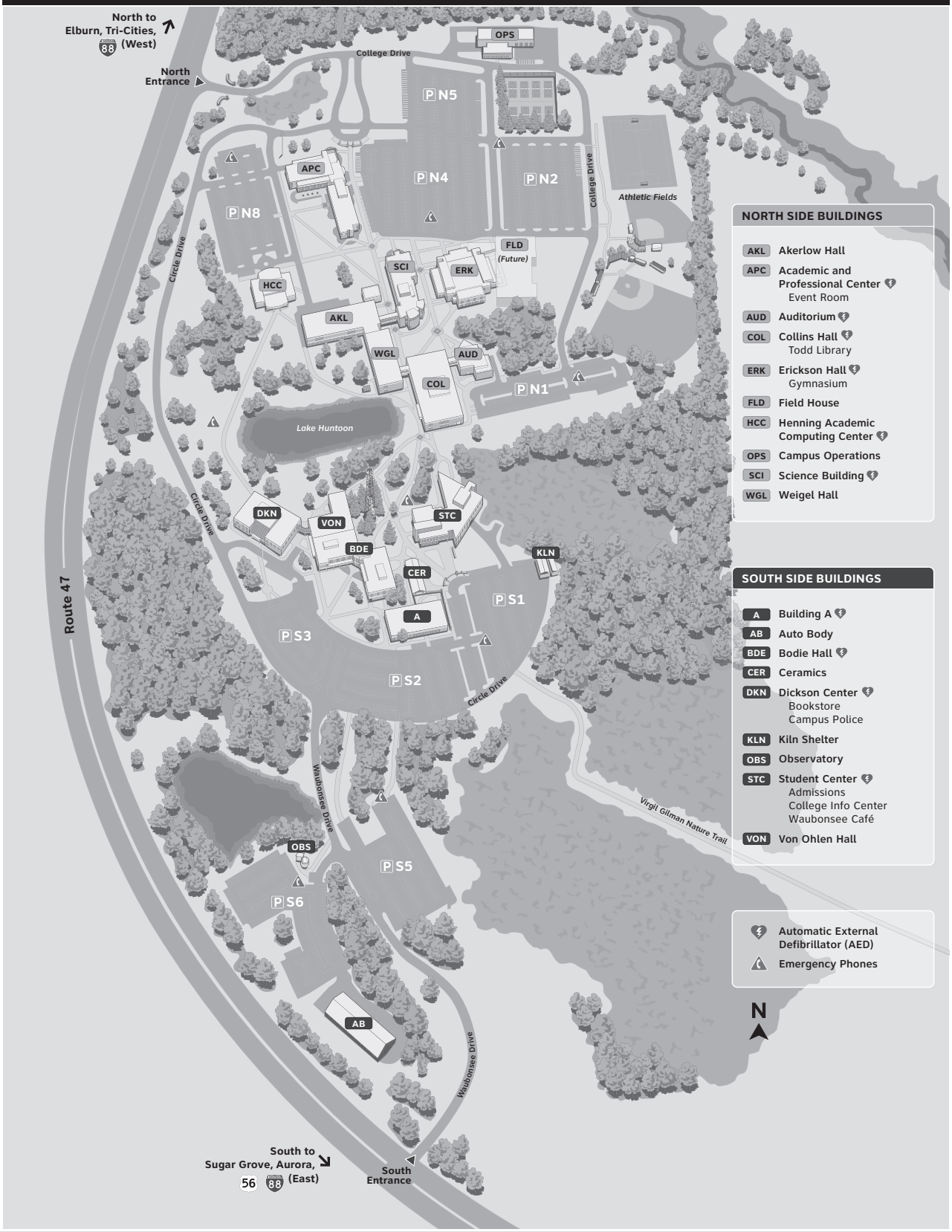
District 516 serves

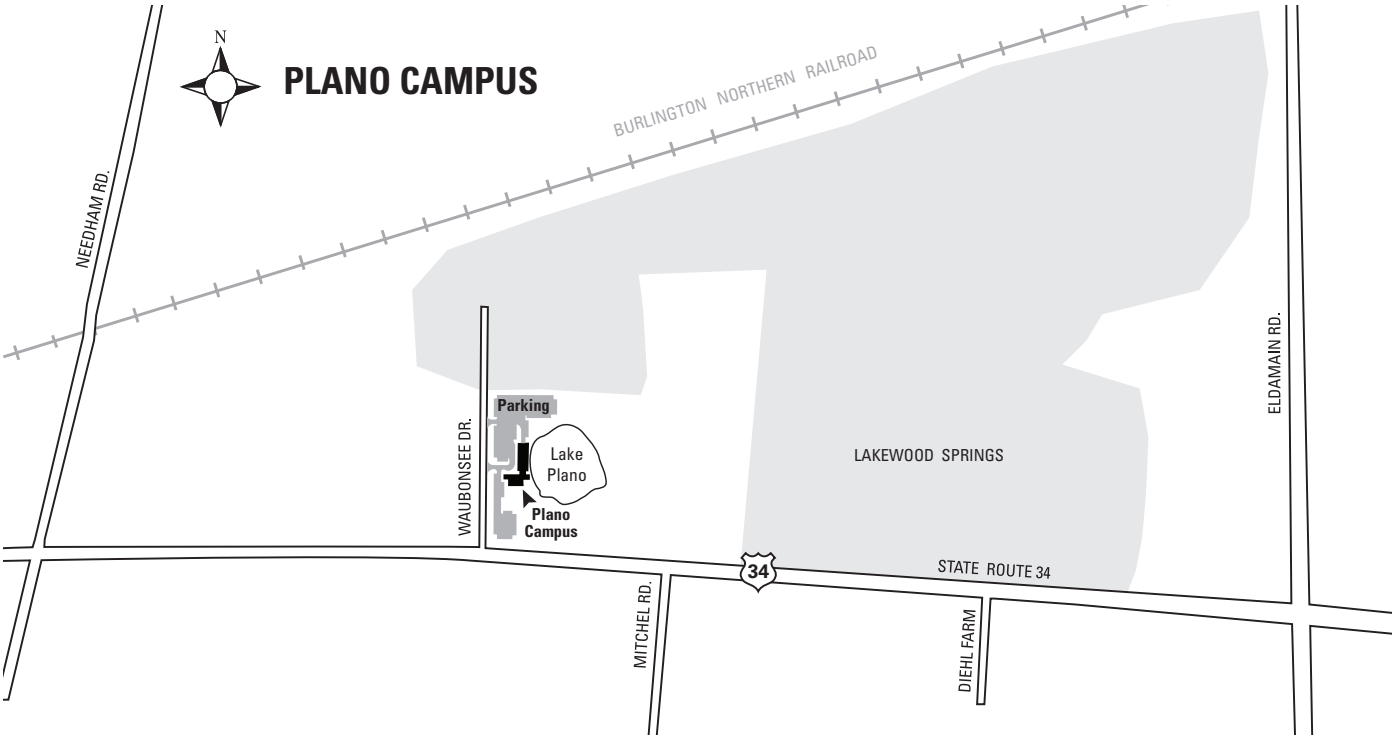
12 public high school districts
8 private high schools
22 municipalities

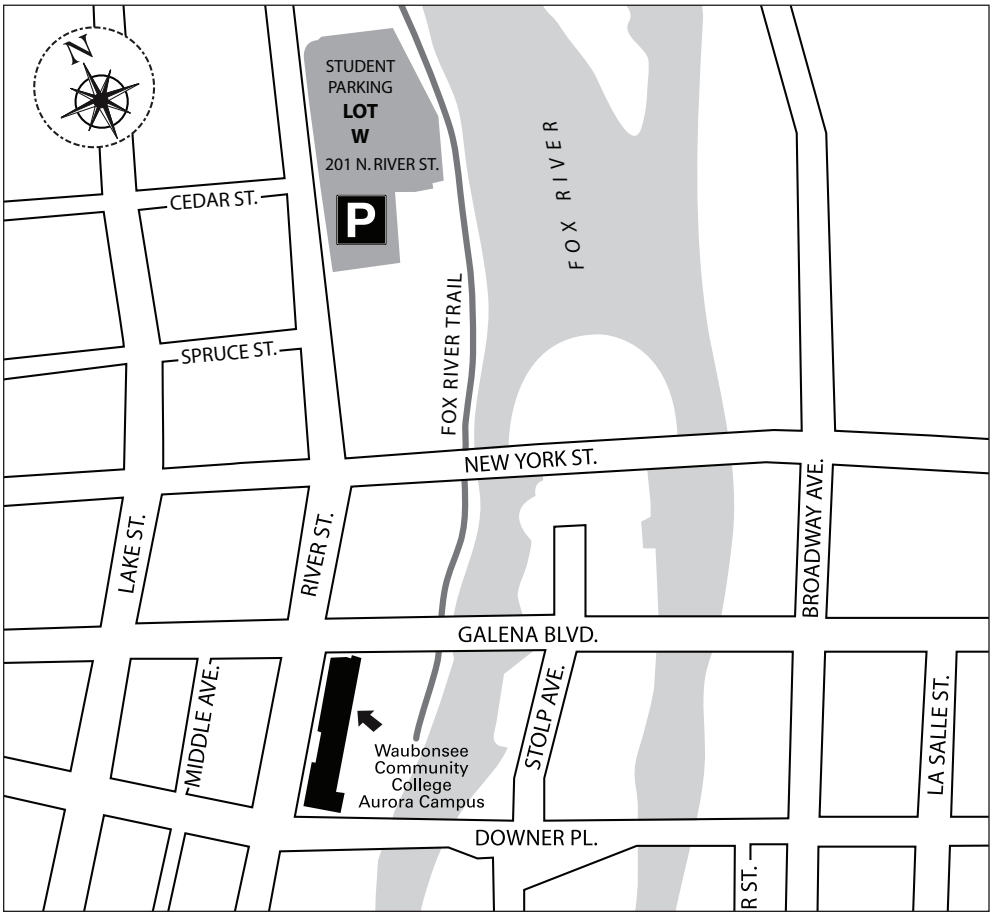
WAUBONSEE COMMUNITY COLLEGE

SUGAR GROVE CAMPUS

Route 47 at Waubonsee Drive, Sugar Grove, IL 60554





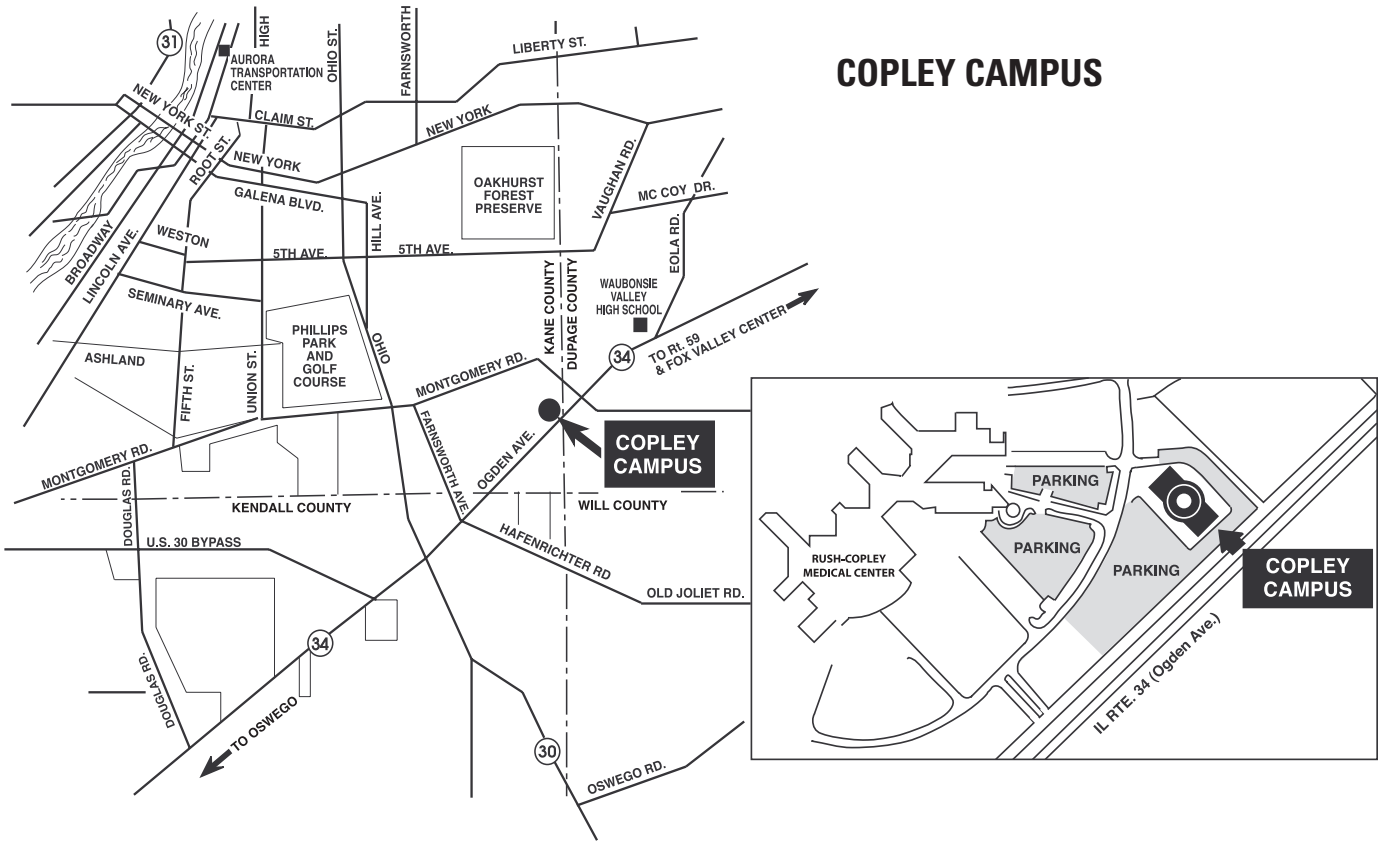


AURORA CAMPUS

The campus, located at 18 S. River St., has short-term parking, limited to 15 minutes, which will be strictly enforced. Free student parking is available from 7 a.m. to 10 p.m. in Lot W at 201 N. River St. Students should come to Campus Reception Room 110 to receive a free Lot W hangtag. Discounted parking is no longer available in the Stolp Island Garage.

Drop-offs are easily made on the Fox River side of the Aurora Campus by using the Waubonsee driveway. A Pace Bus Stop is available on Galena Boulevard.

COPLEY CAMPUS



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Glossary

Academic calendar - important dates for the semester; e.g., registration, add/drop, holidays.

Area of concentration - courses a student takes to build a foundation for intended major or electives to meet credit-hour requirements for a degree.

Assessment - tests in language usage, writing, reading, numerical and algebra skills to determine proper course placement.

Associate degree - awarded to students completing 60-64 semester hours in a particular field of study. Waubonsee awards six associate degrees: arts (AA), science (AS), fine arts (AFA), engineering science (AES), applied science (AAS) and general studies (AGS).

Auditing - taking a class to benefit from the experience without receiving a grade or college credit.

Baccalaureate - bachelor's degree; refers to four-year full-time academic program of study.

Certificate of Achievement - awarded to students completing specific requirements in occupational-oriented programs.

Counselor - a professionally trained person who assists students directly with academic, career and personal concerns.

Credit by examination - course credit awarded to students demonstrating knowledge through proficiency or CLEP tests.

Curriculum - group of courses comprising an area of specialization.

Dean - person responsible for an instructional or administrative division.

Degree - academic title given to student signifying completion of a program of study. See "associate degree."

Discipline - area of study such as criminal justice, English or welding.

Division - educational or administrative unit of the college. See "instructional divisions."

Drop a course - specific action taken by a student to withdraw from a class he/she registered for.

E-RAP (Electronic Registration and Planning) - an online program for all new regular students to assist in orientation and course selection.

Extracurricular or cocurricular activities - offered outside the credit curriculum; e.g., intramurals, sports, clubs and social events.

Fee - set amount charged for registration; also an additional set amount for certain activities or courses.

Financial aid - grants, loans, scholarships and student employment to help students pay their way based on financial need and eligibility.

Full time - student registered for 12 hours or more per semester.

General studies - designed for students taking a broad range of courses and not pursuing either a career education or transfer degree program. Waubonsee offers an Associate in General Studies degree and a general studies certificate.

Grade point - numerical value assigned to the letter grade received in a class. Grade point average is number of grade points earned divided by number of semester hours attempted.

Graduation - completion of coursework required for a degree. Students must petition for graduation.

IAI - Illinois Articulation Initiative; an agreement to facilitate the transfer process among Illinois schools.

Instructional division - grouping of disciplines, Waubonsee has seven: Business and Information Systems; Communications and Library Services; Health and Life Sciences; Humanities, Fine Arts and Languages; Learning Enhancement and College Readiness; Social Science and Education; and Technology, Mathematics and Physical Sciences.

Lec/Lab - number of hours students spend per week in lecture and/or laboratory time in a course.

Part time - student taking fewer than 12 hours per semester.

Prerequisite - course that must be completed before taking another. Corequisite refers to a course that must be taken in conjunction with another.

Probation - warning that student is not attaining satisfactory academic progress.

Registration - process of completing forms and steps necessary to enroll in classes.

Reverse transfer - student transferring from another college to Waubonsee.

Schedule - periodic publication providing complete schedule of courses and registration process information.

Semester - 16-week class term. Fall semester begins in August and spring semester in January. Summer session also offered.

Semester hour (sem hr) - unit of measurement defining credit awarded for successful completion of a class.

Senior college - four-year institution of higher education offering baccalaureate and higher degrees.

Student Handbook - annual publication explaining college policies, regulations and activities in an easy reference format.

Transcript - official copy of student's academic record obtained from the registrar.

Tuition - cost of attending courses based on the number of semester hours for which student enrolls and on residency.

Directory of Information

Campuses

Sugar Grove Campus — Route 47 at Waubonsee Drive | Sugar Grove, IL 60554-9454 | (630) 466-7900
Aurora Campus — 18 S. River St. | Aurora, IL 60506-4134 | (630) 801-7900
Copley Campus — 2060 Ogden Ave. | Aurora, IL 60504-7222 | (630) 585-7900
Plano Campus — 100 Waubonsee Drive | Plano, IL 60545-2276 | (630) 552-7900

College Information Center

First Floor, Student Center, Sugar Grove Campus | (630) 466-CALL (2255)

Departments

Department	Building	Extension
Access Center for Students with Disabilities	STC 201	2564
Admissions	STC 260	5756
Adult Education Division	Aurora 473	4119
Adult Education Computer Center	Aurora 454	4128
Adult Education Special Programs	Aurora 460	4176
Adult Literacy Project	Aurora 460	4106
Athletics	ERK 1st floor	2524
Basic Skills/GED	Aurora 473	4129
Bookstore	DKN 1st floor Aurora 1st Floor	2908 4174
Bursar	STC 2nd floor	2920, 5705
Business and Information Systems Division	APC 242	2263
Campus Police	DKN 1st floor Aurora 1st Floor	2552 4142
Career Services Center	STC 209	2368
Center for Learning Assessment	STC 230/Aurora 275 Plano 129	5700/4182 2614
Early Childhood Center	A 150 Aurora 1st Floor	2560 4100 or 4148
Children's Programs	Auditorium 108	2360
Communications and Library Services	BDE 136	2852
Community Education	Auditorium 108	2360
Computing Center	HCC/Aurora 218	5723/4124
Counseling Center	STC 103 Aurora 121 Copley by appt.	2349 4225 2800
Dean for Students	STC 103	2349
Distance Learning	COL 145	2402
Educational Affairs	COL 132	2352

Department	Building	Extension
English as a Second Language (ESL)	Aurora 473	4105
Financial Aid	STC 234 Aurora 115	5774
Fitness Center	ERK 1st floor	2530
Fund Development	DKN 2nd floor	2316
GED Testing Program	Aurora 285	4185
Graduate/Credentials Analyst	STC 275	2371
Health and Life Sciences Division	SCI 214	2350
Health Care Programs	WGL 234	2322
Honors Program	BDE 136	2852
Human Resources	A 104	2718
Humanities, Fine Arts and Languages Division	VON 209	2921
Instruction	DKN 224	2723
Learning Enhancement Center and Division	COL 144 Aurora 217	5706 4227
Library	COL 2nd floor Aurora 1st floor	2400 4125
Marketing & Communications	DKN 250	2411
President's Office	DKN 2nd floor	2903
Registration & Records	STC 249	2370
Small Business Development Center	Aurora 268	4143
Social Science and Education Division	APC 244	5734
Student Activities	STC 126	2369
Student Development	STC 134	2941
Student Support Services	STC 262	5767
Technology/Math and Physical Sciences Division	AKL 228	2319
Tutoring Center	COL 144	2576
Workforce Development	Aurora 256	4152

Official Campus Hours

Official campus hours are hours the campuses are open to the public year-round.
Sugar Grove Campus — 5:30 a.m. - 11 p.m., Monday - Friday | 6:30 a.m. - 11 p.m., Saturday | 8 a.m. - 10 p.m., Sunday
Aurora Campus — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 5 p.m., Friday - Saturday
Copley Campus — 7:30 a.m. - 10 p.m., Monday - Friday | 7:30 a.m. - 5 p.m., Saturday

Campus Closed

The college is closed and services are not available on:

Independence Day: Thursday, July 4, 2013
Labor Day: Monday, Sept. 2, 2013
Thanksgiving Holiday: Wednesday, Nov. 27 - Sunday, Dec. 1, 2013
Winter Holiday: 4:30 p.m., Friday, Dec. 20, 2013 through Wednesday, Jan. 1, 2014
Easter: Sunday, April 20, 2014
Memorial Day: Monday, May 26, 2014
Independence Day: Friday, July 4, 2014

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WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape

www.waubonsee.edu

Sugar Grove Campus
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Sugar Grove, IL 60554
(630) 466-7900

Aurora Campus
18 S. River St.
Aurora, IL 60506
(630) 801-7900

Copley Campus
2060 Ogden Ave.
Aurora, IL 60504
(630) 585-7900

Plano Campus
100 Waubonsee Dr.
Plano, IL 60545
(630) 552-7900