WAUBONSEE

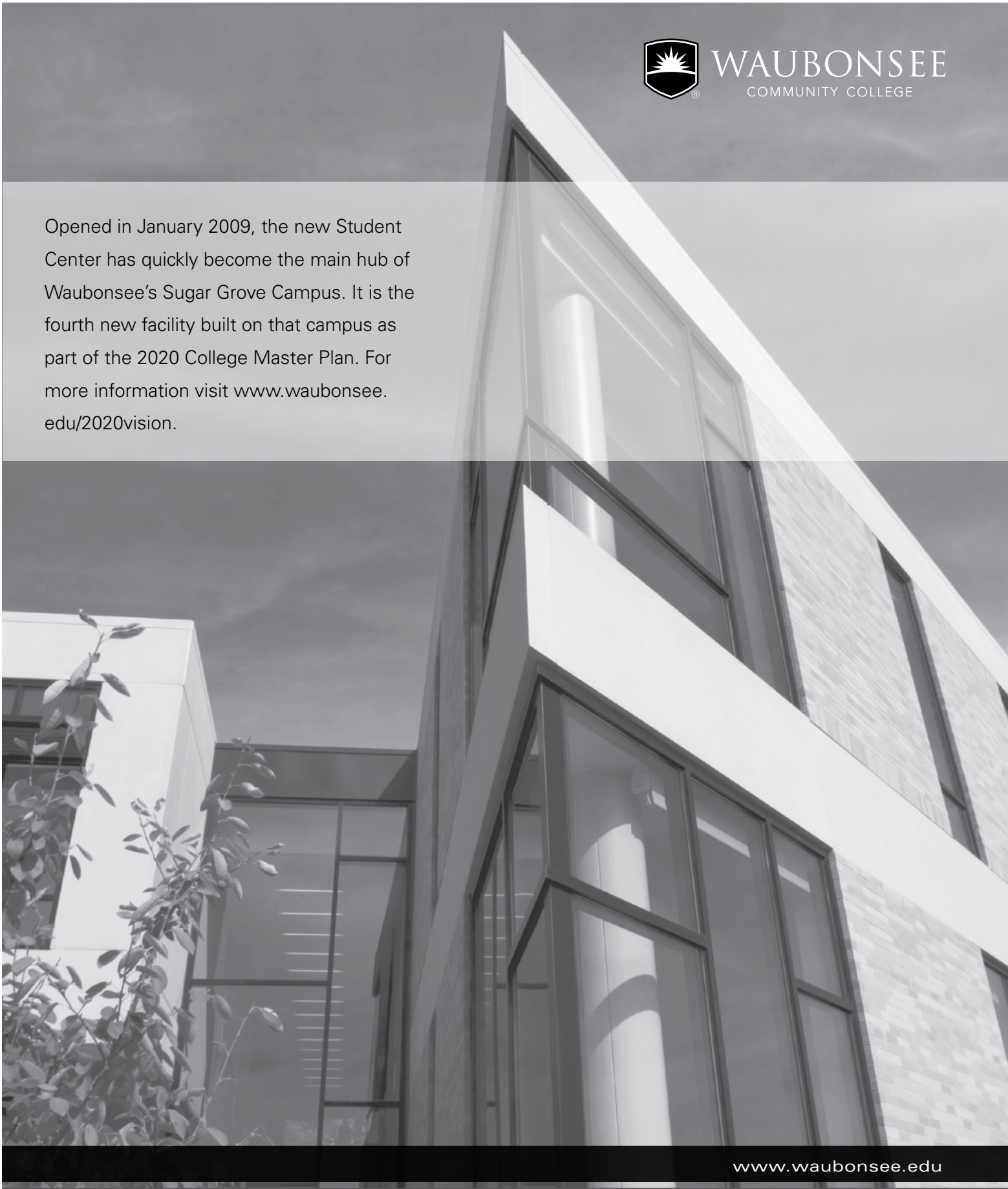
WAUBONSEE
COMMUNITY COLLEGE

WAUBONSEE

your future

College Catalog 2009 2010

www.waubonsee.edu



Opened in January 2009, the new Student Center has quickly become the main hub of Waubonsee's Sugar Grove Campus. It is the fourth new facility built on that campus as part of the 2020 College Master Plan. For more information visit www.waubonsee.edu/2020vision.

www.waubonsee.edu

Illinois Community College District 516

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WAUBONSEE

our programs and services

College Catalog 2009-2010

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 2009-2010.

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.

MISSION STATEMENT

Waubonsee Community College is a public, comprehensive community college which 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.

Commitments

- Provide quality educational programs and services which 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 which 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.

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 under prepared 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 which include: counseling and advising, recruitment and retention, admissions, registration, assessment, financial aid, career services, co-curricular activities, intercollegiate athletics, and assistance for those students with physical and learning disabilities.

Program Support

Instructional Support: Services designed to facilitate and provide support to the instructional process, including alternative delivery systems (such as telecourses, online courses, two-way interactive telecommunications, cable television, wireless communications); the use of computer technology; the library; the Center for Teaching, Learning and Technology; 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 which will improve the quality of life.

VALUES

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.

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.

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

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.

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

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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 Public Safety may be reached by calling (630) 466-2552 at the Sugar Grove Campus and (630) 906-4142 at the Aurora Campus. The Waubonsee Public Safety 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 North LaSalle Street, 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.

Dr. Richard C. Bodie
Aurora
Board member 1998-2013
Physician

Karen L. Cotter
Plano
Secretary
Board member 1999-2011
Business Executive

Richard "Shorty" W. Dickson
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1972-1987, 1989-2013
Retired Insurance Executive

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Business Professional

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Elburn
Board member 1987-2011
Consulting Engineer

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

James E. Pilmer
Aurora
Board member 1993-2011
Higher Education Administrator

Sofia Zafar
Sugar Grove
Student Trustee
2008-2009

Each academic year brings changes in the form of new students, new programs and new opportunities. The 2009-2010 academic year offers students a new and different campus experience as it marks the first fall semester for the new Student Center located on the Sugar Grove Campus. Opened in January 2009, the building is designed to centralize all student services, providing students with a convenient "one-stop shop." Also, with more students choosing to attend Waubonsee full-time and spending more hours on campus, this building includes much-needed lounge, study, dining and activity spaces, all of which help provide a richer college experience.

Christine J. Sobek, Ed.D.
President

While the Student Center gives students a chance to connect and grow outside of the classroom, our academic buildings give students the opportunity to learn and explore in state-of-the-art classrooms. Opened in 2006 and 2007 respectively, as part of the 2020 College Master Plan, the Science Building and the Academic and Professional Center (APC) give science, business, and social science students the opportunity to utilize the latest equipment and cutting-edge technology.

Technology will be prominently featured in the other two building projects Waubonsee currently has underway — a new downtown Aurora Campus and a Plano Campus on U.S. Route 34. Both of these campuses will be comprehensive, meaning that students can earn an entire associate degree at that specific location. These campuses will increase access to education for residents of Waubonsee's district.

No matter where or how students access it, a Waubonsee education is defined by a high level of personalized instruction and support that allows students to achieve more than they ever thought possible. Playing a pivotal role in delivering this type of student experience are our faculty and staff. They are committed to putting students first by listening, helping to identify educational goals and dreams, and working together to build better futures.

Building better futures for students would not be possible without the strong support of the community and the knowledgeable guidance of the board of trustees. Our elected trustees direct their energies toward focusing our college mission and vision on institutional goals that demonstrate accessibility, service, value, quality and innovation.

During the coming academic year, I encourage you to take advantage of the numerous programs and services we have in place to help you achieve academic success. You will be able to discover more details in this college catalog. I hope you will also have an opportunity to visit each of our campuses. They are located in Sugar Grove, in downtown Aurora, and on the Rush-Copley Medical Center campus in far-east Aurora.

Many resources and services can also be accessed online at www.waubonsee.edu. Enrolled students can access all their important Waubonsee information by logging into the new mywcc portal at mywcc.waubonsee.edu. This system allows students to view e-mail, register for courses, check their account/financial aid information, and receive their final grades. It also will give you an opportunity to connect with classmates and instructors, as well as learn the latest Waubonsee news.

Thank you for allowing Waubonsee Community College to be a part of your future and best wishes for educational success during the 2009-2010 academic year.

Sincerely,

Christine J. Sobek, Ed.D., President

WAUBONSEE
COMMUNITY COLLEGE

Waubonsee Community College offers students the opportunity to take classes in a wide variety of areas. Course work in credit classes can be designed for very general or very specific educational goals. Requirements and suggested course work 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)
Associate of Arts in Teaching (AAT)
See degree requirements page 22.
See the list of example areas of concentration page 35.

CAREER EDUCATION

Associate in Applied Science Degree (AAS)
Certificate of Achievement
See degrees and certificates listed page 69.

GENERAL EDUCATION

Associate in General Studies Degree (AGS)
General Studies Certificate
See degree requirements page 60.

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

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 34.

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
Graphic Art
History
Liberal Arts
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 69.

Accounting
Administrative Office Systems
Auto Body Repair
Automotive Technology
Business Careers
  Business Communications
  Entrepreneurship
  Management
  Marketing
  Materials Management/APICS
Computer Careers
  Computer-Aided Design and Drafting
  Computer Information Systems
  Microcomputer Systems
  World Wide Web/Internet
Construction Management Technology
Criminal Justice
Early Childhood Education
Electronics Technology
Facility Service Technology
Fire Science
Geographic Information Systems
Graphic Design
Health Care Interpreting
Health Careers
  Emergency Medical Technician
  Exercise Science
  Medical Assistant
  Nurse Assistant
  Perioperative Nursing
  Phlebotomy Technician
  Registered Nursing
  Surgical Technology
  Therapeutic Massage
Heating, Ventilation and Air Conditioning
Human Services
Industrial Technology
Interpreter Training/Sign Language
Library and Information Studies
Mass Communication
Paraprofessional Educator
Photography
Real Estate
Translation
Welding

FALL SEMESTER 2009

Late Registration Begins.....**August 17**
Last day to enroll in a course is prior to the first class meeting
Orientation week for faculty and staff.....**August 19-21**
First day of classes (Monday).....**August 24**
Students withdrawn for nonpayment after this date must petition to re-enroll ....**August 24**
End of ALL refunds for 16-week courses.....**September 4**
Withdrawals after this date (from 16-week courses)
will appear on student transcripts .....**September 4**
Labor Day break - Saturday through Monday .....**September 5-7**
(classes will not meet)
Weekend classes begin (Friday, 5 pm through Sunday).....**September 11-13**
Last day to claim honor student status designation in a 16-week course.....**September 21**
Mid-semester (last day to change audit enrollment status).....**October 14**
Last day to enroll in a fall semester telecourse .....**October 14**
(Spring telecourse registration begins Nov. 2)
Spring semester registration begins at 8:00 a.m.....**November 2**
Last day to enroll in a fall semester independent study or internship course....**November 9**
Thanksgiving break –Tuesday through Sunday .....**November 24-29**
(classes will not meet)
Last day to withdraw from fall semester courses .....**November 30**
Semester ends.....**December 20**
Grades due – noon, Monday.....**December 21**

The above dates apply, in general, to traditional 16-week credit courses. Contact Registration and Records for details.

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:.....Saturday, July 4, 2009
Labor Day:.....Monday, September 7, 2009
Thanksgiving Holiday:.....Wednesday, November 25 through Sunday, November 29, 2009
Winter Holiday: .....4:30 p.m., Wednesday, December 23, 2009 through Sunday, January 3, 2010
Easter: .....Sunday, April 4, 2010
Memorial Day: .....Monday, May 31, 2010
Independence Day:.....Sunday, July 4, 2010

2009

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
23/30	24/31	25	26	27	28	29

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		

2010

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
24/31	25	26	27	28	29	30

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	24	25	26	27
28	29	30	31			

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
23/30	24/31	25	26	27	28	29

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	25	26	27	28
29	30	31				

SPRING SEMESTER 2010

Late registration begins ..... **January 11**
Last day to enroll in a course is prior to the first class meeting.
Orientation week for faculty and staff ..... **January 13-15**
First day of classes (Tuesday) ..... **January 19**
Students withdrawn for nonpayment after this date must petition to re-enroll ..... **January 19**
Weekend classes begin (Friday, 5:00 p.m. through Sunday) ..... **Jan. 22-24**
End of ALL refunds for 16-week courses ..... **January 29**
Withdrawals after this date (from 16-week courses) will appear on student transcripts ..... **January 29**
Last day to claim honor student status designation in a 16-week course ..... **February 15**
Summer semester registration begins at 8:00 a.m. ..... **March 1**
Mid-semester (last day to change audit enrollment status) ..... **March 10**
Last day to enroll in a spring semester telecourse ..... **March 10**
(Summer telecourse registration begins March 1.)
Spring break - Monday through Saturday (classes will not meet) ..... **March 15-20**
Easter Sunday (classes will not meet) ..... **April 4**
Last day to enroll in a spring semester independent study or internship ..... **April 5**
Last day to withdraw from spring semester courses ..... **April 26**
Fall semester registration begins at 8:00 a.m. ..... **May 3**
Semester ends ..... **May 14**
Grades due - noon, Monday ..... **May 17**
Graduation ..... **May 20**

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

SUMMER SEMESTER 2010

First day of summer classes (check individual course), Monday ..... **May 17**
Last day to enroll in a course ..... **prior to 1st class meeting**
Weekend classes begin (Friday, 5:00 p.m. through Sunday) ..... **May 21-23**
Memorial Day break - Saturday through Monday (classes will not meet) ..... **May 29-31**
(Weekend classes, 5 pm and later, will not meet Friday, May 28.)
First day of regular summer session ..... **June 7**
First day of summer high school program, Tuesday ..... **June 22**
Last day to enroll in a summer semester telecourse ..... **June 23**
(Fall telecourse registration begins May 3.)
Independence Day break (weekend classes will not meet) ..... **July 2-4**
(Friday 5 p.m. through Sunday)
Last day to enroll in a summer independent study or internship ..... **July 5**
Last day to withdraw from summer semester courses ..... **July 19**
End of session ..... **August 1**
Grades due - noon, Monday ..... **August 2**

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

Please note that 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.

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 toWCC**

STEP 1 Complete the New Student Information Form at the end of this Catalog, or online at www.waubonsee.edu. Once this form is processed by Admissions, you will be issued a student ID/X number that you will use throughout your Waubonsee career.

STEP 2 Obtain proper course placement in English and math based on your ACT scores, placement testing results or previous coursework**. For details, visit www.waubonsee.edu/placement or contact Assessment. **You must have an X number to take Waubonsee's placement tests.**

STEP 3 Schedule your Registration and Planning (RAP) session, where you'll learn how to use the college catalog, credit schedule and your test scores to select and register for courses. *RAP can be scheduled online at www.waubonsee.edu/rap or through Admissions.*

STEP 4 Attend RAP and pay for your classes at the time of registration *(full or partial payment).*

STEP 5 Attend New Student Orientation.

New Credit Students *(**part-time** and/or 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 at the end of this Catalog, or online at www.waubonsee.edu. Once this form is processed by Admissions, you will be issued a student ID/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, visit www.waubonsee.edu/placement or contact Assessment. **You must have an X number to take Waubonsee's placement tests.**

STEP 3 Meet with an admissions representative 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).*

STEP 6 Attend New Student Orientation *(highly recommended).*

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 by using the online registration system. 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

* *For information on financial aid application procedures, visit our Web site at www.waubonsee.edu/financialaid or call the Financial Aid Office. Once your financial aid application is completed, processing can take three weeks or more.*

** *Students wishing to transfer credits to Waubonsee need to submit official transcripts and fill out a Transcript Evaluation Request Form at the Counseling Center before receiving course placement or completing Registration and Planning (RAP). The Transcript Evaluation Request Form can be found on the Counseling Web page.*

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), the Associate in Fine Arts degree (AFA) or the Associate of Arts in Teaching (AAT) degree at Waubonsee.

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. Catalogs from various colleges and universities are available for reference in the Counseling Center. 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.

Many career students at Waubonsee are high school graduates. Some have recently completed a high school equivalency program (GED). Others are re-educating themselves to keep up with changes in the workplace. 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. An individualized, self-paced format is used in this free program. Morning and evening classes are offered at all three 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 Learning Center (AELC)

The AELC 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 AELC 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 course work. 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 individualized, self-paced format is used in this free program. An assessment determining appropriate content areas of study precedes class placement. Morning and evening classes are offered at all three Waubonsee campuses and other locations throughout the district. GED instruction is also offered online and through Waubonsee's cable television channel.

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 Web site 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.

Intensive English Institute

The Intensive English Institute offers concentrated language instruction to non-native adults. Basic, beginning, intermediate and advanced levels in reading/vocabulary, writing/grammar, listening/speaking and pronunciation develop communication skills and cultural knowledge needed for academic and professional purposes. IEI classes meet 16 or 18 hours a week, Monday through Thursday, at the Aurora Campus. Assessment, placement and registration services are provided by appointment, and general college tuition rates apply. Call the ESL office (see directory).

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 designs, develops and implements a wide array of noncredit classes, trips, tours and special events that enrich the lives of all ages, including youth and mature adults. Program coordinators develop partnerships with area organizations and instructors to ensure the delivery of both new and innovative offerings, as well as traditional classes and lectures. These offerings are designed to reach the diverse population of Waubonsee's rural/suburban community college district. More specific information about the High School Summer Program, Trips and Tours, fitness/wellness, mature adult programming, and Programs for Youth can be found by viewing the individual listings in the noncredit schedule or by calling Community Education (see directory).

Community Events

This guest presenter series brings to the campus and community a broad range of events featuring timely topics, diverse viewpoints and cultural enrichment.

Classes, Workshops and Seminars

Community members can enroll in classes, workshops and seminars that meet their cultural, recreational, educational and professional interests.

Fitness Center

The Total Fitness Center offers a complete health and fitness experience to students and community members. The center's knowledgeable, certified staff is committed to assisting participants through all phases of exercise. Staff are available to monitor fitness progress, answer health and exercise-related questions, and to help clients achieve their fitness goals. Clients can work out using the latest cardiovascular equipment, free weights, Cybex strength training systems and functional training tools while enjoying their favorite TV program or music selections. More information on membership options is available by calling the Total Fitness Center (see directory).

Lifelong Learning Institute (LLI)

The Lifelong Learning Institute (LLI) at Waubonsee offers persons age 50+ the opportunity to share their cumulative life experiences in an informal classroom setting while expanding their knowledge of a specific prescribed subject area. The primary goal of the LLI is to challenge the minds of mature adults by studying topics that the members choose to pursue. Each course is designed for maximum individual participation and discussion under the leadership of a member who acts as the facilitator. Call Community Education for more information (see directory).

Trips and Tours

The Trips and Tours opportunities provide education through experiential learning. Each trip is designed to meet the cultural, recreational and educational interests of the Waubonsee community. Theatre, city sites, concerts and museums are among the day trips scheduled. Extended tours are offered to a variety of destinations around the world.

Programs for Youth

A variety of exciting learning opportunities exist for youth, from kindergarten to high school, through the Community Education department. Elementary, middle school and high school students may enroll in classes and activities to learn new skills and expand their creative abilities. Field trips are offered at the Sugar Grove Auditorium for elementary and middle school students. The High School Summer Program allows students to receive high school credit upon successful course completion. ACT preparation courses provide students with additional instruction in test-taking, study skills and subject reviews. Also see page 16.

Developmental Education

Learning Enhancement

Learning Enhancement offers assistance with college studies. Through small group tutoring, workshops or credit courses, assistance is provided in study skills, reading, writing and mathematics. Improving skills in these areas can contribute to a successful, less stressful college career. Instruction is tailored to the individual so that the student can feel comfortable, yet challenged. Learning Enhancement services are available at the Aurora, Copley and Sugar Grove Campuses.

Personalized writing assistance is available to any Waubonsee student working on a writing project. Professional staff is available on a walk-in basis to assist in the writing of essays, research papers, reports, résumés, and personal and business letters. Other academic assistance is also available. Contact the Tutor Coordinator for schedules (see directory).

Distance Learning

Distance Learning at Waubonsee Community College provides a variety of courses to students seeking a degree, workers in the business place and community members with special interests. Using new and innovative technology, Waubonsee is able to offer students four learning formats that save them travel time and allow for flexible scheduling. Students can take online courses, classes taught via two-way interactive television, telecourses and cable to the home classes.

Distance Learning Degrees and Certificates

By combining online courses and telecourses, 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, including general studies, management, MBA preparation, real estate sales and real estate broker. For more information about distance learning degrees and certificates, call Counseling (see directory).

Waubonsee also has an agreement with Franklin University that allows students to combine classes taken on campus at Waubonsee with classes taken online through Franklin to complete a bachelor's degree. For more information, see page 20 of this catalog.

Online Courses

Currently, Waubonsee offers more than 150 online courses. New courses are added each semester. Learners can use a home computer with an Internet connection or a computer at one of Waubonsee's three 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 e-mail their teachers and fellow students, access a discussion board for class information and enter into a chat room for real-time discussion. Streaming video, supplemental videotapes and DVDs are also used in select 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. 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) 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (800) 621-7440 to offer distance learning degrees.

Two-Way Interactive Television

Two-way interactive television courses use microwave and telephone technology to create synchronous videoconference environments. Waubonsee has eight interactive video classrooms. Students may participate at the home site where the teacher is or at any receive site that is closer to home or work. Waubonsee offers nearly 50 interactive television classes each semester. Area sites include Waubonsee's Sugar Grove, Aurora and Copley Campuses.

Telecourses

Telecourses are professionally-produced classes that include videos, 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 telecourses 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. Telecourses are listed in each semester credit course schedule. For more information, call the Distance Learning office (see directory).

Cable to the Home

Each semester, selected two-way interactive television classes are also sent out over Comcast Cable Channel 99, which services area residents in Aurora, Batavia, Bristol, Montgomery, North Aurora, Oswego, Plano, Sandwich and Yorkville; Comcast Cable Channel 17 for residents in Geneva; and MediaCom Channel 15, which services residents in Sugar Grove, Elburn, Prestbury, Big Rock, Hinckley, Leland, Somonauk and parts of Kaneville. Students registered for these classes can watch the class at home. Interaction is achieved by phoning in and participating in a class audio conference. Students take tests at Waubonsee's Center for Learning Assessment. Homework assignments are sent by mail or e-mail. For a list of Cable to the Home classes, check each semester credit course schedule.

Fast Track

The Fast Track program is an accelerated scheduling option that enables students to earn a degree in half the time. Students pursuing the Fast Track daytime option on a full-time basis can earn a degree in one year. Fast Track's evening option allows part-time students to earn a degree in two years.

Courses required to complete the majority of general education requirements and additional college requirements for the Associate in Arts (AA) and Associate in Science (AS) degrees are in the Fast Track scheduling format. The mathematics requirement and elective requirements must be completed in other scheduling formats or via distance learning.

Fast Track courses are scheduled in 11 terms during a 12-month period. During the fall and spring semesters, four Fast Track terms, each four weeks long, are offered. During the summer, three Fast Track terms, each three or four weeks long, are offered.

Many students choose to mix and match Fast Track courses with other courses because of the flexibility and various entry points this scheduling provides. For a schedule of Fast Track courses, call the Counseling Center (see directory) or visit Waubonsee's Web site at www.waubonsee.edu.

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 for-credit and non-credit 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

ACT preparation classes are offered at various times of the year. Dates and locations can be obtained by searching the noncredit course schedules at www.waubonsee.edu/schedules. More information is available through the Community Education department (see directory). ACT testing is offered several times a year through Waubonsee's Center for Learning Assessment.

Articulated Credit

For articulated credit information, see page 162.

Business Competition Day

In April, high school students compete in accounting, computer and network concepts, economics/personal finance, general business, keyboarding/formatting, office integration and office procedures. Top award winners are eligible for Waubonsee scholarships. More information is available by calling the Business and Information Systems division (see directory).

Dual Credit

With permission from their high school, students 16 years of age and older can enroll in a WCC 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, known as dual credit. College credit earned may be applied toward a degree or certificate at Waubonsee or may be transferred to another college. Contact Registration and Records for more information (see directory).

High School Summer Program

For students who need remedial 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 and Copley Campuses. Individual high schools determine the amount of credit students receive for courses. The High School Summer Program is a great way for youth to expand their minds while learning in a community college setting. Registration begins annually in March. For more information, call Community Education (see directory).

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 English, math, chemistry, physics, biology, engineering graphics and computer fundamentals. 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 course work 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, Australia and more for full semester 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 at the Sugar Grove, Aurora and Copley campuses.

Selected certificate programs are also available on the weekends. Please check the semester credit course schedule for more information.

Workforce Development

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

Professional Development

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

Courses are brief and focused to address specific needs, giving participants skills they can use at work tomorrow. Classes are conveniently scheduled to meet at various dates, times, and locations throughout a semester, and some courses are offered online.

The Workforce Development department's course offerings are published each semester in the college's noncredit schedule. Call the department to request a copy (see directory). The schedule can also be found online at www.waubonsee.edu/schedules.

Waubonsee's Workforce Development department 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 and industry can have customized training delivered to employees at their business or at one of our campus locations, 24 hours a day, 7 days a week. Topics include computer skills, supervision, quality and safety. Services include seminars and workshops, licensing and certification, consulting, and assessments.

Illinois Small Business Development Center

Waubonsee Community College offers special services to entrepreneurs and small and minority businesses in the college district. Small Business Development Center (SBDC) counseling is available at no charge to people wishing to start, develop and expand their business. SBDC staff can help clients to develop a business plan, procure financing, increase cash flow, manage growth and strengthen their business. The SBDC also offers a variety of classes and workshops designed to meet the needs of small business owners.

Driver Safety Program

Workforce Development offers defensive driving instruction in partnership with the National Safety Council with the goal of helping participants understand the consequences of the choices they make on the road. These courses provide practical strategies for businesses and private citizens of all ages to reduce collision-related injuries, fatalities and cost. The courses address the importance of attitude in preventing accidents and reinforce the good driving skills of participants. These are the same courses approved by the Kane County 16th Judicial Circuit Court for use in their court supervision program.

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), Associate in Fine Arts (AFA) and Associate of Arts in Teaching (AAT) degrees are intended for students planning to transfer to a senior 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. 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. Various college and university catalogs are available in the Counseling Center. 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 with an Associate in Arts, Science, Engineering Science, Fine Arts or Teaching degree.

Transfer Degrees Program Guidelines

The transfer degrees program guidelines listed in the next section of this catalog illustrate what 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 require - ments 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 239.

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 course work 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.

Northern Illinois University

Students can finish their bachelor's degree and boost their earning potential with convenient courses offered by Northern Illinois University, in partnership with Waubonsee Community College. Attend part-time, during the evenings and weekends, with classes offered at Waubonsee, online and at a variety of other nearby locations.

Choose from several programs, including Bachelor of General Studies in Health and Human Sciences, Bachelor of General Studies in Liberal Arts and Sciences, Bachelor of Science in Industrial Technology and Bachelor of Science in Nursing for RNs.

For more information, visit www.niu.edu/offcampusacademics.

Franklin University

An educational alliance between Waubonsee and Columbus, Ohio-based Franklin University makes it possible for students to log on to the Internet and complete a bachelor's degree at their convenience.

The online degree completion program combines on-campus classes at Waubonsee with online courses through Franklin. The right combination of courses leads to a Bachelor of Science degree in one of 10 high-demand majors: accounting, applied management, business administration, computer science, digital communications, health care management, information technology, management, management information systems, and public safety management. Students in the program get support services from both schools, including advising services and bookstore and library access. For more information, contact Franklin University at 1-888-341-6237 or visit www.alliance.franklin.edu.

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, Associate in Fine Arts or Associate of Arts in Teaching) must meet the minimum high school course pattern requirements as outlined in Illinois Public Act 86-0954 (see table below). 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 lab-science 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 challenges of the 21st century. Each course and program has 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. Students build a firm foundation during their time here. This foundation will provide our students with the following abilities:

- **Managing Human Interaction:** the ability to make and navigate relationships
  - Teamwork
  - Understanding Multicultural Differences
- **Expanding Knowledge:** the ability to build on one's own knowledge base
  - Intellectual Curiosity
  - Content
- **Adapting Concepts:** the ability to build upon a concept
  - Critical Thinking
  - Oral and Written Communication
  - Visual Literacy
- **Shaping the Future:** the ability to use knowledge for change
  - Historical Consciousness
  - Social Responsibility
  - Wellness
  - Motivation
- **Utilizing Facts:** the ability to apply a fact to a new situation
  - Quantitive and Qualitative Problem-Solving
  - Job Skills
  - Technological Competence
  - Information and Communication Technologies (ICT) Literacy
- **Reflecting:** the ability to think about one's own thinking and learning
  - Aesthetic Appreciation
  - Confidence
  - Ethics
- **Exploring:** the ability to search for the purpose of discovery
  - Scientific Awareness
  - Life-Long Learning

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 combination 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. For specific guidelines on choosing courses, see the "Transfer Degree Guidelines" and consult with a counselor.

I. College Requirements

A. Semester Hours

A total of 64 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 course work 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 Web site as of March 2009.
(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. See also item III.E. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)
Anthropology: ANT **100 (N), 101 (N), 102**, 110
Economics: ECN 100, **110,** 121, 122
Geography: GEO **220 (N), 230 (N), 235 (N)**
History**: HIS **101 (N), 102 (N),** 121, 122, **205 (N), 215 (N), 225 (N), 235 (N)**
Political Science: PSC 100, **220,** 240, **260 (N)**
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**), 130, 220
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 103
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

Life Sciences
Biology: BIO 100, 101 (1-**L**), 102, 110, 111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 200, 244 (4-**L**), 250 (4-**L**), 254, 270 (4-**L**)

D. Mathematics

AA/AS .....3 sem hrs
Mathematics: MTH 101, 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 used to fulfill second language (item III.B.) may not be used to fulfill the Humanities and Fine Arts general education requirement. See also item III.E. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)

Humanities
English: ENG 211, 212, 215, **220 (D),** 221, 222, 225, 226, 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)**
Spanish: SPN **202, 205**

Fine Arts
Art: ART 100, 101, 102, **103 (N),** 104, **105 (D)**
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/advisor (see directory); different baccalaureate schools have different requirements.

Associate in Arts (AA).....8-9 sem hrs
Associate in Science (AS).....8-9 sem hrs

A. Wellness

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

Health Education: HED 100
Physical Education activity courses:
PED 100-149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services may be granted credit for the wellness requirement. See page 252 for details.)

B. Second Language

AA.....6 sem hrs
AS .....not required

Select courses from one of these languages. Courses used to fulfill second language may not be used to fulfill the humanities and fine arts (item II.E.) general education requirement. Students may satisfy this requirement by having passed two years of one second language in high school. These students are encouraged to enroll in the advanced second language courses, or. they may satisfy the 6 semester hours by enrolling in additional major or elective courses.
Chinese: CHN 101, 102
French: FRE 101, 102, 201, 202
German: GER 101, 102, 201, 202
Japanese: JPN 101, 102
Sign Language: SGN 101, 102
Spanish: SPN 101, 102,103,110,111, 201, 202, 205,211

C. Mathematics

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

Select any course from the following list not used to fulfill the general education Mathematics requirement (item II.D.). Consult with a counselor to determine the appropriate choice based on your major and the four-year institution to which you intend to transfer.
Mathematics: MTH 101, 107, 111 (4), 112, 131 (4), 132 (4), 141, 201, 202, 210, 211, 233 (4), 236 (4), 240

D. Physical and Life Sciences

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

Select any course from the following list not used to fulfill the general education physical and life sciences requirement (item II.C.). A lab course is not required. Consult with a counselor to determine the appropriate choice based on your major and the four-year institution to which you intend to transfer. (**L** indicates a lab course.)
Astronomy: AST 100, 105 (4-**L**), 110 (4-**L**), 115
Biology: BIO 100, 101 (1-**L**), 102, 110, 111 (1-**L**), 120 (4-**L**), 122 (4-**L**), 126 (4-**L**), 128 (4-**L**), 200, 244 (4-**L**), 250 (4-**L**), 254, 270 (4-**L**), 272 (4-**L**)
Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 106 (4-**L**), 121 (4-**L**), 122 (4-**L**), 231 (5-**L**), 232 (5-**L**)
Earth Science: ESC 100, 101 (1-**L**), 120 (4-**L**), 130, 220
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 103
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 112 (4-**L**),115 (4-**L**), 116 (4-**L**), 221 (5-**L**), 222 (5-**L**)

E. World Cultures

One course satisfying degree requirements must have a world culture emphasis. These courses are highlighted in 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. Check early with your counselor for course recommendations appropriate to your particular program.

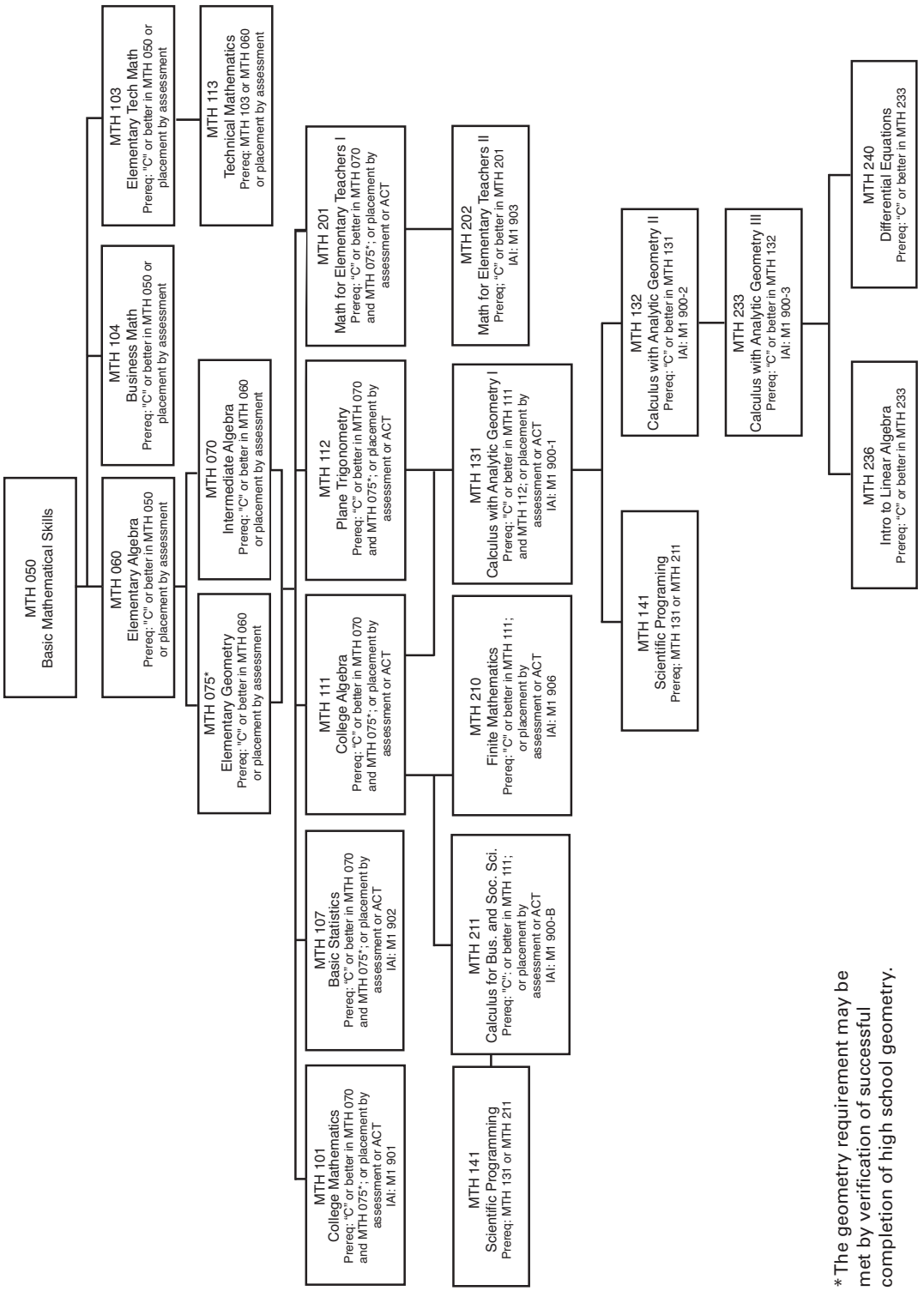
IV. Area of Concentration/Elective Requirements

Associate in Arts.....18-19 sem hrs
Associate in Science .....18-19 sem hrs

Consult with a counselor early in your program of studies to determine appropriate choices and transferability of courses. The Transfer Degree Guidelines (Page 34) recommend choices for areas of concentration; however, individual programs may vary depending upon a student's interests and the transfer requirements of the four-year college and particular departments. See also "Course Descriptions" (page 165).

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.

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. Students who are unsure of a major in engineering may wish to choose an Associate in Science (AS) degree. Although students completing an Associate in Science degree can complete all general education requirements at Waubonsee, they may be required by the program prerequisites at the transfer school to take three years to complete the baccalaureate engineering program.

I. College Requirements

A. Semester Hours

A total of 64 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 course work 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.*

*** 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 Web site as of March 2009. (Courses are 3 sem hrs unless indicated.)

Associate in Engineering Science (AES) .....36 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. At least one course must satisfy the World Cultures requirement (item III.B.). (Courses in **bold** satisfy World Cultures; **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 **220 (N), 230 (N), 235 (N)**
History**: HIS **101 (N), 102 (N),** 121, 122, **205 (N), 215 (N), 225 (N), 235 (N)**
Political Science: PSC 100, **220,** 240, **260 (N)**
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)**
English: ENG 211, 212, 215, **220 (D),** 221, 222, 225, 226, 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)**
Spanish: SPN **202, 205**
Theatre: THE 100, **130 (D)**

C. Physical and Life Sciences

AES.....9 sem hrs

Chemistry: CHM 121 (4)
Physics: PHY 221 (5)

D. Mathematics

AES.....12 sem hrs

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

III. Additional College Requirements

AES .....2-3 sem hrs

A. Wellness

AES.....2-3 sem hrs

Health Education: HED 100
Physical Education activity courses:
PED 100-149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services may be granted credit for the wellness requirement. See page 252 for details.)

B. World Cultures

One course satisfying degree requirements must have a world culture emphasis. These courses are highlighted in General Education Requirements Social and Behavioral Sciences and Humanities and Fine Arts (item II. B.). This is not an additional credit hour requirement. Students are encouraged to select a course that emphasizes non-Western (N) cultures. Check early with your counselor for course recommendations appropriate to your particular program.

IV. Area of Concentration/Elective Requirements

AES .....25-26 sem hrs

A. Essential Prerequisite Courses

AES.....11 sem hrs

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

B. Engineering Specialty Courses

AES.....6-15 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. See also "Course Descriptions" in this catalog.

Biology

BIO	120	Principles of Biology I
BIO	122	Principles of Biology II

Chemistry

CHM	122	Chemistry and Qualitative Analysis
CHM	231	Organic Chemistry I
CHM	232	Organic Chemistry II

Economics

ECN	122	Principles of Economics-Microeconomics

[If ECN 122 is used to satisfy a general education requirement (item II.B.), it cannot be used as an engineering specialty course.]

Engineering

EGR	101	Engineering Graphics
EGR	220	Analytical Mechanics-Statics
EGR	230	Analytical Mechanics-Dynamics
EGR	240	Introduction to Circuit Analysis

C. Elective Courses

AES.....0-9 sem hrs

Students should select transfer courses based on their specific engineering major. 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

Art Education

(AFA2) major code

The following sections list program requirements to achieve an Associate in Fine Arts (AFA) transfer degree with an emphasis in art or art education 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. Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, art education students must meet with a counselor as soon as they declare this program as their intended major.

I. College Requirements

A. Semester Hours

A total of 63 semester hours (Art) or 64 semester hours (Art Education) as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all course work 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 Web site as of March 2009.
(Courses are 3 sem hrs unless indicated.)

Associate in Fine Arts (AFA)
Emphasis in Art ..... 31 sem hrs
Emphasis in Art Education ..... 40 sem hrs

A. Communications

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

B. Social and Behavioral Sciences

Emphasis in Art ..... 6 sem hrs
Select courses from two different disciplines from the following list. See also item III.B. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)
Anthropology: ANT **100 (N), 101 (N), 102**, 110
Economics: ECN 100, **110,** 121, 122
Geography: GEO **220 (N), 230 (N), 235 (N)**
History**: HIS **101 (N), 102 (N),** 121, 122, **205 (N), 215 (N), 225 (N), 235 (N)**
Political Science: PSC 100, **220,** 240, **260 (N)**
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D),** 130, 210, **230 (D)**

Emphasis in Art Education ..... 9 sem hrs
Required: HIS 121 or 122, PSC 100 and PSY 100

C. Physical and Life Sciences

AFA/all emphases ..... 7 sem hrs
Select at least one course from Physical Sciences and one course from Life Sciences. Select at least one lab course.
NOTE: Teacher certification may require additional hours; some hours may need to be completed at the transfer institution. See your counselor. (**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**), 130, 220
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 103
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

Life Sciences
Biology: BIO 100, 101 (1-**L**), 102, 110, 111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 200, 244 (4-**L**), 250 (4-**L**), 254, 270 (4-**L**)

D. Mathematics

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

E. Humanities

Emphasis in Art.....6 sem hrs
Select two courses from the following list. See also item III.B. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)
English: ENG 211, 212, 215, **220 (D),** 221, 222, 225, 226, 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)**
Spanish: SPN **202, 205**

Emphasis in Art Education.....12 sem hrs
Required: ART 101, ART 102; select one literature course from the following: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 230, 235, 240, **245, 255 (D)**; see item III.B. World Cultures.

NOTE: Teacher certification may require additional hours; some hours may need to be completed at the transfer institution. See your counselor.

III. Additional College Requirements

AFA /all emphases .....2-3 sem hrs

A. Wellness

Emphasis in Art..... 2-3 sem hrs
Health Education: HED 100
Physical Education activity courses: PED 100-149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services may be granted credit for the wellness requirement. See page 252 for details.)

Emphasis in Art Education.....3 sem hrs
Required: HED 100

B. World Cultures

One course satisfying degree requirements must have a world culture emphasis. These courses are highlighted 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)
Emphasis in Art.....30 sem hrs
Emphasis in Art Education.....21 sem hrs

Emphasis in Art
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

Emphasis in Art Education
Required core art courses.....12 sem hrs
ART 110, 111, 120, 121
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
Life/Figure Drawing: ART 222
Painting: ART 260, 261
Photography: ART 140, 240

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.*

Degree Requirements

Associate in Fine Arts (AFA)
Music Performance

(AFA3) major code

Music Education

(AFA4) major code

The following sections list program requirements to achieve an Associate in Fine Arts (AFA) transfer degree with an emphasis in music performance or music education 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. Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, music education students must meet with a counselor as soon as they declare this program as their intended major.

I. College Requirements

A. Semester Hours

A total of 65 semester hours (Music Performance) or 66 semester hours (Music Education) as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all course work 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 Web site as of March 2009.
(Courses are 3 sem hrs unless indicated.)

Associate in Fine Arts (AFA)
Emphasis in Music Performance .....28 sem hrs
Emphasis in Music Education..... 28 sem hrs

A. Communications

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

B. Social and Behavioral Sciences

Emphasis in Music Performance .....3 sem hrs
Select course from the following list. See also item III.B.
World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)
Anthropology: ANT **100 (N), 101 (N), 102**, 110
Economics: ECN 100, **110,** 121, 122
Geography: GEO **220 (N), 230 (N), 235 (N)**
History**: HIS **101 (N), 102 (N),** 121, 122, **205 (N), 215 (N), 225 (N), 235 (N)**
Political Science: PSC 100, **220,** 240, **260 (N)**
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D),** 130, 210, **230 (D)**

Emphasis in Music Education .....6 sem hrs
Required: PSC 100 and HIS 121 or HIS 122
NOTE: Teacher certification may require additional hours; some hours may need to be completed at the transfer institution. See your counselor.

C. Physical and Life Sciences

AFA/all emphases.....7 sem hrs
Select at least one course from Physical Sciences and one course from Life Sciences. Select at least one lab course.
NOTE: Teacher certification may require additional hours; some hours may need to be completed at the transfer institution. See your counselor. (**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**), 130, 220
Geography: GEO 121 (4-**L**)
Geology: GLG 100, 101 (1-**L**), 103
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

Life Sciences
Biology: BIO 100, 101 (1-**L**), 102, 110, 111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 200, 244 (4-**L**), 250 (4-**L**), 254, 270 (4-**L**)

D. Mathematics

AFA/all emphases.....3 sem hrs
Mathematics: MTH 101, 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

Emphasis in Music Performance .....6 sem hrs

Select two courses from the following list. See also item III.B. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)

English: ENG 211, 212, 215, **220 (D),** 221, 222, 225, 226, 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)**
Spanish: SPN **202, 205**

Emphasis in Music Education..... 3 sem hrs

See item III. B. World Cultures.

NOTE: Teacher certification may require additional hours; some hours may need to be completed at the transfer institution. See your counselor.

III. Additional College Requirements

AFA /all emphases .....2-3 sem hrs

A. Wellness

Emphasis in Music Performance.....2-3 sem hrs

Health Education: HED 100
Physical Education activity courses: PED 100-149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services may be granted credit for the wellness requirement. See page 252 for details.)

Emphasis in Music Education..... 3 sem hrs

Required: HED 100

B. World Cultures

One course satisfying degree requirements must have a world culture emphasis. These courses are highlighted 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/all music emphases .....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 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2)
Performing Ensemble Electives: MUS 160 (1),161 (1), 162 (1), 163 (1),164 (1), 165 (1), 166 (1), 167 (1), 168 (1), 169 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5)

Degree Requirements

Associate of Arts in Teaching (AAT)
Secondary Mathematics

(AAT1) major code

The Associate of Arts in Teaching - Secondary Mathematics degree allows students who are interested in teaching mathematics at the secondary level the opportunity to complete the first two years of their college course work at the community college in preparation for transferring to a college or university. Students who earn the AAT-Secondary Mathematics degree will have completed their general education core courses, developed a basic understanding of the essential qualifications required of educators, mastered the fundamental mathematics concepts that serve as a basis for advanced study in the discipline, and achieved a satisfactory score on the Illinois Basic Skills Test required for entry into teacher certification programs at colleges and universities. Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, students must meet with a counselor as soon as they declare this program as their intended major. Completion of these courses does not guarantee admission to a baccalaureate program.

I. College Requirements

A. Semester Hours

A total of 64 semester hours as specified in the following sections.

B. Grade-Points

A minimum cumulative grade point average of 2.0 (C average) in all course work 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.*

*** Interdisciplinary humanities courses that encompass both humanities and fine arts may be used for either humanities or fine arts credit.*

II. General Education Requirements

Waubonsee's requirements conform to IAI General Education Core Curriculum guidelines. Courses listed in section II match Waubonsee's IAI Web site as of March 2009.
(Courses are 3 sem hrs unless indicated.)

Associate in Teaching (AAT)
Secondary Mathematics .....39 sem hrs

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

B. Social and Behavioral Sciences
AAT.....9 sem hrs
Select three courses from at least two disciplines. See also item III.B. WorldCultures.
(Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)
History: HIS 121, 122
Political Science: PSC 100
Psychology: PSY 100
Sociology: SOC **120 (D)**

C. Physical and Life Sciences
AAT.....8 sem hrs
Select one course and a lab course from Physical Sciences and one course and a lab course from Life Sciences.

Physical Sciences
Earth Science: ESC 100 and 101 (1)
Geography: GEO 121 (4)
Physics: PHY 111 (4), 112 (4)

Life Sciences
Biology: BIO 100 and 101 (1); 110 and 111 (1); 120 (4)

D. Mathematics
AAT.....4 sem hrs
Mathematics: MTH 131 (4)

E. Humanities and Fine Arts
AAT.....9 sem hrs
Select at least one course from Humanities and one course from Fine Arts. See also item III.B. World Cultures.
(Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)

Humanities
Humanities**: HUM **102 (N)**
Philosophy: PHL 100, 105

Fine Arts
Art: ART 100
Humanities**: HUM **101**
Music: MUS **101 (N)**

III. Additional College Requirements

AAT .....4 sem hrs

A. Wellness

AAT.....1 sem hrs

Health Education: HED 100
Physical Education activity courses:
PED 100-149 (0.5-1)
Sustainability: SUS 101
Students who served in the armed forces may be granted credit for the wellness requirement. See page 252 for details.

B. World Cultures

One course satisfying degree requirements must have a World Culture emphasis. These courses are highlighted in 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.

C. Additional Course Work

AAT.....3 sem hrs

Consult with a counselor to select one course based on specific transfer institution requirements.

English: Literature course
Additional Physical or Life Sciences course

IV. Area of Concentration/Elective Requirements

AAT .....21 sem hrs

A. Professional Education Requirements

AAT.....9 sem hrs

Education: EDU 200, 202, 205

B. Major Area Requirements

AAT.....12 sem hrs

Mathematics: MTH 132 (4), 233 (4), 236 (4)

Degree Requirements

Associate of Arts in Teaching (AAT)
Special Education

(AAT2) major code

The Associate of Arts in Teaching - Special Education degree allows students who are interested in teaching special education the opportunity to complete the first two years of their college course work at the community college in preparation for transferring to a college or university. Students who earn the AAT - Special Education degree will have completed their general education core courses, professional education courses and courses in the special education major area. These courses include the 11 Illinois Professional Teaching Standards, the Technology Standards for All Teachers, and the Core Language Arts Standards for All Teachers. Students must also achieve a satisfactory score on the Illinois Basic Skills Test required for entry into teacher certification programs at colleges and universities. Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, students must meet with a counselor as soon as they declare this program as their intended major. AAT students will be advised to complete the program before they transfer as the degree allows transfer students to be on an equal footing with native students when seeking entrance to an upper division special education program. Completion of these courses does not guarantee admission to a baccalaureate program.

I. College Requirements

A. Semester Hours

A total of 64 semester hours as specified in the following sections.

B. Grade-Points

A minimum cumulative grade-point average of 2.0 (C average) in all course work 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 Web site as of March 2009. (Courses are 3 sem hrs unless indicated.)

Associate in Teaching (AAT)
Special Education .....40 sem hrs

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

B. Social and Behavioral Sciences
AAT .....9 sem hrs
Select three courses from at least two disciplines. See also item III.B. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)
History: HIS 121, 122
Political Science: PSC 100 (recommended)
Psychology: PSY 100 (recommended)

C. Physical and Life Sciences
AAT.....7 sem hrs
Select 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: AST100, 105 (4-**L**), 110 (4-**L**)
Earth Science: ESC 100 and 101 (1-**L**)
Geography: GEO 121 (4-**L**)

Life Sciences
Biology: BIO 100 and 101 (1-**L**); 110 and 111 (1-**L**); 120 (4-**L**)

D. Mathematics
AAT .....6 sem hrs
Mathematics: MTH 101, 202

E. Humanities and Fine Arts
AAT.....9 sem hrs
Select at least one course from Humanities and one course from Fine Arts. See also item III.B. World Cultures. (Courses in **bold** satisfy World Cultures; **N** indicates non-Western; **D** indicates diversity.)

Humanities
Humanities: HUM **101**, **102 (N)**
Philosophy: PHL 100, 105

Fine Arts
Art: ART 100
Music: MUS **101 (N)**

III. Additional College Requirements

AAT .....3 sem hrs

A. Mathematics
AAT.....3 sem hrs
Mathematics: MTH 201

B. World Cultures
One course satisfying degree requirements must have a World Culture emphasis. These courses are highlighted in 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

AAT.....21 sem hrs

Early Childhood Education: ECE115
Education: EDU200, 202, 205, 210, 220; 215 or 225

Degree Requirements Footnotes

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

Note: 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.

WAUBONSEE

how you'll prepare

Transfer Degrees Program Guidelines

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. If you intend to transfer, check early with your transfer school and Waubonsee's Counseling Center to ensure you're meeting ALL requirements.

Program guidelines are included for the following:

Division of Business and Information Systems

Area of Concentration: Business (AS)
Area of Concentration: Economics (AA)
Area of Concentration: Computer Science (AS)

Division of Communications and Library Services

Area of Concentration: Organizational Communication (AA)
Area of Concentration: Mass Communication (AA)
Area of Concentration: English (AA)
Area of Concentration: Liberal Arts (AA)
Area of Concentration: Theatre (AA)

Division of Health and Life Sciences

Area of Concentration: Biology (AS)
Area of Concentration: Clinical Laboratory Science (AS)
Area of Concentration: Nursing Transfer for BSN (AS)
Area of Concentration: General Science (AS)

Division of Humanities, Fine Arts and Languages

Area of Concentration: Art (AA)
Area of Concentration: Graphic Art (AA)
Fine Arts (see "Degree Requirements: AFA")
Area of Concentration: Philosophy (AA)
Area of Concentration: Music (AA)

Division of Social Science and Education

Area of Concentration: Physical Education (AS)
Area of Concentration: Fitness Leadership (AS)
Area of Concentration: Early Childhood Education (AS)
Area of Concentration: Elementary Education (AS)
Area of Concentration: Secondary Education (AS)
Area of Concentration: Special Education (AS)
Area of Concentration: History (AA)
Area of Concentration: Political Science (AA)
Area of Concentration: Psychology (AA)
Area of Concentration: Sociology (AA)
Area of Concentration: Social Work (AS)
Area of Concentration: Criminal Justice (AS)

Division of Technology, Mathematics and Physical Sciences

Area of Concentration: Aviation Pilot (AS)
Area of Concentration: Chemistry (AS)
Engineering Science (see "Degree Requirements: AES")
Area of Concentration: Math (AS)
Area of Concentration: Physics (AS)

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 Your 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 your course work 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.
- Be sure to meet Waubonsee graduation requirements, including completing a petition to graduate. (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 checkmark indicates courses to be taken first semester. Call the Counseling Center (see directory).

Name: Jane A. Student Date: 6/21/09

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.)

	elective	3
	elective	4

D. Mathematics..... 3 sem hrs

	MTH 211	3

E. Humanities and Fine Arts ..... 9 sem hrs

(Choose at least one course from each)

	elective	3
	elective	3
	elective	3

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

A. Wellness ..... 2-3 sem hrs

	elective	2

B. Second Language .... add. hrs. not required

C. Mathematics..... 3 add. sem hrs

✓	MTH 111	4

D. Physical/Life Sciences..... 3 add. sem hrs.

	elective	3

E. World Cultures Emphasis

(At least one 3 semester hour course from I.B. or I.E. must have a World Culture 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		trans-elective	1
	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).

Division of Business and Information Systems

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Business (Major code AS16)

AREA OF CONCENTRATION: BUSINESS

(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 & Social Science 3

E. Humanities and Fine Arts 9

PHL	105	Introduction to Ethics
		or
PHL	120	Introduction to World Religions.....3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language .....not required

C. Mathematics ✔.....add. hrs. 3

MTH	111	College Algebra 4

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

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
		Transfer Elective** 0-1
		TOTAL.....18-19

✔ *Assessment required.*

* *Students with grade-point average below 3.0 should consider taking ACC 115 or MTH 104 before ACC 120 or 121.*

** *See a counselor for a list of transferable courses.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

NOTE: To prepare for the CPA (Certified Public Accountant) Examination or the CMA (Certified Management Accountant) Examination, see page 72.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Business and Information Systems

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Economics (Major code AA10)

AREA OF CONCENTRATION: ECONOMICS

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

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

MTH	211	Calculus/Business & Social Science 3

E. Humanities and Fine Arts 9

PHL	105	Introduction to Ethics
		or
PHL	110	Introduction Critical Thinking.....3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics.....add. hrs. not required

D. Physical and Life Sciences.....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

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
		Transfer Elective.....0-1
		TOTAL.....18-19

✔ *Assessment required.*

* *Students with grade point average below 3.0 should consider taking ACC 115 or MTH 104 before ACC 120 or 121.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Business and Information Systems

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Computer Science (Major code AS60)

AREA OF CONCENTRATION:
COMPUTER SCIENCE

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 for Business and Social Science 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3
MTH 210 Finite Mathematics.....3

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
CIS 110 Business Information Systems.....3
CIS 130 C++ Programming 3
Transfer Electives 12-13
TOTAL.....18-19

Recommended Electives:
BUS 207 Business Statistics.....3
CIS 115 Introduction to Programming.....3
CIS 117 Discrete Structures 3
CIS 230 Advanced Topics/C ++ 3

✔ *Assessment required.*

* *Students with grade point average below 3.0 should consider taking ACC 115 or MTH 104 before ACC 120 or 121.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Communications and Library Services

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Organizational Communication (Major code AA50)

AA Degree – Area of Concentration: Mass Communication (Major code AA40)

AREA OF CONCENTRATION: ORGANIZATIONAL COMMUNICATION

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

E. Humanities and Fine Arts 9

PHL	110	Introduction to Critical Thinking.....3
THE	100	Introduction to Theatre.....3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E.World Cultures

IV. Area of Concentration/Elective Requirements 18-19

COM	120	Interpersonal Communication.....3
COM	122	Group Communication.....3
COM	201	Business and Professional Presentations.....3
		Transfer Electives 9-10
		TOTAL.....18-19

Recommended Electives:

BUS	100	Introduction to Business.....3
COM	115	Online Communication 3
COM	135	Intro. to Advertising Communication 3
COM	200	Advanced Speech Communication 3
MCM	130	Intro. to Mass Communication 3
PSY	245	Industrial/Organizational Psychology.....3

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

AREA OF CONCENTRATION: MASS COMMUNICATION

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
SOC	100	Introduction to Sociology.....3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

ART	100	Art Appreciation 3
HUM	101	Survey of Humanities 3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E.World Cultures

IV. Area of Concentration/Elective Requirements 18-19

MCM	130	Introduction to Mass Communication 3
MCM	140	Television Production I 3
MCM	201	Broadcast Writing.....3
MCM	215	Basic News Writing.....3
MCM	221	Basic News Editing.....3
		Transfer Electives.....3-4
		TOTAL.....18-19

Recommended Electives:

COM	110	Voice and Diction 3
MCM	205	Basic Broadcast Announcing 3
MCM	240	Television Production II - Live Studio 3
MCM	245	Mass Media Ethics and Law 3

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

Sample

Division of Communications and Library Services

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: English (Major code AA15)

AA Degree – Area of Concentration: Liberal Arts (Major code AA35)

AREA OF CONCENTRATION: ENGLISH

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
Recommended Courses:
ENG 215 Masterpieces of American Literature 3
ENG 226 Introduction to Shakespeare.....3
ENG 245 World Literature 3
ENG 255 Women's Literature.....3
FLM 250 The Film as Art.....3
HUM 101 Survey of the Humanities 3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language + ...6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E.World Cultures

IV. Area of Concentration/Elective Requirements 18-19
Recommended Electives:
ENG 205 Creative Writing: Poetry 3
ENG 211 American Literature to 1865 3
ENG 212 American Literature from 1865.....3
ENG 220 Multicultural Literatures of the U.S.....3
ENG 221 British Literature to 1800 3
ENG 222 British Literature From 1800 3
ENG 229 Introduction to Literature 3
ENG 235 Introduction to Fiction.....3

✔ *Assessment required.*

\+ *For English and Liberal Arts majors, 12 hours of foreign language is recommended. Spanish is highly recommended.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

AREA OF CONCENTRATION: LIBERAL ARTS

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
BIO 100 Introduction to Biology.....3
ESC 100 Survey of Earth Science.....3
and
ESC 101 Survey of Earth Science Laboratory 1

D. Mathematics ✔ 3
MTH 101 College Mathematics.....3

E. Humanities and Fine Arts 9
ART 105 Women in Art.....3
FLM 250 Film as Art 3
HUM 101 Survey of Humanities 3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language + ...6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required
BIO 110 Environmental Biology 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
Recommended Electives:
ANT 101 Cultural Anthropology 3
ENG 212 American Literature from 1865.....3
ENG 220 Multicultural Literatures of the U.S.....3
PHL 100 Introduction to Philosophy 3
PHL 105 Introduction to Ethics.....3
PSY 205 Life-Span Psychology 3
SOC 120 Racial/Ethnic Relations.....3

Sample

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Division of Communications and Library Services

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Theatre (Major code AA85)

AREA OF CONCENTRATION: THEATRE

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

Recommended Fine Arts courses:

HUM	101	Survey of Humanities 3
HUM	201	Modern Culture and the Arts.....3
MUS	100	Music: Art of Listening 3
MUS	101	Musics of the World.....3
MUS	102	Music in America 3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

Recommended Electives:

COM	110	Voice and Diction 3
THE	100	Theatre Appreciation.....3
THE	110	Art of Oral Interpretation 3
THE	130	Diversity in American Theatre 3
THE	201	Fundamentals of Acting I.....3
THE	202	Fundamentals of Acting II.....3
THE	205	Creative Dramatics in Learning 3
THE	210	Theatre Practicum.....3
THE	220	Musical Theatre Practicum.....3

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Health and Life Sciences

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Biology (Major code AS12)

AS Degree – Area of Concentration: Clinical Laboratory Science (Major code AS24)

AREA OF CONCENTRATION: BIOLOGY

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

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3
Recommended:
HED 100 Personal Wellness.....3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

D. Physical and Life Sciences .....add. hrs. 3
CHM 122 Chemistry/Qualitative Analysis 4

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
BIO 120 Principles of Biology I 4
BIO 122 Principles of Biology II 4
BIO 126 Ecology and Field Biology.....4
BIO 128 Evolution 4
BIO 244 Survey of Animal Kingdom 4
BIO 254 Introduction to Genetics 3
CHM 231 Organic Chemistry I.....5

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling and Advising or see course choices listed on pages 22-23.

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.

AREA OF CONCENTRATION: CLINICAL LABORATORY SCIENCE

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 8-9

A. Wellness 2-3
HED 100 Personal Wellness.....3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

D. Physical and Life Sciences.....add. hrs. 3
CHM 122 Chemistry/Qualitative Analysis 4

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
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
CHM 231 Organic Chemistry I.....5
CHM 232 Organic Chemistry II.....5

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

Sample

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Division of Health and Life Sciences

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Nursing Transfer for BSN (Major code AS72)

AREA OF CONCENTRATION:
NURSING TRANSFER FOR BSN

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
SOC 100 Introduction to Sociology 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
PHL 105 Introduction to Ethics.....3

III. Additional College Requirements 8-9

A. Wellness 2-3
Recommended:
HED 100 Personal Wellness 3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3
MTH 111 College Algebra.....4

D. Physical and Life Sciences.....add. hrs. 3
BIO 200 Nutrition 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
BIO 270 Anatomy/Physiology I.....4
BIO 272 Anatomy/Physiology II.....4
BIO 250 Microbiology 4
CHM 102 Introduction to Organic Chemistry 3
CHM 103 Intro. to Organic Chemistry Lab 1
Transfer Electives 2-3
TOTAL 18-19

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

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 degree career program (see page 132).

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Health and Life Sciences

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: General Science (Major code AS48)

AREA OF CONCENTRATION:
GENERAL SCIENCE

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

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3
Recommended:
HED 100 Personal Wellness.....3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

D. Physical and Life Sciences .....add. hrs. 3
PHY 222 General Physics II 5

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
CHM 121 General Chemistry.....4
CHM 122 Chemistry/Qualitative Analysis 4
CHM 231 Organic Chemistry I.....5
CHM 232 Organic Chemistry II.....5
MTH 132 Calculus/Analytic Geometry II.....4
MTH 233 Calculus/Analytic Geometry III.....4

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

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. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Humanities, Fine Arts and Languages

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Art (Major code AA05)

AA Degree – Area of Concentration: Graphic Art (Major code AA20)

AREA OF CONCENTRATION: ART

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

ANT	101	Cultural Anthropology 3
PSY	100	Introduction to Psychology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

Recommended 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
HUM	101	Survey of the Humanities 3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

ART	110	Design I.....3
ART	111	Design II.....3
ART	120	Basic Drawing I.....3
ART	121	Basic Drawing II.....3
		Transfer Electives..... 6-7
		TOTAL.....18-19

Recommended Electives:

ART	104	History of Photography.....3
ART	140	Photography I.....3
ART	130	Ceramics I.....3
ART	222	Life Drawing.....3
ART	260	Painting I.....3
ART	290	Studio Art.....3
GRD	173	Graphic Design I 3

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

Due to Art Major transfer requirements, please meet with a counselor as soon as possible about your program of study.

AREA OF CONCENTRATION: GRAPHIC ART

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

Recommended 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
HUM	101	Survey of the Humanities 3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences ..... add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

ART	110	Design I 3
GRD	173	Graphic Design I 3
GRD	273	Graphic Design II 3
GRD	290	Studio Art.....3
		Transfer Electives..... 6-7
		TOTAL.....18-19

Recommended Electives:

ART	111	Design II.....3
ART	120	Basic Drawing I.....3
ART	140	Photography I.....3

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Humanities, Fine Arts and Languages

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Philosophy (Major code AA55)

AREA OF CONCENTRATION: PHILOSOPHY

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

ART	100	Art Appreciation	3
HUM	101	Survey of Humanities	3
HUM	201	Modern Culture and Arts	3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E.World Cultures

IV. Area of Concentration/Elective Requirements 18-19

Recommended Electives:

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

✔ *Assessment required.*

* *Check with your transfer school. Some colleges count PHL 120 as a religion course.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Humanities, Fine Arts and Languages

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Music (Major code AA45)

AREA OF CONCENTRATION: MUSIC

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

E. Humanities and Fine Arts 9
Recommended Fine Arts courses:
ART 100 Art Appreciation 3
HUM 101 Survey of Humanities 3
HUM 201 Modern Culture & Arts 3
MUS 101 Musics of the World.....3
MUS 102 Music in America 3
THE 100 Theatre Appreciation.....3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics ✔ .....add. hrs. not required

D. Physical and Life Sciences .....add. hrs. not required

E.World Cultures

IV. Area of Concentration/Elective Requirements* 18-19
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: 1
MUS 222 Aural Skills III: 1
MUS 224 Aural Skills IV: 1
MUS 280 through 287 Applied Music 8
MUS 160 through 169 Ensemble.....4
Highly Recommended:
MUS 150 Vocal Techniques: An Introduction to Singing .....2 (for non-voice majors)
MUS 200 Music Literature: A Historical Survey.....3
MUS 212 Conducting: An Introduction 2
MUS 151 Class Instruction Piano I .....2 (for non-piano majors)
MUS 251 Class Instruction Piano II .....2 (for non-piano majors)
Other Electives:
MUS 180 through 187 Applied Music.....1

✔ *Assessment required.*

* *Students may be required to complete more than the 64 semester hours necessary for an associate degree to be accepted into a four-year college's music program with junior status. Consult with a music instructor or counselor/advisor.*

* *A music audition is required for admission into most four-year institutions.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Physical Education (Major code AS76)

AS Degree – Area of Concentration: Fitness Leadership (Major code AS44)

AREA OF CONCENTRATION: PHYSICAL EDUCATION

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
PSC 100 Introduction to American Government 3

C. Physical and Life Sciences 7
BIO 270 Anatomy/Physiology.....4

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3
HED 100 Personal Wellness.....3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

D. Physical and Life Sciences.....add. hrs. 3
BIO 200 Nutrition 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
BIO 272 Anatomy and Physiology II.....4
EDU 200 Introduction to Education.....3
EDU 210 Educational Psychology.....3
EDU 220 Introduction to Special Education 3
PED 200 Introduction to Physical Education.....2
Transfer Electives..... 3-4
TOTAL.....18-19

Recommended Electives:
Choose from PED 101 - PED 238.

NOTE: Because of teacher certification 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 ICTS Basic Skills Test before being admitted into most schools of education in Illinois.
- Students should complete the BIO 270 and BIO 272 sequence at Waubonsee prior to transfer.

AREA OF CONCENTRATION: FITNESS LEADERSHIP

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
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 8-9

A. Wellness 2-3
HED 100 Personal Wellness.....3

B. Second Language .....not required

C. Mathematics ✔ .....add. hrs. 3

D. Physical and Life Sciences .....add. hrs. 3
BIO 270 Anatomy and Physiology I.....4

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
BIO 272 Anatomy and Physiology II.....4
Transfer Electives 14-15
TOTAL.....18-19

Recommended Electives:
Choose from PED 101 - PED 238.

✔ *Assessment required.*

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

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

- Aurora University requires students to minor in Business Administration. For electives students should take ACC 120, ACC 121, BUS 100 and BUS 210.
- Students should complete the BIO 270 and 272 sequence at Waubonsee prior to transfer.

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Early Childhood Education (Major code AS32)

AREA OF CONCENTRATION: EARLY CHILDHOOD EDUCATION

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
PSC	100	Introduction to American Government*	3

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

BIO	100	Introduction to Biology (3)	
BIO	101	Introduction to Biology Laboratory (1)	
		or	
BIO	120	Principles of Biology I	4

D. Mathematics ✔ 3

MTH	202	Math for Elementary Teachers II	3

E. Humanities and Fine Arts.....9

ART	100	Art Appreciation	3
MUS	100	Music: The Art of Listening	3
PHL	105	Introduction to Ethics	3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

MTH	201	Math for Elementary Teachers I	3

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

Recommended Electives:

ECE	101	Introduction to Early Childhood Education	3
ECE	115	Child Growth & Development	3
EDU	200	Introduction to Education	3
EDU	202	Clinical Experience in Education	3
EDU	205	Introduction to Technology in Education	3
EDU	220	Introduction to Special Education	3

✔ *Assessment required.*

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

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

NOTE: Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, meet with a counselor as soon as you declare early childhood education as your intended major.
Note the following:

- Students must successfully complete the ICTS Basic Skills Test before being admitted into most schools of education in Illinois.
- Northern Illinois University requires specific courses for admission to the early childhood education program. Contact Counseling for additional information (see directory).

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Elementary Education (Major code AS40)

AREA OF CONCENTRATION:
ELEMENTARY EDUCATION

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
PSC	100	Introduction to American Government*	3

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

BIO	100	Introduction to Biology	3
BIO	101	Introduction to Biology Laboratory	1
ESC	100	Survey of Earth Science**	3

D. Mathematics ✔.....3

MTH	202	Math for Elementary Teachers II	3

E. Humanities and Fine Arts.....9

ART	100	Art Appreciation	3
MUS	100	Music: The Art of Listening	3
PHL	120	Introduction to World Religions	3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔.....add. hrs. 3

MTH	201	Math for Elementary Teachers I	3

D. Physical and Life Sciences *.....add. hrs. 3**

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

EDU	200	Introduction to Education	3
EDU	202	Clinical Experience in Education	3
EDU	205	Introduction to Technology in Education	3
		Transfer Electives	9-10
		TOTAL	**18-19**

Recommended Electives:

ECE	115	Child Growth and Development	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 omit PSC 100 and take HIS 121 and HIS 122.*

** *Students planning to attend Aurora University or Illinois State University should also complete the accompanying laboratory course — ESC 101.*

*** *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.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

NOTE: Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, meet with a counselor as soon as you declare education as your 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 ICTS Basic Skills Test before being admitted into most schools of education in Illinois.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Secondary Education (Major code AS40)

AREA OF CONCENTRATION: SECONDARY EDUCATION

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

BIO	110	Environmental Biology	3
BIO	111	Environmental Biology Laboratory	1
CHM	100	Introduction to Chemistry**	
		or	
ESC	100	Survey of Earth Science**	3

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

Recommended Electives:

EDU	200	Introduction to Education	3
EDU	202	Clinical Experience in Education	3
EDU	205	Introduction to Technology in Education	3
		Subject Electives *	9-10

✔ *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: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

NOTE: Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, meet with a counselor as soon as you declare education as your 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 ICTS Basic Skills Test before being admitted into most schools of education in Illinois.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Special Education (Major code AS40)

AREA OF CONCENTRATION:
SPECIAL EDUCATION

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

BIO	100	Introduction to Biology	3
BIO	101	Introduction to Biology Laboratory	1

D. Mathematics ✔ 3

MTH	202	Math for Elementary Teachers II	3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

MTH	201	Math for Elementary Teachers I	3

D. Physical and Life Sciences.....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

ECE	115	Child Growth and Development	3
EDU	200	Introduction to Education	3
EDU	202	Clinical Experience in Education	3
EDU	205	Introduction to Technology in Education	3
EDU	220	Introduction to Special Education	3
		Transfer Electives	3-4
		TOTAL	**18-19**

Recommended Electives:

EDU	210	Educational Psychology	3

✔ *Assessment required.*

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

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

NOTE: Because of teacher certification requirements, transfer school requirements and WCC graduation requirements, meet with a counselor as soon as you declare education as your 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 ICTS Basic Skills 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. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: History (Major code AA25)

AA Degree – Area of Concentration: Political Science (Major code AA60)

AREA OF CONCENTRATION: HISTORY

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

E. Humanities and Fine Arts * 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics .....add. hrs. not required

D. Physical and Life Sciences.....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

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
		Transfer Electives	6-7
		TOTAL	**18-19**

Recommended Electives:

HIS	101	World History to 1500	3
HIS	102	World History Since 1500	3
HIS	125	American Culture: Colonial Period to the Present	3
HIS	205	History of the Middle East	3
HIS	215	History of China and Japan	3
HIS	225	History of Africa	3
HIS	235	Latin American History	3

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

AREA OF CONCENTRATION: POLITICAL SCIENCE

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

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics .....add. hrs. not required

D. Physical and Life Sciences.....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

PSC	220	Comparative Government	3
PSC	240	State and Local Government	3
		Transfer Electives	12-13
		TOTAL	**18-19**

Recommended Electives:

PSC	260	Introduction to International Relations	3
PSC	280	Introduction to Political Philosophy	3

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AA Degree – Area of Concentration: Psychology (Major code AA65)

AA Degree – Area of Concentration: Sociology (Major code AA75)

AREA OF CONCENTRATION: PSYCHOLOGY

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

Recommended:

MTH	107	Basic Statistics
		or
MTH	210	Finite Mathematics
		or
MTH	211	Calculus for Business & Social Science.....3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language 6

C. Mathematics .....add. hrs. not required

D. Physical and Life Sciences.....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

Recommended Electives*:

PSY	205	Life-Span Psychology
		or
PSY	215	Adulthood and Aging
		or
PSY	220	Child Psychology
		or
PSY	226	Adolescent Psychology 3
PSY	235	Social Psychology.....3
PSY	240	Abnormal Psychology.....3
PSY	245	Industrial/Organizational Psychology 3
PSY	250	Theories of Personality 3
		Transfer Electives 3-4

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

AREA OF CONCENTRATION: SOCIOLOGY

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

ANT	101	Cultural Anthropology
		or
ANT	102	Human Origins 3
PSY	100	Introduction to Psychology 3
SOC	100	Introduction to Sociology 3

C. Physical and Life Sciences 7

D. Mathematics ✔ 3

Recommended:

MTH	107	Basic Statistics (3)
		or
MTH	131	Calculus with Analytic Geometry I (4)
		or
MTH	210	Finite Mathematics (3)

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B Second Language 6

C. Mathematics .....add. hrs. not required

D. Physical and Life Sciences.....add. hrs. not required

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

Recommended Electives:

PSY	235	Social Psychology.....3
SOC	120	Racial and Ethnic Relations.....3
SOC	130	Marriage and the Family 3
SOC	210	Social Problems 3
SOC	215	Introduction to Social Work.....3
SOC	230	Sociology of Sex and Gender 3
SOC	240	Sociology of Deviance 3

✔ *Assessment required.*

* *Northern Illinois University and Illinois State University accept only two psychology elective courses.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

Sample

Division of Social Science and Education

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Social Work (Major code AS96)

AS Degree – Area of Concentration: Criminal Justice (Major code AS28)

AREA OF CONCENTRATION: SOCIAL WORK

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

Recommended:

MTH	101	College Mathematics
		or
MTH	107	Basic Statistics.....3

E. Humanities and Fine Arts 9

Recommended:

PHL	100	Introduction to Philosophy
		or
PHL	105	Introduction to Ethics.....3
PHL	120	Introduction to World Religions.....3

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

Recommended:

MTH	111	College Algebra.....4

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

PSY	220	Child Psychology 3
SOC	215	Introduction to Social Work.....3
		Transfer Electives 12-13
		TOTAL.....18-19

Recommended Electives:

PSY	205	Life-Span Psychology 3
PSY	235	Social Psychology.....3
PSY	240	Abnormal Psychology.....3
SOC	120	Racial and Ethnic Relations.....3
SOC	130	Marriage and the Family 3
SOC	210	Social Problems 3

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

AREA OF CONCENTRATION: CRIMINAL JUSTICE

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

Recommended:

MTH	101	College Mathematics
		or
MTH	107	Basic Statistics.....3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language .....not required

C. Mathematics ✔ ..... add. hrs. 3

Recommended:

MTH	111	College Algebra.....4

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

CRJ	100	Introduction to Criminal Justice 3
CRJ	107	Juvenile Justice.....3
		Transfer Electives 12-13
		TOTAL.....18-19

Recommended Electives:

CIS	110	Business Information Systems* 3
CRJ	101	Introduction to Corrections 3
CRJ	120	The American Court System.....3
CRJ	200	Criminal Investigation.....3
CRJ	220	Criminal Law 3
CRJ	226	Criminal Evidence 3
CRJ	230	Criminology 3

* *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.*

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Technology, Mathematics and Physical Sciences

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree – Area of Concentration: Aviation Pilot (Major code AS08)

AREA OF CONCENTRATION: AVIATION PILOT

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	111	Introduction to Physics I	4

D. Mathematics ✔ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 8-9

A. Wellness 2-3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3

MTH	111	College Algebra	4

D. Physical and Life Sciences.....add. hrs. 3

ESC	100	Survey of Earth Science	3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19

AST	110	Planetary Science	4
AVP	100	Private Pilot Certificate	5
AVP	110	Professional Instrument Rating	5
AVP	120	Professional Commercial Pilot	5
AVP	130	Professional Multiengine Rating	3
MTH	112	Plane Trigonometry	3

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.

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Technology, Mathematics and Physical Sciences

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree - Area of Concentration: Chemistry (Major code AS20)

AREA OF CONCENTRATION: CHEMISTRY

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 8-9

A. Wellness 2-3
Recommended:
HED 100 Personal Wellness 3

B. Second Language.....not required

C. Mathematics ✔ .....add. hrs. 3
MTH 112 Plane Trigonometry 3

D. Physical and Life Sciences .....add. hrs. 3
PHY 222 General Physics II 5

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
CHM 121 General Chemistry.....4
CHM 122 Chemistry/Qualitative Analysis 4
CHM 231 Organic Chemistry I.....5
CHM 232 Organic Chemistry II.....5
MTH 132 Calculus/Analytic Geometry II.....4
MTH 233 Calculus/Analytic Geometry III.....4

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

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. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

Sample

Division of Technology, Mathematics and Physical Sciences

TRANSFER DEGREES PROGRAM GUIDELINES

AS Degree - Area of Concentration: Math (Major code AS68)

AS Degree - Area of Concentration: Physics (Major code AS80)

AREA OF CONCENTRATION: MATH

I. College Requirements

II. General Education Requirement 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 8-9

A. Wellness 2-3

B. Second Language .....not required

C. Mathematics ✔.....add. hrs. 3
MTH 132 Calculus/Analytic Geometry II.....4

D. Physical and Life Sciences .....add. hrs. 3

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
MTH 233 Calculus/Analytic Geometry III.....4
MTH 240 Differential Equations.....3
PHY 222 General Physics II 5
Transfer Electives.....6-7
TOTAL.....18-19

AREA OF CONCENTRATION: PHYSICS

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 8-9

A. Wellness 2-3

B. Second Language .....not required

C. Mathematics ✔ .....add. hrs. 3
MTH 132 Calculus/Analytic Geometry II.....4

D. Physical and Life Sciences .....add. hrs. 3
CHM 122 Chemistry and Qualitative Analysis 4

E. World Cultures

IV. Area of Concentration/Elective Requirements 18-19
MTH 233 Calculus/Analytic Geometry III.....4
PHY 221 General Physics I 5
PHY 222 General Physics II 5
Transfer Electives.....4-5
TOTAL.....18-19

Recommended Electives:
MTH 141 Scientific Programming.....3
MTH 236 Introduction to Linear Algebra 4
MTH 240 Differential Equations.....3

This is ONLY an EXAMPLE. If you intend to transfer, check early with your transfer school and Counseling to ensure you're meeting ALL requirements. Transfer schools may vary in their requirements.

✔ *Assessment required.*

Note: If specific course requirements or recommendations are not listed here, consult with Counseling or see course choices listed on pages 22-23.

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 64 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 course work 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 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 220, 230, 235
History: HIS 101, 102, 121, 122, 205, 215, 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, 110, 111 (1), 120 (4), 122 (4), 126 (4), 128 (4), 200, 244 (4), 250 (4), 254, 260 (4), 262, 264, 270 (4), 272 (4)
Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 231 (5), 232 (5)
Earth Science: ESC 100, 101 (1), 120 (4), 130, 220
Geography: GEO 121 (4), 130, 131 ,132, 140, 200, 210
Geology: GLG 100, 101 (1), 103
Mathematics: MTH 101, 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), 115 (4), 116 (4), 221 (5), 222 (5)

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

Art: ART 100, 101, 102, 103, 104, 105, 110, 111, 120, 121, 123, 130, 131, 140, 142, 155, 222, 230, 240, 241, 242, 243, 255, 260, 261, 262, 265, 290
Chinese: CHN 101, 102
English: ENG 204, 205, 211, 212, 215, 220, 221, 222, 225, 226, 227, 228, 229, 230, 235, 240, 245, 255, 260
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), 163 (1), 164 (1), 165 (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), 191 (2), 192 (2), 193 (2), 194 (2), 195 (2), 200, 210 (4), 211, 212 (2), 213, 214, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 291 (2), 292 (2)
Philosophy: PHL 100, 101, 105, 110, 120, 140
Sign Language: SGN 101, 102
Spanish: SPN 101, 102, 103, 110, 111, 201, 202, 205, 211
Theatre: THE 100, 110, 130, 201, 202, 205, 210, 220

E. Wellness .....2-3 sem hrs

Health Education: HED 100 or
Physical Education activity courses:
PED 100-149 (0.5-1)
Sustainability: SUS 101
(Students who served in the Armed Services are exempt from the health education requirement.)

III. Elective Requirements.....35 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 (earned in any curriculum), and
- 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 at any time during a semester. Contact Registration and Records or submit a letter to the Graduate/Credentials Analyst to apply for the certificate (see directory).

WAUBONSEE

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Career Education Program

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 course work 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 course work 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).

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

SkillsUSA®

See directory inside back cover.

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 minimum of 64 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 course work 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 .....18 sem hrs

(Courses are 3 sem hrs unless indicated.)

A. Communications .....6 sem hrs
Unless particular courses are specified in the curriculum, students 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, students choose a course from below.
Anthropology: ANT 100, 101, 102, 110, 120
Economics: ECN 100, 105, 110, 121, 122
Geography: GEO 220, 230, 235
History: HIS 101, 102, 121, 122, 205, 215, 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, students choose a course from below.
Astronomy: AST 100, 105 (4), 110 (4), 115
Biology: BIO 100, 101 (1), 102, 110, 111 (1), 120 (4), 122 (4), 126 (4), 128 (4), 200, 244 (4), 250 (4), 254, 260 (4), 262, 264, 270 (4), 272 (4)
Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 231 (5), 232 (5)
Earth Science: ESC 100, 101 (1), 120 (4), 130, 220
Geography: GEO 121 (4), 130, 131, 132, 140, 200, 210
Geology: GLG 100, 101 (1), 103
Mathematics: MTH 101, 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), 115 (4), 116 (4), 221 (5), 222 (5)

D. Humanities and Fine Arts.....3 sem hrs
Unless a particular course is specified in the curriculum, students choose a course from below.
Art: ART 100, 101, 102, 103, 104, 105, 110, 111, 120, 121, 123, 130, 131, 140,142, 155, 222, 230, 240, 241, 242, 243, 255, 260, 261, 262, 265, 290
Chinese: CHN 101, 102
Communications: COM 100, 110, 115, 120, 121, 122, 135, 200, 201
English: ENG 204, 205, 211, 212, 215, 220, 221, 222, 225, 226, 227, 228, 229, 230, 235, 240, 245, 255, 260
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), 163 (1), 164 (1), 165 (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), 191 (2), 192 (2), 193 (2), 194 (2), 195 (2), 200, 210, 211, 212 (2), 213, 214, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 291 (2), 292 (2)
Philosophy: PHL 100, 101, 105, 110, 120, 140
Sign Language: SGN 101, 102
Spanish: SPN 101, 102, 103, 110, 111, 201, 202, 205, 211
Theatre: THE 100, 110, 130, 201, 202, 205, 210, 220

E. Electives .....3 sem hrs
Choose an additional course from any of those listed for B, C, or D above. Communications is recommended.

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 major courses at Waubonsee.

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. The curriculum required to achieve either the Associate in Applied Science degree (AAS) or the Certificate of Achievement for each particular area is described in detail.

Although most 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 course work. 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 course work 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 and explained in the following sections.

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.

Accounting (AAS) 70
- Accounting Certificate
- Accounting Clerk Certificate
- Accounting Payroll Clerk Certificate
- CPA Preparation Certificate
- CMA Preparation Certificate

Administrative Office Systems 73
- Office Support (AAS)
- Administrative Assistant (AAS)
- Office Essentials Certificate
- Office Skills Certificate
- Office Software Specialist Certificate
- Medical Office Certificate
- Medical Transcription Certificate
- Health Care Coding Certificate
- Word Processing Certificate
- IC³ Internet and Computing Core Certification Certificate

Auto Body Repair 78
- Auto Body Repair Business Operations (AAS)
- Advanced Auto Body Repair Certificate
- Basic Auto Body Repair Certificate

Automotive Technology (AAS)....80
- Automotive Brake and Suspension Certificate
- Automotive Electrical/Electronics Certificate
- Automotive Maintenance Certificate
- Automotive Transmission and Driveline Certificate
- Engine Performance Certificate

Business Careers 83
- **Business Communications**
  - Organizational Communication Certificate
  - Organizational Communication for the Business Professional Certificate
- **Entrepreneurship (AAS)**
  - Entrepreneurship (AAS)
  - Entrepreneurship Certificate
- **Management (AAS)**
  - Human Resources Management (AAS)
  - Management Certificate
  - MBA Preparation Certificate
- **Marketing (AAS)**
  - Marketing Certificate
- **Materials Management/APICS**
  - Materials Management (AAS)
  - Materials Management Certificate

Computer Careers....93
- **Computer-Aided Design and Drafting (AAS)**
  - Computer-Aided Mechanical Drafting Certificate
  - 3-D Modeling Certificate
  - Architectural Drafting Certificate
- **Computer Information Systems**
  - Computer Software Development (AAS)
  - Computer Software Development Certificate
  - Computer Technology Essentials (A+) Certificate
  - Network Administration and Security (AAS)
  - Network Administration Certificate
  - Digital Network Technology (CISCO) Certificate
  - Computer Gaming Certificate
- **Microcomputer Systems**
  - Computer Support (AAS)
  - Computer Support Analyst Certificate
  - Microcomputer Applications Certificate
  - Help Desk Specialist, Level I Support Certificate
- **World Wide Web/Internet**
  - Web Site Design and Development (AAS)
  - Web Server Programming Certificate
  - Web Page Design Certificate
  - Web Authoring and Design Certificate

Construction Management Technology (AAS) 103

Criminal Justice (AAS)....104
- Commercial Security Operations Certificate

Early Childhood Education (AAS) 106
- Child Care Worker Certificate
- Early Childhood Aide Certificate
- Infant and Toddler Care Certificate
- Before and After School-Age Care Certificate

Electronics Technology (AAS).....109
Basic Electronics Technology Certificate
Advanced Electronics Technology Certificate
Electrical Maintenance Certificate
Microcomputer Maintenance Certificate
Telecommunication Technician Certificate

Facility Service Technology Certificate 111

Fire Science Technology (AAS) 112
Firefighter Certificate
Fire Officer I Certificate
Fire Officer II Certificate
Fire Service Instructor Certificate

Geographic Information Systems (AAS).....114
Geographic Information Systems Certificate
Advanced Geographic Information Systems Certificate

Graphic Design (AAS) 116
Beginning Graphic Design Certificate
Comprehensive Graphic Design Certificate
Electronic Publishing Certificate
Animation Certificate
Web Design and Publishing Certificate

Health Care Interpreting (AAS).....119
Health Care Interpreting Certificate
Health Care Interpreting-Practitioner Certificate

Health Careers 121
Emergency Medical Technician
Emergency Medical Technician-Paramedic (AAS)
Emergency Medical Technician-Basic Certificate
Exercise Science
Health and Wellness Specialist (AAS)
Exercise Science Certificate
Medical Assistant Certificate
Nurse Assistant
Basic Nurse Assistant Training Certificate
Perioperative Nursing Certificate
Phlebotomy Technician Certificate
Registered Nursing
Nursing (AAS)
Surgical Technology Certificate
Therapeutic Massage (AAS)
Therapeutic Massage Certificate

Heating, Ventilation and Air Conditioning (AAS) 139
Heating, Ventilation and Air Conditioning Certificate

Human Services (AAS) 141
Addictions Counseling Certificate

Industrial Technology 143
Industrial Maintenance (AAS)
Basic Industrial Maintenance Certificate
Advanced Industrial Maintenance Certificate
Industrial Maintenance Management Certificate
Industrial Technology Basics Certificate
Advanced CAD/CAM Certificate
CNC Operator Certificate

Interpreter Training (AAS).....146
Interpreter Training Certificate
Sign Language Certificate

Library and Information Studies 148
Library Technical Assistant (AAS)
Library Technical Assistant Certificate

Mass Communication (AAS) 150
Mass Communication Certificate
Electronic Music Technology Certificate

Paraprofessional Educator (AAS) 152
Paraprofessional Educator Certificate

Photography 154
Traditional Photography Certificate
Basic Digital Photography Certificate
Intermediate Digital Photography Certificate
Comprehensive Photography Certificate

Real Estate 156
Real Estate Sales Certificate
Real Estate Broker Certificate

Sign Language Certificate 146
(see Interpreter Training)

Translation Certificate.....158

Welding Technology (AAS) 159
Beginning Welding Certificate
Advanced Welding Certificate

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

Accounting

Job Titles

- Accountant
- Accounting Clerk
- Auditor
- Billing Clerk
- Bookkeeper
- Payroll Clerk
- 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

- 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 about the society, refer to http://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. Twenty-four semester hours must be in accounting (see page 72); an additional 24 hours in business courses are required (business law is included here).
- *Certified Management Accountant (CMA)*—The CMA is a national program with no state affiliates. The candidate must have senior standing at an accredited college or university, hold a baccalaureate degree in any field, or have passed a state CPA examination. Anyone who has passed a state CPA exam is given credit for part two of the CMA exam.

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

	COM	100	***or*** 121 ***or*** 201 Communications	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
	ECN	100	***or*** 110 Economics	3
	MTH	104	Business Mathematics	3
			General Education elective •	3
			TOTAL	**18**

Accounting Major Program Requirements

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
			TOTAL	**20**

Additional Program Requirements

	BUS	100	Introduction to Business	3
	BUS	211	***or*** 210 Business Law	3
	CIS	110	***or*** AOS 110 Computers	3
	MCS	141	Comprehensive Electronic Spreadsheet	3
	MGT	200	Principles of Management	3
			TOTAL	**15**

Accounting Electives

Accounting electives may be taken in Accounting, Business, Economics, Entrepreneurship, Finance, Management, or Marketing.
Accounting Internship recommended.

TOTAL **11**

TOTAL SEM HRS FOR DEGREE **64**

- *See course choices listed on pages 65-66.*

* *Students with a grade point average below a B 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.*

m *Major course requires minimum grade of C.*

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
	MCS	141	Comprehensive Electronic Spreadsheet	3
	PROGRAM TOTAL			**27**

m *Major course requires minimum grade of C.*

Accounting Clerk

Certificate of Achievement

(014A) major code

This certificate prepares the student for entry-level jobs as accounts receivable clerk, accounts payable clerk or general accounting clerk.

Course Requirements

m	ACC	115	Fundamentals of Accounting	3
m	ACC	230	Microcomputer Accounting Applications	3
	CIS	110	Business Information Systems	3
	MCS	120	Introduction to Windows	1
	MTH	104	Business Mathematics	3
	MCS	141	Comprehensive Electronic Spreadsheet	3
	PROGRAM TOTAL			**16**

m *Major course requires minimum grade of C.*

Accounting Payroll Clerk

Certificate of Achievement

(015A) major code

This certificate prepares the student for entry-level jobs as a payroll clerk and general accounting clerk.

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
	MCS	141	Comprehensive Electronic Spreadsheet	3
	PROGRAM TOTAL			**17**

m *Major course requires minimum grade of C.*

CPA Preparation

Certificate of Achievement

(017A) 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 Accounting examination in Illinois. Additional courses in business are required to sit for the exam.*

***Note:** To sit for the CPA exam, students must complete at least 24 semester hours in business courses, which can be taken in the following areas: Economics, Business Law, Finance, Business and Technical Communication, Business Ethics, International Business, Legal and Social Environment of Business, Management, Business/Management Information Systems, Quantitative Methods. Other courses are subject to review by the Board of Examiners. It is recommended that at least 3 of these semester hours be in business law. Students must have a total of 150 semester hours of acceptable credit. Students should contact a counselor for advisement.

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	250	Auditing I	3
m	ACC	201	Individual Tax Accounting	
			or	
m	ACC	205	Business Tax Accounting	3
			Select 6 hours from elective list	6
	PROGRAM TOTAL			**24**

Elective List (Select 6 hours)

m	ACC	201	Individual Tax Accounting	
			or	
m	ACC	205	Business Tax Accounting	3
m	ACC	240	Cost Accounting	3
m	ACC	251	Auditing II	3
m	ACC	255	Fund and Governmental Accounting	3
m	ACC	260	Advanced Accounting	3
m	ACC	297	Accounting Internship	1
m	ACC	298	Accounting Internship	2
m	ACC	299	Accounting Internship	3
m	MCS	141	Comprehensive Electronic Spreadsheet	3

m *Major course requires minimum grade of C.*

CMA Preparation

Certificate of Achievement

(018A) 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 and business requirements to sit for the Certified Management Accountant examination.

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	Macroeconomics	3
m	ECN	122	Microeconomics	3
m	FIN	200	Principles of Finance	3
			Select 6 hours from elective list	6
	PROGRAM TOTAL			**36**

Elective List (Select 6 hours)

m	ACC	201	Individual Tax Accounting	
			or	
m	ACC	205	Business Tax Accounting	3
m	BUS	208	Advanced Business Statistics	3
m	CIS	110	Business Information Systems	3
m	MGT	200	Principles of Management	3

m *Major course requires minimum grade of C.*

Administrative Office Systems

Administrative Assistant

Associate in Applied Science Degree

(031A) major code

This program provides students with skills and general knowledge for administrative, office supervisory and administrative support positions. It also provides for general educational growth.

General Education Requirements

	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
			General Education elective•	3
			TOTAL	**18**

AOS Core Major Requirements

m	AOS	110	Computer Software for the Office	3
m	AOS	115*	Document Formatting	3
m	AOS	116	Advanced 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	Digital Communications for the Office	3
m	AOS	280	Administrative Office Systems	3
m	MCS	131	Intermediate Word Processing	1
m	MCS	175	Electronic Presentations for Business	2
m	MCS	230	Advanced Word Processing	1
m	WEB	210	Internet Technologies	1
			TOTAL	**28**

Additional Administrative Assistant Program Requirements

	ACC	120	***or*** 115 Accounting	3
	BUS	100	Introduction to Business	3
	BUS	211	***or*** 210 Business Law	3
	MGT	205	Office Management	3
			AOS/MCS electives	6
			TOTAL	**18**

TOTAL SEM HRS FOR DEGREE 64

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Job Titles

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

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 about the society, refer to http://www.abg.org.

Professional Certification Opportunities:

- *Internet and Computing Core Certification (IC^3)*
- *Certified Medical Transcriptionist (CMT)* — Graduates of the Medical Transcription program are eligible to sit for the national certification exam offered by the American Association for Medical Transcription (AAMT).
- *Medical Coding certifications* — Students in the medical-based Administrative Office Systems programs are encouraged to investigate these certifications offered by the American Health Information Management Association (AHIMA).
- *Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP)* — Students who earn the Administrative Assistant AAS degree, or the Office Skills or Office Essentials Certificate of Achievement, 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.

Office Support

Associate in Applied Science Degree

(030D) major code

This program prepares students for general or specialized secretarial positions depending upon the electives selected. It also provides for general educational growth and provides the student with some documented office experience to enhance employability.

General Education Requirements

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	MTH	104	***or*** 101 Mathematics	3
	PSY	100	Introduction to Psychology	3
			General Education Elective •	3
			TOTAL	**18**

AOS Core Major Requirements

m	AOS	110	Computer Software for the Office	3
m	AOS	115*	Document Formatting	3
m	AOS	116	Advanced 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	Digital Communications for the Office	3
m	AOS	280	Administrative Office Systems	3
m	MCS	131	Intermediate Word Processing	1
m	MCS	175	Electronic Presentations for Business	2
m	MCS	230	Advanced Word Processing	1
m	WEB	210	Internet Technologies	1
			TOTAL	**28**

Additional Office Support Program Requirements

	ACC	120	***or*** 115 Accounting	3
	AOS	105*	Automated Office Skills	3
	BUS	100	Introduction to Business	3
			AOS/MCS electives**	9
			TOTAL	**18**

TOTAL SEM HRS FOR DEGREE 64

Emphases:

Medical Transcription Emphasis

	AOS	224*	Medical Terminology I	3
	AOS	226	Medical Terminology II	3
	AOS	227	Medical Transcription I	3
	AOS	228	Medical Transcription II	3

Medical Insurance and Coding Emphasis

	AOS	222	Medical Terms for Health Occupations	1
	AOS	235	Medical Insurance and Reimbursement	3
	AOS	236	ICD Coding	3
	AOS	237	CPT Coding	3

Software Emphasis

	MCS	120*	Introduction to Windows	1
	MCS	140*	***or*** 141 Introduction to Electronic Spreadsheet	1.5 or 3
	MCS	150*	***or*** 151 Introduction to Database Management	1.5 or 3
	MCS	181	Outlook	1

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

** *Students desiring to specialize in a particular office area should choose courses from one of the emphases listed above as part of their elective requirements.*

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Office Skills

Certificate of Achievement

(036A) major code

This program provides students with entry-level skills for general office employment including the use of computerized systems.

Course Requirements

		ACC	115	Fundamentals of Accounting	3
m	*	AOS	105	Automated Office Skills	3
m		AOS	110	Computer Software/Office	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	Digital Communications for the Office	3
		ENG	151	***or*** 101 English	3
		ENG	152	Business Comm./Letter Writing	3
				AOS/MCS/WEB Electives	4
				PROGRAM TOTAL	**33**

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

** *WEB 100 and knowledge of a word processing software program are prerequisites.*

m *Major course requires minimum grade of C.*

Office Essentials

Certificate of Achievement

(037A) major code

This accelerated program will provide students with the basic skills needed to obtain an office position. The student will develop essential keyboarding skills and learn to use the proper document formatting required in business. People skills such as human relations, communication, professional presence, stress management and team building will be included with emphasis placed on job-search strategies.

Course Requirements

m	*	AOS	100	Keyboarding	1
m		AOS	101	Keyboarding Speed Building	0.5
m		AOS	110	Computer Software for the Office	3
m	*	AOS	115	Document Formatting	3
m	**	AOS	210	Digital Communications for the Office	3
m		AOS	280	Administrative Office Systems	3
				PROGRAM TOTAL	**13.5**

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the office of Business and Information Systems (see directory) for test dates and times.*

** *WEB 100 and knowledge of a word processing software program are prerequisites.*

m *Major course requires minimum grade of C.*

Medical Office

Certificate of Achievement

(041A) major code

This program prepares students to work in medical offices including the use of computerized systems.

Course Requirements

m	*	AOS	105	Automated Office Skills	3
m		AOS	110	Computer Software/Office	3
m	*	AOS	115	Document Formatting	
				or	
m		AOS	116	Advanced 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	Digital Communications for the Office	3
m		AOS	221	Medical Office Procedures	3
m	*	AOS	224	Medical Terminology I	3
m		AOS	226	Medical Terminology II	3
m		AOS	227	Medical Transcription I	3
m		AOS	235	Medical Insurance and Reimbursement	3
m		AOS	280	Administrative Office Systems	3
m		MCS	131	Intermediate Word Processing	1
		PROGRAM TOTAL			**39**

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

Medical Transcription

Certificate of Achievement

(042A) major code

This certificate is designed to prepare students for medical transcription positions. Medical transcription career opportunities exist in hospitals, professional medical centers, health care service industries and for freelance services.

Course Requirements

m		AOS	110	Computer Software for the Office	3
m	*	AOS	115	Document Formatting	
				or	
m		AOS	116	Advanced Document Formatting	3
m		AOS	221	Medical Office Procedures	3
m	*	AOS	224	Medical Terminology I	3
m		AOS	226	Medical Terminology II	3
m		AOS	227	Medical Transcription I	3
m		AOS	228	Medical Transcription II	3
m		AOS	280	Administrative Office Systems	3
m		BIO	260	Human Structure/Function	4
m		MCS	131	Intermediate Word Processing	1
		PROGRAM TOTAL			**29**

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

Health Care Coding

Certificate of Achievement

(043A) 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	Computer Software for the Office	3
m		AOS	140	Proofreading and Number Skills	3
m		AOS	221	Medical Office Procedures	3
m		AOS	222	Medical Terms for Health Occupations (1) ***or***	
m		AOS	224	Medical Terminology I (3)	1 or 3
m		AOS	235	Medical Insurance and Reimbursement	3
m		AOS	236	ICD Coding	3
m		AOS	237	CPT Coding	3
m		BIO	260	Human Structure and Function	4
		PROGRAM TOTAL			**23**

m *Major course requires minimum grade of C.*

Word Processing

Certificate of Achievement

(047A) major code

This program prepares students for extensive work with word processing equipment and positions in word processing.

Course Requirements

m		AOS	110	Computer Software/Office	3
m		AOS	111	Integrated Software Applications	1
m	*	AOS	115	Document Formatting	3
m		AOS	116	Advanced Document Formatting	3
m		AOS	130	Customer Service	2
m		AOS	140	Proofreading and Number Skills	3
m		AOS	210	Digital Communications for the Office	3
		ENG	151	***or*** 101 English	3
		ENG	152	Business Comm./Letter Writing	3
m		MCS	131	Intermediate Word Processing	1
m		MCS	230	Advanced Word Processing	1
				AOS/MCS electives	3
				PROGRAM TOTAL	**29**

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

IC³ Internet and Computing Core Certification

Certificate of Achievement

(049A) major code

This program prepares the student to take the IC³ Certification Exams to demonstrate computer and Internet literacy. The three certification exams are: Computing Fundamentals, Key Applications (word processing and spreadsheets), and Living Online (Internet).

Course Requirements

m	*	AOS	100	Keyboarding	1
m		AOS	110	***or*** CIS 110 Computers	3
m		AOS	210	Digital Communications for the Office	3
m	*	MCS	120	Introduction to Windows	1
m		MCS	190	IC³ Exam Preparation	1
m		WEB	210	Internet Technologies	1
				PROGRAM TOTAL	**10**

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

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, Outlook and personal digital assistants.

Course Requirements

m	*	AOS	100	Keyboarding	1
m		AOS	110	Computer Software for the Office (3)	
				or	
m	*	MCS	130	Beginning Word Processing (1)	
				and	
m	*	MCS	140	Introduction to Electronic Spreadsheet (1.5)	
				and	
m	*	MCS	150	Introduction to Database Management (1.5)	3-4
m		AOS	111	Integrated Software Applications	1
m	*	AOS	115	Document Formatting	3
m		AOS	210	Digital Communications for the Office	3
m	*	MCS	120	Introduction to Windows	1
m		MCS	131	Intermediate Word Processing	1
m		MCS	175	Electronic Presentations for Business	2
m		MCS	181	Outlook	1
m		MCS	230	Advanced Word Processing	1
				PROGRAM TOTAL	**17***

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

See directory inside back cover.

Auto Body Repair

Job Titles

- Automotive Body Painter
- Automotive Body Repairer

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

- Students get real-life experience working on a variety of vehicles, including local ambulances, SWAT trucks and fire trucks.
- The program includes coursework covering virtually every aspect of auto body repair and is structured around standards established by the Automotive Service Excellence (ASE) Foundation.

NOTE: All students enrolled in the automotive technology or auto body programs 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.

• *See course choices listed on pages 65-66.*

* *ABR 298 or ABR 299 may be substituted.*

m *Major course requires minimum grade of C.*

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. Auto body courses are accredited by the National Institute for Automotive Service Excellence. Students who successfully complete all auto body courses are prepared to take the ASE's Auto Body Certification Exam.

First Semester

m	ABR	100	Auto Body Welding	2
m	ABR	105	Sheet Metal Repair	2
m	ABR	110	Fiberglass Panel & Plastic Repair	1
m	ABR	115	Basic Auto Body Repair	4
m	ABR	120	Auto Painting & Refinishing	4
m	ABR	125	Auto Body Careers	1
			TOTAL	**14**

Second Semester

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
			TOTAL	**16**

Summer Semester

m	ABR	215	Advanced Auto Body Repair	3
m	*ABR	297	Auto Body Internship	1
			TOTAL	**4**

Third Semester

	AOS	110	***or*** CIS 110 Computers	3
	ENG	151	***or*** 101 English	3
	MTH	103	Elementary Technical Math	3
	BUS	100	Introduction to Business	3
			Economics elective •	3
			TOTAL	**15**

Fourth Semester

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	ETR	150	Business Plan Development ***or*** BUS 220 Leadership in Business	3
	MKT	200	Principles of Marketing ***or*** MKT 210 Principles of Selling	3
			General Education elective •	3
			TOTAL	**15**

TOTAL SEM HRS FOR DEGREE 64

m *Major course requires minimum grade of C.*

Enrolling in the Auto Body Repair Program

For either the basic or advanced certificate, students are required to enroll in the entire program. Both programs begin in the fall semester only.

Prior to enrolling, students are required to fill out the New Student Information Form (see back of this catalog) and pass the college's reading assessment test. Required forms are available at the Center for Learning Assessment (see directory).

Basic Auto Body Repair

Certificate of Achievement

(703A) major code

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

Course Requirements

m	ABR	100	Auto Body Welding	2
m	ABR	105	Sheet Metal Repair	2
m	ABR	110	Fiberglass Panel and Plastic Repair	1
m	ABR	115	Basic Auto Body Repair	4
m	ABR	120	Auto Painting & Refinishing	4
m	ABR	125	Auto Body Careers	1
	PROGRAM TOTAL			**14**

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

m	ABR	100	Auto Body Welding	2
m	ABR	105	Sheet Metal Repair	2
m	ABR	110	Fiberglass Panel and Plastic Repair	1
m	ABR	115	Basic Auto Body Repair	4
m	ABR	120	Auto Painting & Refinishing	4
m	ABR	125	Auto Body Careers	1
	TOTAL			**14**

Spring Semester

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
	TOTAL			**16**

Summer Semester

m	ABR	215	Advanced Auto Body Repair	3
m	*ABR	297	Auto Body Internship	1
	TOTAL			**4**

PROGRAM TOTAL **34**

* *ABR 298 or ABR 299 may be substituted.*

m *Major course requires minimum grade of C.*

Automotive Technology

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 is 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's automotive technology program is currently ranked first in the nation, having won the national Award of Excellence from the Automotive Industry Planning Council (AIPC) in 2007. In 2006, the auto program had been ranked fourth in the nation by the AIPC.
- Waubonsee has been ranked the number one automotive school in the state of Illinois seven of the past 11 years by SkillsUSA. WCC students have received more than 70 awards at SkillsUSA competitions over the years.
- The program is structured around standards established by the Automotive Service Excellence (ASE) Foundation.
- Waubonsee Community College's automotive program has received Master Automotive Service certification by the National Automotive Technicians Education Foundation.

Professional Certification Opportunities

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

Automotive Technology

Associate in Applied Science Degree

(710A) major code

The Associate in Applied Science degree (AAS) provides students a background in the various phases of automotive technology. It gives students the necessary background to seek employment in areas indicated in the automotive Certificates of Achievement. In addition, it provides the background necessary to work as a lab technician. The degree is accepted, in full, 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 following certificates prepare the student to take certain ASE certification tests sponsored by the National Institute for Automotive Service Excellence. Our program is a master ASE certified training program and a master NATEF certified program.

First Semester

m	AUT	100	Fundamentals of Automotive Technology	2
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
	ENG	151	***or*** 101 English	3
			TOTAL	**17**

Second Semester

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
	ENG	153	***or*** 102 English	3
			TOTAL	**15**

Third Semester

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
	COM	121	***or*** 100 Communications	3
	MTH	103	Elementary Technical Mathematics	3
			TOTAL	**15**

Fourth Semester

m	AUT	240	Service Shop Operations	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
	PSY	100	Introduction to Psychology	3
			General Education elective •	3
			TOTAL	**18**

TOTAL SEM HRS FOR DEGREE.....65

- *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

NOTE: All students enrolled in the automotive technology or auto body programs 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.

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

First year

m	AUT	100	Fundamentals of Automotive Technology	2
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	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
	TOTAL			**26**

Second year

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
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
	TOTAL			**21**

PROGRAM TOTAL **47**

m *Major course requires minimum grade of C.*

SkillsUSA®

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.*

Business Careers Business Communications

Organizational Communication

Certificate of Achievement

(073A) major code

This interdisciplinary certificate is designed to enhance a business person's communication abilities within and between organizations. Careers to which this certificate applies include advertising, sales, publications, writing and design, promotions coordination, human resources, meeting and planning manager, public relations, journalism, and media production. Graduates with effective communication skills are in demand in all career endeavors.

Course Requirements

AOS	110	***or*** CIS 110 Computers	3
BUS	100	Introduction to Business	3
COM	121	Communication in the Workplace	3
ENG	151	Foundations of Written Business Communication	3
PSY	245	Indust./Organiz. Psychology	3
		Select 3 hours from Elective List I	3
		Select 12 hours from Elective List II	12
PROGRAM TOTAL			**30**

Elective List I ***(Select 3 hours)***

BUS	220	Leadership in Business	3
COM	135	Introduction to Advertising Communication	3
COM	201	Business and Professional Presentations	3
MGT	200	Principles of Management	3
MKT	200	Principles of Marketing	3

Elective List II ***(Select 12 hours)***

COM	110	Voice and Diction	3
COM	120	Interpersonal Communication	3
COM	122	Group Communication	3
COM	135	Introduction to Advertising Communication	3
COM	201	Business and Professional Presentations	3
ENG	152	***or*** 102 ***or*** 153 English	3
MCM	140	Television Production I	3
MCM	235	Publications Production	3
MCS	175	Electronic Presentations for Business	2
MGT	200	Principles of Management	3
MKT	200	Principles of Marketing	3
MKT	210	Principles of Selling	3
TOU	205	Introduction to Meeting and Convention Planning	3
WEB	100	Introduction to the Internet	1
WEB	110	Web Development with HTML/XHTML	3
WEB	210	Internet Technologies	1

Job Titles

- Advertising or Sales Representative
- Publicist
- Ad Copy/Script Writer
- Corporate Communication Specialist
- Instructional Design Assistant
- Promotions Coordinator
- Product Display
- Human Resources Representative
- Meeting and Planning Manager
- Public Relations Specialist
- Webmaster
- Content Creator
- Journalist
- Sports Media Representative
- Media Production

About the Occupations

Organizations rely on trained individuals to help prepare and present information to the public. Advertising representatives, sales representatives, publicists, writers and designers are responsible for promoting their firm's products. The promotions coordinator will plan events to help promote a firm or its activities. The human resource representative handles various personnel issues. A journalist writes news articles based on the facts surrounding a particular situation.

Highlights of Waubonsee's Program

- According to the National Association of Colleges and Employers, communication skills are consistently at the top of the list when it comes to what employers are looking for in job candidates.

Business Careers Entrepreneurship

Job Titles

- Entrepreneur
- Small Business Owner/Manager

About the Occupation

Small business managers run businesses that have fewer than 55 employees. They are responsible for the total operation of the business, including personnel, inventory, advertising and accounting decisions. They work in a wide variety of retail, manufacturing and service-oriented businesses.

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, refer to http://www.abg.org.

Organizational Communication for the Business Professional

Certificate of Achievement

(074A) major code

This certificate is designed for business professionals who wish to expand their communications knowledge and abilities. Graduates select electives to meet specific organizational or individual needs.

Course Requirements

AOS	110	***or*** CIS 110 Computers	3
COM	121	Communication in the Workplace	3
ENG	151	Foundations of Written Business Communication	3
		Select 6 hours from electives	6
PROGRAM TOTAL			**15**

Electives ***(Select 6 hours)***

BUS	100	Introduction to Business	3
COM	110	Voice and Diction	3
COM	120	Interpersonal Communication	3
COM	122	Group Communication	3
COM	135	Introduction to Advertising Communication	3
COM	201	Business and Professional Presentations	3
ENG	152	***or*** 102 ***or*** 153 English	3
MCM	140	Television Production I	3
MCM	235	Publications Production	3
MCS	175	Electronic Presentations for Business	2
MCS	170	Beginning Presentation Graphics	1
MGT	200	Principles of Management	3
MKT	200	Principles of Marketing	3
MKT	210	Principles of Selling	3
PSY	245	Indust./Organiz. Psychology	3
TOU	205	Introduction to Meeting and Convention Planning	3
WEB	110	Web Development with HTML/XHTML	3
WEB	210	Internet Technologies	1

Entrepreneurship
Associate in Applied Science Degree

(095A) major code

This degree aids, students who wish to major in business with a special emphasis on small business operation; and 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

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ECN	100	***or*** 110 Economics	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3
			TOTAL	**18**

Entrepreneurship Major Program Requirements

m	ACC	120	***or*** 115 Accounting	3
m	ACC	121	***or*** 230 Accounting ***or*** MCS 141 Comprehensive Spreadsheet	3
m	BUS	100	Introduction to Business	3
m	BUS	211	***or*** 210 Business Law	3
m	BUS	220	Leadership in Business	3
m	CIS	110	***or*** AOS 110 Computers	3
m	MGT	200	Principles of Management	3
m	MKT	200	Principles of Marketing	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
			TOTAL	**36**

Entrepreneurship Management Electives

Electives may be taken from the areas of Accounting, Administrative Office
Systems, Business, Computer Information Systems, Economics, Finance,
Management, Marketing, Microcomputer Systems, PSY 245, Real Estate or Tourism. Business Internship recommended.

TOTAL **10**

TOTAL SEM HRS FOR DEGREE **64**

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

	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
			Select 3 hours from Business electives	3
			PROGRAM TOTAL	**18**

Business Electives

Electives may be taken from the areas of: Accounting, Business, Construction Management Technology, Management, Marketing, Microcomputer Systems, Tourism, and World Wide Web.

m *Major course requires minimum grade of C.*

Business Careers Management

Job Titles

- Supervisor
- Manager
- Production Controller

About the Occupation

Managers are needed in every business to plan, organize, lead, and direct its major functions toward organizational goals. The many job titles used for managers reflect either the specific responsibility of a position or the industry in which the manager works.

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.
- Students who already have a bachelor's degree can prepare for graduate school with the college's MBA Preparation certificate.
- 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, refer to http://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

	COM	121	***or*** 201 ***or*** 100 Communications	3
	ECN	100	***or*** 110 ***or*** 121 ***or*** 122 Economics	3
	ENG	151	***or*** 101 English	3
	ENG	152	Business Communication	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3
			TOTAL	**18**

Human Resources Management Major Program Requirements

m	ACC	120	***or*** 115 Accounting	3
m	ACC	121	***or*** 230 Accounting ***or*** MCS 141 Comprehensive Spreadsheet	3
m	BUS	100	Introduction to Business	3
m	BUS	211	***or*** 210 Business Law	3
m	CIS	110	***or*** AOS 110 Computers	3
m	MGT	200	Principles of Management	3
m	MGT	215	Human Resource Management	3
m	MGT	230	Labor Relations	3
m	MGT	235	Compensation Management	3
m	MGT	240	Training and Development	3
m	PSY	245	Indust./Organiz. Psychology	3
			TOTAL	**33**

Business Electives

Business electives may be taken in Accounting, Administrative Office Systems, Business, Communications, Computer Information Systems, Economics, Finance, Management, Marketing, Microcomputer Systems and Tourism. Business Internship recommended.

	Electives	13
	TOTAL	**13**

TOTAL SEM HRS FOR DEGREE 64

m *Major course requires minimum grade of C.*

Management

Associate in Applied Science Degree

(130B) major code

This degree prepares the student for employment as a manager. Skills are developed in supervisory communications, both oral and written; in the management of personnel; accounting and economics.

General Education Requirements

m	COM	121	***or*** 100 ***or*** 201 Communications	3
	ECN	100	***or*** 110 Principles of Economics	3
m	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3
			TOTAL	**18**

Management Major Program Requirements

m	ACC	120	***or*** 115 Accounting	3
m	ACC	121	***or*** 230 Accounting	3
m	BUS	100	Introduction to Business	3
m	BUS	211	***or*** 210 Business Law	3
m	CIS	110	Business Information Systems	3
m	MCS	141	***or*** 151 Comprehensive Spreadsheet/ Database Management	3
m	MGT	200	Principles of Management	3
m	MGT	210	Supervisory Management	3
m	MGT	215	Human Resource Management	3
			TOTAL	**27**

Management Electives

Electives may be taken from the areas of: Accounting, Business, Computer Information Systems, Construction Management Technology, Entrepreneurship, Management, Marketing, Microcomputer Systems, Political Science, PSY 245, Tourism, and World Wide Web.

NOTE: Students desiring to specialize in a particular management area should choose courses from one of the emphases listed at right as part of their elective requirement.

			Electives	19
			TOTAL	**19**

TOTAL SEM HRS FOR DEGREE 64

m *Major course requires minimum grade of C.*

Emphases:

Entrepreneurship Emphasis

ETR	140		Introduction to Entrepreneurship	3
ETR	150		Business Plan Development	3

Information Systems Emphasis

CIS	203		Systems Analysis and Design	3
CIS	205		Information Technology Project Management	3

International Business Emphasis

BUS	240		International Business	3
CIS	275		E-Business Technologies	3

Leadership Emphasis

BUS	220		Leadership in Business ***or***	
PVD	110		Leadership Studies	3
BUS	215		Business Ethics	3

Real Estate/Construction Emphasis

REL	110		Real Estate Transactions	3
CMT	220		Construction Management	3

Supervisory Emphasis

MGT	205		Office Management	3
MGT	230		Labor Relations	3

Tourism, Travel and Event Emphasis

TOU	100		Introduction to Travel and Tourism	3
			TOU Elective	3

Training and Development Emphasis

PSY	245		Industrial/Organizational Psychology	3
MGT	240		Training and Development	3

See directory inside back cover.

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 Resource Management	3
	PROGRAM TOTAL			**18**

m *Major course requires minimum grade of C.*

MBA Preparation

Certificate of Achievement

(139A) major code

This certificate provides the student who has already earned a baccalaureate or higher degree in an area other than business from an accredited educational institution the core business courses required of many graduate business programs. This curriculum also provides a business skill set to those with a liberal arts education that may be working in a business environment.

NOTE: Please check with the graduate business program you wish to attend to learn of their waiver policy and degree requirements. This certificate will provide a core of business courses to build upon and may reduce the number of courses you need to take in a graduate business program. Completing this certificate does not imply a guarantee of a favorable admission decision to a graduate business program.

Course Requirements

m	ACC	120	Financial Accounting	3
m	ACC	121	Managerial Accounting	3
m	BUS	207	Business Statistics	
			or	
	MTH	211	Calculus for Business and Social Science*	3
m	BUS	210	Legal Environment of Business ***or*** BUS 211	3
m	ECN	121	Principles of Economics-Macroeconomics	3
m	ECN	122	Principles of Economics-Microeconomics	3
	PROGRAM TOTAL			**18**

* *Some MBA programs may require either or both. The student is advised to work closely with the advisor for the MBA program for which they are considering entering to determine those specific program requirements.*

m *Major course requires minimum grade of C.*

Business Careers Marketing

Job Titles

- Buyer
- Salesperson
- Advertising or Customer Service Representative
- Retail Merchandiser
- Product Manager
- Marketing Representative
- Consultant

About the Occupations

The success of any business venture depends largely on its marketing efforts. Whether selling clothing, equipment, or raw materials, marketing is management in action. Marketing uses research, strategies and tools to match consumer needs and desires with products and services.

Highlights of Waubonsee's Program

- As in all of Waubonsee's business programs, 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, refer to http://www.abg.org.

Professional Association Opportunities

- *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.

Marketing

Associate in Applied Science Degree

(150B) major code

This degree prepares the student to comprehend the broad spectrum of marketing trends, inclusive of sales, marketing communications and entrepreneurship.

General Education Requirements

	COM	121	***or*** 100 Communications	3
	ECN	100	***or*** 110 Economics	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3
			TOTAL	**18**

Marketing Major Program Requirements

m	ACC	120	***or*** 115 Accounting	3
m	ACC	121	***or*** 230 Accounting ***or*** MCS 141 Comprehensive Spreadsheet	3
m	BUS	100	Introduction to Business	3
m	BUS	211	***or*** 210 Business Law	3
m	CIS	110	Business Information Systems	3
m	MGT	200	Principles of Management	3
m	MKT	200	Principles of Marketing	3
m	MKT	260	Consumer Behavior	3
m	MCS	175	Electronic Presentations for Business	2
			TOTAL	**26**

Marketing Electives

Electives may be taken from the areas of Accounting, Administrative Office Systems, Business, Communication, Construction Management Technology, Management, Marketing, Microcomputer Systems, PSY 245, Real Estate, Tourism and World Wide Web. Business Internship recommended.

NOTE: Students desiring to specialize in a particular marketing area should choose courses from one of the emphases listed on the next page as part of their elective requirement.

	Electives	20
	TOTAL	**20**

TOTAL SEM HRS FOR DEGREE 64

m *Major course requires minimum grade of C.*

Emphases:

Sales Emphasis

MKT	210	Principles of Selling	3
MKT	215	Principles of Advertising	3
MKT	235	Industrial Sales	3

Marketing Communications Emphasis

COM	201	Business and Professional Presentations	3
COM	135	***or*** MKT 215 Principles of Advertising	3

Entrepreneurship Emphasis

ETR	140	Introduction to Entrepreneurship	3
ETR	150	Business Plan Development	3
BUS	215	Business Ethics	3

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
	AOS	110	***or*** CIS 110 Computers	3
	BUS	100	Introduction to Business	3
m	MKT	200	Principles of Marketing	3
m	MKT	205	Retailing	3
m	MKT	210	Principles of Selling	
			or 101 Fashion Merchandising	3
	MTH	104	Business Mathematics	3
	PROGRAM TOTAL			**21**

m *Major course requires minimum grade of C.*

See directory inside back cover.

Business Careers Materials Management/APICS

Materials Management

Associate in Applied Science Degree

(060A) major code

This degree prepares the student to work in the materials management field. Courses in the areas of production, inventory control and materials requirement planning are offered. The program is taught in cooperation with the American Production and Inventory Control Society (APICS).

General Education Requirements

	COM	121	***or*** 201 ***or*** 100 Communications	3
	ECN	100	***or*** 110 Economics	3
	ENG	152	Business Communication	3
	ENG	153	***or*** 151 ***or*** 101 English	3
	MTH	104	Business Mathematics	3
	PSY	100	Introduction to Psychology	3
			TOTAL	**18**

Materials Management Major Program Requirements

m	APC	125	Basics of Supply Chain Management	1.5
m	APC	130	Master Planning of Resources	1.5
m	APC	135	Detailed Scheduling and Planning	1.5
m	APC	140	Execution and Control of Operations	1.5
m	APC	145	Strategic Management of Resources	1.5
m	BUS	100	Introduction to Business	3
m	CIS	110	Business Information Systems	3
m	MGT	200	***or*** 210 Management	3
m	PSY	245	Industrial/Organizational Psychology	3
			TOTAL	**19.5**

Additional Program Requirements

	ACC	120	***or*** 115 Accounting	3
	ACC	121	***or*** 230 Accounting ***or*** MCS 141 Comprehensive Spreadsheet	3
		*	Business electives	20.5
			TOTAL	**26.5**

TOTAL SEM HRS FOR DEGREE 64

* *Business electives may be taken in Accounting, Administrative Office Systems, Business, Economics and Information Systems.* ***Business Internship recommended.*** *Students who lack work experience in production and inventory control should consider, prior to enrolling in APC 125-145 courses, electing one or more of the following courses as business electives.*

APC 100 Principles of Inventory Control
APC 110 Principles of Planning
APC 115 Principles of Manufacturing Control
APC 120 Principles of Operations Management

m *Major course requires minimum grade of C.*

Job Titles

- Production
- Distribution
- Materials
- Operations
- Support
- Consulting

About the Occupations

Manufacturers have to gather needed resources and transform them into products that meet the needs of the marketplace with on-time delivery. Materials management concentrates on the entire supply chain, starting with the supplier and ending with the customer. Systems vary from industry to industry and company to company, but the basic elements are the same: supply, production and distribution. The relative importance of each depends on the costs of the three elements.

Taking APICS (American Production and Inventory Control Society) courses is a valuable tool to progress in this career. The first part is a series of four courses called "Principles." These courses are designed for people working in the fields of materials and operations management (or in a functional area that interfaces with them) who need to learn the basic concepts, techniques, and terminology of these fields. The second part is a series of five courses that are designed as review courses for individuals who are familiar with the content and want to pursue the Certified in Production and Inventory Management (CPIM) credential.

Highlights of Waubonsee's Program

- All courses are taught by an APICS-certified instructor.
- As in all of Waubonsee's business programs, materials management students are encouraged to complete an internship to gain both college credit and valuable on-the-job experience.

Materials Management

Certificate of Achievement

(062A) major code

This certificate program is specifically designed for individuals who are either already employed in a materials management position or are seeking employment in this field. The program is taught in cooperation with the American Production and Inventory Control Society (APICS).

Course Requirements

m	APC	125	Basics of Supply Chain Management	1.5
m	APC	130	Master Planning of Resources	1.5
m	APC	135	Detailed Scheduling and Planning	1.5
m	APC	140	Execution and Control of Operations	1.5
m	APC	145	Strategic Management of Resources	1.5
m	CIS	110	Business Information Systems	3
	PROGRAM TOTAL			**10.5**

m *Major course requires minimum grade of C.*

Computer Careers 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 a core of mechanical design courses; related technology courses; and a foundation in mathematics, science and communication courses.

General Education Requirements

	COM	121	***or*** 100 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	153	***or*** 102 English	3
	MTH	112	Plane Trigonometry ***or*** 131 Calculus I	3-4
	PHY	111	Introduction to Physics I	
			or 115 Technical Physics I	4
			Social Science elective •	3
			TOTAL	**19-20**

CAD Core Requirements

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	2-D CAD Detailing and Layout	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	220	Design Visualization	2
m	IDT	218	Strength of Materials	3
			TOTAL	**17**

Program Requirements and Electives

			See options on next page	**27-28**

TOTAL SEM HRS FOR DEGREE 64

- *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

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.
- Students may specialize in areas like mechanical design, 3-D modeling and architectural drafting.
- Courses like Manufacturing Processes, Machine Tool Basics and Metrology give students the comprehensive knowledge they need to become effective product designers.

Program Requirements and Electives for Options Within the CAD AAS Degree

Option 1—Mechanical Design

Program Requirements (26 credits)

CAD	210	Geometric Dimensioning and Tolerancing	3
CAD	240	Parametric Part Modeling	3
CAD	242	Applied 3-D Parametric Part and Assembly Modeling	3
CAD	270	Product Design and Development	3
IDT	125	Machine Repair	3
IDT	130	Manufacturing Processes	3
IDT	132	Machine Tool Basics	3
IDT	134	Metrology	2
IDT	270	Materials of Industry	3

Electives (1-2 credits)

Choose electives from the following:

CAD	150	Introduction to Pro/Engineer	3
CAD	250	Pro/Engineer II	3
CAD	297	Internship	1
CAD	298	Internship	2
CAD	299	Internship	3
IDT	160	Introduction to CNC	3
IDT	260	Computer-Aided Machining (CAM)	3
IDT	280	Quality Management for Industry	3

Option 2—Architectural Design

Program Requirements (21 credits)

CAD	140	Residential Architectural Drafting	3
CAD	170	Commercial Architectural Drafting	3
CAD	176	Structural Drafting	3
CAD	180	Civil Engineering Drafting	3
CAD	230	3-D Architectural Modeling Applications	3
CMT	120	Interior Design	3
CMT	210	Construction Estimating	3

Electives (6-7 credits)

Choose electives from the following:

CAD	270	Product Design and Development	3
CAD	297	Internship	1
CAD	298	Internship	2
CAD	299	Internship	3
CMT	240	Construction Surveying	3
CMT	250	Commercial and Residential Wiring	3
IDT	230	Commercial Power Distribution and Lighting	3

Computer-Aided Mechanical Drafting

Certificate of Achievement

(206A) major code

This program prepares students for immediate employment in drafting careers by providing basic and advanced experiences in computer-aided drafting. Students also gain experience in manufacturing processes and materials as they relate to the mechanical design field. This program may also be used by those already in the industry to upgrade their skills.

Course Requirements

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	2-D CAD Detailing and Layout	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	210	Geometric Dimensioning and Tolerancing	3
m	CAD	220	Design Visualization	2
m	CAD	240	Parametric Part Modeling	3
m	CAD	242	Applied 3-D Parametric Part and Assembly Modeling	3
m	IDT	130	Manufacturing Processes	3
m	IDT	132	Machine Tool Basics	3
m	IDT	134	Metrology	2
	PROGRAM TOTAL			**31**

m *Major course requires minimum grade of C.*

3-D Modeling

Certificate of Achievement

(207A) major code

This certificate is designed to provide students the opportunity to learn the three dimensional modeling skills that are needed for the drafting, design, and engineering fields of employment. Classes utilize current hardware and the latest industrial quality CAD software. Students begin learning 2-D drafting, and proceed to learn how to create complex models of parts and assemblies. Whether a beginning student, or a working professional looking to take their skills to the next level, the course work in this program of study will prepare students to be productive workers in today's highly technical fields of drafting and design.

Course Requirements

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	2-D CAD Detailing and Layout	3
m	CAD	150	Introduction to Pro/Engineer	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	220	Design Visualization	2
m	CAD	240	Parametric Part Modeling	3
m	CAD	242	Applied 3-D Parametric Part and Assembly Modeling	3
m	CAD	250	Pro/Engineer II	3
m	CAD	270	Product Design and Development	3
	PROGRAM TOTAL			**29**

m *Major course requires minimum grade of C.*

Architectural Drafting

Certificate of Achievement

(208A) major code

This program provides students with skills necessary to enter the construction industry as an architectural drafter. It is intended for those needing quick entry into the field or those already in the field wishing to expand their skills.

Course Requirements

m	CAD	100	Basic Technical Drawing	3
m	CAD	102	Introduction to 2-D CAD	3
m	CAD	120	2-D CAD Detailing and Layout	3
m	CAD	140	Residential Architectural Drafting	3
m	CAD	170	Commercial Architectural Drafting	3
m	CAD	176	Structural Drafting	3
m	CAD	180	Civil Engineering Drafting	3
m	CAD	200	Introduction to 3-D CAD Modeling	3
m	CAD	220	Design Visualization	2
m	CAD	230	3-D Architectural Modeling Applications	3
	PROGRAM TOTAL			**29**

m *Major course requires minimum grade of C.*

Computer Careers Computer Information Systems

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. Network administrators are software specialists who manage environments that share resources and data. 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, refer to http://www.abg.org.

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

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	ECN	100	***or*** 110 Economics	3
	MTH	101	College Mathematics	3
			General Education Elective	3
			TOTAL	**18**

CIS Core Program Requirements

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	210	Internet Technologies	1
			TOTAL	**13**

Computer Software Development Major Program Requirements

m	CIS	116*	Structured Program Design	3
m	CIS	180	UNIX Operating System	3
m	CIS	202	Data Management Concepts and Practices	3
m	CIS	203	Systems Analysis and Design	3
m			2 Languages – 1st and 2nd Semester (see options list on next page)	12
m			CIS/WEB electives	9
			TOTAL	**33**

TOTAL SEM HRS FOR DEGREE **64**

NOTE: AOS 100 Keyboarding is recommended.

* *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 65-66.*

m *Major course requires minimum grade of C.*

Language options

Complete a first and second semester of two languages from the options listed.

Visual BASIC Language

m CIS 120 Visual BASIC Programming 3
m CIS 220 Adv. Visual BASIC Programming.....3

C++ Programming Language

m CIS 130 C++ Programming.....3
m CIS 230 Adv. Topics in C++ Programming 3

Java Language

m CIS 150 Introduction to Java 3
m CIS 250 Advanced Java.....3

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
1 Language - 1st and 2nd semester
(see options list) 6
PROGRAM TOTAL 15

Language options

Complete a first and second semester of one language from options listed.

Visual BASIC Language

m CIS 120 Visual BASIC Programming 3
m CIS 220 Adv. Visual BASIC Programming.....3

C++ Programming Language

m CIS 130 C++ Programming.....3
m CIS 230 Adv. Topics in C++ Programming 3

Java Language

m CIS 150 Introduction to Java 3
m CIS 250 Advanced Java.....3

NOTE: AOS 100 Keyboarding is recommended.

m *Major course requires minimum grade of C.*

Network Administration

Certificate of Achievement

(231A) major code

This certificate is designed for individuals interested in installation and management of network environments. Graduates are able to install and maintain both Novell and Windows NT networks.

Course Requirements

m CIS 110 Business Information Systems.....3
m CIS 170 Networking Essentials.....3
m CIS 171 Novell Network Administration.....3
m CIS 175 Windows Professional Administration
or
m CIS 176 Windows Server Administration.....3
m CIS 180 UNIX Operating System 3
m CIS 190 PC Hardware Essentials 3
m MCS 200 Advanced Windows 2
m WEB 210 Internet Technologies.....1
PROGRAM TOTAL 21

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 WEB 110 Web Development with HTML/XHTML 3
m WEB 231 Web Authoring/Animation with Flash.....3
m WEB 235 Flash ActionScript.....3
m GRD 170 Digital Image 3
PROGRAM TOTAL 21

m *Major course requires minimum grade of C.*

Network Administration and Security

Associate in Applied Science Degree

(222A) major code

Network Administration and Security prepares students for employment in the areas of network infrastructure and security. The program includes theoretical and practical components, preparing entry-level networking technicians to design, install, monitor, maintain and secure network infrastructure. In addition, a rich selection of electives allows students to increase the depth of their understanding and prepares them for industry certifications.

General Education Requirements

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ECN	100	***or*** 100 Economics	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	MTH	101	College Mathematics	3
			General Education elective•	3
			TOTAL	**18**

CIS Core Program Requirements

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	210	Internet Technologies	1
			TOTAL	**13**

Network Adminstration and Security Major Program Requirements

m	CIS	173	Introduction to TCP/IP Internetworking	2
m	CIS	174	Wireless Local Area Networking	2
m	CIS	176	Windows Server Administration	3
m	CIS	180	UNIX Operating System	3
m	CIS	181	Introduction to Information Systems Security	3
m	CIS	190	PC Hardware Essentials	3
m	CIS	195	Network Technology I	3
m	CIS	196	Network Technology II	3
			CIS/WEB electives	11
			TOTAL	**33**

TOTAL SEM HRS FOR DEGREE 64

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Computer Technology Essentials (A+)

Certificate of Achievement

(230A) major code

This program is designed to teach students the skills needed to maintain and repair personal computers. The program prepares the student for the Computing Technology Industry Association (CompTIA) A+ Essentials certification.

Course Requirements

m	CIS	190	PC Hardware Essentials	3
m	CIS	191	PC Repair Essentials	1
			PROGRAM TOTAL	**4**

m *Major course requires minimum grade of C.*

Digital Network Technology (Cisco)

Certificate of Achievement

(233A) major code

This program is designed to teach students the skills needed to design, build and maintain small to medium-size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer-networking field. The program leads to Cisco Certified Network Analyst (CCNA) certification and also prepares the student for the Computing Technology Industry Association (CompTIA) Network+ certification. This high-tech training and certification prepares the student for entry into the very demanding and competitive computer network professional career field.

Course Requirements

m	CIS	190	PC Hardware Essentials	3
m	CIS	191	PC Repair Essentials	1
m	CIS	195	Network Technology I	3
m	CIS	196	Network Technology II	3
m	CIS	197	Network Technology III	3
m	CIS	198	Network Technology IV	3
m	ELT	101	Introductory Electronics	4
			PROGRAM TOTAL	**20**

m *Major course requires minimum grade of C.*

Computer Careers Microcomputer Systems

Computer Support

Associate in Applied Science Degree

(300C) major code

This program prepares students for microcomputer specialist positions in a variety of business industries. A graduate from this program has a background in microcomputer operating systems, application software, and networks.

General Education Requirements

	COM	121	***or*** 100 ***or*** 201 Communications	3
	ECN	100	***or*** 110 Economics	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 102 ***or*** 153 English	3
	MTH	101	College Mathematics	3
			General Education elective •	3
			TOTAL	**18**

CIS Core Program Requirements

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	210	Internet Technologies	1
			TOTAL	**13**

Computer Support Major Program Requirements

m	BUS	100	Introduction to Business	3
m	CIS	120	Visual BASIC ***or*** 130 C++ ***or*** 150 Java	3
m	CIS	190	PC Hardware Essentials	3
m	CIS	202	Data Management Concepts and Practices ***or*** MCS 151 Comprehensive Database Mngt.	3
m	MCS	120	Introduction to Windows	1
m	MCS	130	Beginning Word Processing	1
m	MCS	141	Comprehensive Electronic Spreadsheet	3
m	MCS	200	Advanced Windows	2
m	WEB	110	Web Development with HTML/XHTML ***or*** WEB 230 Web Authoring with Dreamweaver	3
			CIS/WEB electives	11
			TOTAL	**33**

TOTAL SEM HRS FOR DEGREE 64

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Job Titles

- Microcomputer Specialist
- Software Specialist
- Software Trainer

About the Occupation

Microcomputer specialists install, maintain and upgrade office workstations. A software specialist assists others in gaining the skills and knowledge they need to be competent users of software applications.

Highlights of Waubonsee's Program

- Each degree includes a set of five core information systems courses, along with well-defined elective choices.

Computer Support Analyst

Certificate of Achievement

(308B) 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	CIS	115	Introduction to Programming	3
m	CIS	170	Networking Essentials	3
m	CIS	190	PC Hardware Essentials	3
m	MCS	130	Beginning Word Processing	1
m	MCS	141	Comprehensive Electronic Spreadsheet	3
m	MCS	151	Comprehensive Database Software	3
m	MCS	175	Electronic Presentations for Business	2
m	MCS	200	Advanced Windows	2
m	WEB	110	Web Development with HTML/XHTML	
			or WEB 230 Web Authoring with Dreamweaver	3
	PROGRAM TOTAL			**23**

NOTE: AOS 100 Keyboarding is recommended.

m *Major course requires minimum grade of C.*

Microcomputer Applications

Certificate of Achievement

(307B) major code

The Microcomputer Applications program acquaints the student with the microcomputer software used in common business applications. A program graduate has experience using microcomputer operating systems and software packages.

Course Requirements

m	*AOS	100	Keyboarding	1
m	*MCS	120	Introduction to Windows	1
m	*MCS	130	***or*** 131 Word Processing	1
m	*MCS	140	Introduction to Electronic Spreadsheet	1.5
m	*MCS	150	Introduction to Database Management	1.5
m	MCS	175	Electronic Presentations for Business	2
m	WEB	210	Internet Technologies	1
	PROGRAM TOTAL			**9**

* *Students may proficiency a course by passing a proficiency test. Students who hold Microsoft Office Specialist certificates may apply for proficiency in relevant MCS courses. Please contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

Help Desk Specialist, Level I Support

Certificate of Achievement

(309A) major code

This program provides students with skills and general knowledge as a help desk specialist dealing with internal and external applications and technology support to the computer operations of a business.

Course Requirements

m	AOS	130	Customer Service	2
m	CIS	180	UNIX Operating System	3
m	CIS	190	PC Hardware Essentials	3
	CIS	297	Computer Information Systems Internship (Help Desk or Lab Assistant)	1
	COM	121	Communication in the Workplace	3
m	MCS	131	Intermediate Word Processing	1
m	MCS	141	Comprehensive Electronic Spreadsheet	3
m	MCS	151	Comprehensive Database Software	3
m	MCS	175	Electronic Presentations for Business	2
m	MCS	200	Advanced Windows	2
			Electives	1
	PROGRAM TOTAL			**24**

Electives

m	*AOS	100	Keyboarding	1
m	CIS	170	Networking Essentials	3
m	CIS	171	Novell Network Administration	3
m	CIS	175	Windows Professional Administration	3
	CIS	298	Computer Information Systems Internship	2
	CIS	299	Computer Information Systems Internship	3
	* MCS	130	Beginning Word Processing	1
	MCS	230	Advanced Word Processing	1
m	WEB	210	Internet Technologies	1

NOTE: AOS 100 Keyboarding is recommended.

* *Students may proficiency a course by passing a proficiency test. Please contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

Computer Careers World Wide Web/Internet

Web Site 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

	ART	110	Design I	3
	ENG	151	***or*** 101 English	3
	ENG	153	***or*** 102 English	3
	MTH	101	College Mathematics	3
	PSY	100	Introduction to Psychology	3
			General Education elective•	3
			TOTAL	**18**

CIS Core Program Requirements

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	210	Internet Technologies	1
			TOTAL	**13**

Web Site Design and Development Major Program Requirements

m	CIS	150	Introduction to Java	3
m	CIS	203	Systems Analysis and Design	3
m	WEB	110	Web Development With HTML/XHTML	3
m	WEB	111	Web Site Design	3
m	WEB	140	JavaScript Programming	3
m	WEB	150	Comprehensive XML	3
m	WEB	230	Web Authoring With Dreamweaver	3
			TOTAL	**21**

Electives

Electives may be taken in Computer Information Systems, Graphic Design and World Wide Web/Internet.

	Electives	12
	TOTAL	**12**

TOTAL SEM HRS FOR DEGREE 64

- *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Job Titles

- Web Developer
- Webmaster
- Web Designer
- Web Editor

About the Occupation

Web developers and Webmasters design and maintain cyberspace information pages for business.

Highlights of Waubonsee's Program

- The degree includes a set of five core information systems courses, along with well-defined elective choices.

Web Page Design

Certificate of Achievement

(338B) major code

This certificate is intended for individuals interested in learning the fundamentals of developing Web sites for the World Wide Web.

Course Requirements

m	CIS	110	Business Information Systems	3
m	WEB	110	Web Development with HTML/XHTML	3
m	WEB	111	Web Site Design	3
m	WEB	230	Web Authoring with Dreamweaver	3
	PROGRAM TOTAL			**12**

m *Major course requires minimum grade of C.*

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

	CIS	110	***or*** AOS 110 Computers	3
m	CIS	115	Introduction to 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	111	Web Site Design	3
m	WEB	140	JavaScript Programming	3
m	WEB	150	Comprehensive XML	3
m	WEB	230	Web Authoring with Dreamweaver	3
m	WEB	231	Web Authoring/Animation with Flash	3
m	WEB	235	Flash ActionScript	3
	PROGRAM TOTAL			**33**

m *Major course requires minimum grade of C.*

Web Server Programming

Certificate of Achievement

(336B) major code

This certificate is intended for individuals interested in maintaining Web sites for the World Wide Web. Graduates are able to perform programming functions in languages applicable to the World Wide Web.

Course Requirements

	CIS	110	***or*** AOS 110 Computers	3
m	CIS	115	Introduction to Programming	3
m	CIS	116	Structured Program Design	3
m	CIS	150	Introduction to Java	3
m	CIS	180	Linux/UNIX Operating System	3
m	CIS	250	Advanced Java	3
m	WEB	110	Web Development with HTML/XHTML	3
m	WEB	140	JavaScript Programming	3
m	WEB	150	Comprehensive XML	3
m	WEB	205	Emerging Internet and Web Technologies	3
m	WEB	220	PHP Programming	3
	PROGRAM TOTAL			**33**

m *Major course requires minimum grade of C.*

There are several Web development certificates and degrees offered by both the Graphic Design and Computer Careers-World Wide Web/Internet 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 Computer Careers-World Wide Web/Internet certificates and degrees are appropriate. In short, the Graphic Design certificates and degree focus on the design of Web pages, while the Computer Careers-World Wide Web/Internet certificates and degrees primarily focus on the maintenance and support of Web sites. 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.

Construction Management Technology

Construction Management Technology

Associate in Applied Science Degree

(730A) major code

The construction management program gives the student fundamental knowledge of the construction industry. Principles, practices, and estimating processes are covered to prepare the student for entry into the field of construction management.

General Education Requirements

	COM	100	***or*** 121 Communications	3
	ECN	100	Introduction to Economics	3
	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 153 English	3
	MTH	113	Technical Mathematics	5
	PHY	111	***or*** Physics	4
			TOTAL	**21**

Construction Management Technology Major Program Requirements

m	CAD	176	Structural Drafting	3
m	CMT	100	Introduction to the Construction Industry	2
m	CMT	110	Intermediate Construction	2
m	CMT	120	Interior Design	3
m	CMT	210	Construction Estimating	3
m	CMT	220	Construction Management	3
m	CMT	230	Construction Safety and Health	3
m	CMT	250	Commercial and Residental Wiring	3
m	HVA	130	Residental Comfort Systems	3
m	REL	110	Real Estate Transactions	3
m	REL	125	Contracts and Conveyancing	1
			TOTAL	**29**

Additional Program Requirements

	ACC	120	***or*** ACC 115 Accounting	3
	CAD	102	Introduction to 2-D CAD	3
	CAD	140	Residental Architectural Drafting	3
	CAD	170	Commercial Architectural Drafting	3
			TOTAL	**12**

Program Electives

			Technical Electives (select from list below)	2
			TOTAL	**2**

PROGRAM TOTAL **64**

Technical Electives

	CMT	225	Construction Project Management	3
	CMT	240	Construction Surveying	3
	CMT	297	Construction Industry Internship	1
	CMT	298	Construction Industry Internship	2
	CMT	299	Construction Industry Internship	3
	MTH	104	Business Mathematics	3
	REL	120	Advanced Real Estate Principles/2000	1

m *Major course requires minimum grade of C.*

Job Titles

- Project Manager
- Site Superintendent
- Construction Manager

About the Occupation

Construction projects are everywhere. They include the building 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 highly competitive industry, 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 where students learn 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.

Criminal Justice

Job Titles

- Police Officer
- Police Detective
- Corrections Officer
- Sheriff's Deputy
- Private Policing

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, and Associate Judge Tim McCann of the 16th Circuit Court.

SkillsUSA®

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

	COM	100	Fundamentals of Speech Communication	3
	ENG	101	First-Year Composition I	3
	ENG	102	First-Year Composition II	3
	PHL	110	Introduction to Critical Thinking	3
	SOC	100	Introduction to Sociology	3
			Mathematics or Science elective •	3
			TOTAL	**18**

Criminal Justice Major Program Requirements

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	Issues in Justice	3
			TOTAL	**33**

Additional Program Requirements

	CIS	110	Business Information Systems	3
	PED	136	***or*** 140 Physical Fitness*	1
			TOTAL	**4**

Electives

			Select 9 hours from list on next page	9
			TOTAL	**9**

TOTAL SEM HRS FOR DEGREE.....64

- *See course choices listed on pages 65-66.*

* *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.*

Electives (select 9 hours)

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	207	Juvenile Delinquency	3
m	CRJ	226	Criminal Evidence	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

* *A maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.*

See directory inside back cover.

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.*

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 and preschool facilities.
- Waubonsee can confer the Illinois Director Credential, Level I (IDC) to students who complete the early childhood education degree with an emphasis in preschool director training and who fulfill additional IDC requirements.

IDC Illinois Director Credential

Early Childhood Education

Associate in Applied Science Degree

(570B) major code

The early childhood education degree offers two emphasis areas — preschool teacher preparation and preschool director training. Students who complete courses in or graduate from the teacher preparation early childhood education program may find employment as preschool teachers in preschools, child care centers, family child care facilities, recreation centers, children's camps or park districts. Students may also find positions as paraprofessional educators in public school settings including preschool, kindergarten and early elementary grades.

Waubonsee Community College is entitled to confer the Illinois Director Credential, Level I (IDC) to students who complete the early childhood education degree with an emphasis in preschool director training and fulfill the additional requirements for the IDC. Students with the early childhood education degree and the Illinois Director Credential, Level I, are eligible to apply for positions as directors of early childhood education programs. For further information regarding the Illinois Director Credential, Level I program, contact Carla Ahmann, Assistant Professor of Early Childhood Education, ext. 2311.

Early childhood education courses may transfer into related academic programs at other colleges or universities. Students must consult with the Counseling Center and the college or university they plan to attend.

General Education Requirements

	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	Marriage and the Family	3
			Math or Physical and Life Sciences elective •	3
			TOTAL	**18**

Early Childhood Education Course Requirements

Students in both emphasis areas—preschool teacher preparation and the IDC preschool director training—are required to complete this core group of courses.

m	ECE	101	Intro. to Early Childhood Education	3
m	ECE	105	Observation and Guidance of Young Children	3
m	ECE	115	Child Growth/Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	210	Language Arts for the Young Child	3
m	ECE	215	Creative Activities for the Young Child	3
m	ECE	220	Math and Science for the Young Child	3
m	ECE	235	Curriculum for Early Childhood Programs	3
m	ECE	250	Early Childhood Education Practicum	3
			TOTAL	**27**

(continued on next page)

- *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Teacher Emphasis

Early Childhood Education Electives (select 19 hours)

Students who plan to teach in Early Childhood Education settings should complete their degree by choosing electives from the courses listed below.

m	ECE	102	Career Explorations in Early Childhood	3
m	ECE	107	Development and Guidance of the School Age Child	3
m	ECE	110	Infant and Toddler Care	3
m	ECE	125	Child, Family and Community	3
m	ECE	140	Inclusion in Early Childhood: Birth Through Age 8	3
m	ECE	145	Multiculturalism in Early Childhood	3
m	ECE	150	Foundations of Early Childhood Education	3
m	ECE	207	School-Age Programming	3
m	ECE	211	HeadsUp! Reading	1
m	ECE	225	Play and Creative Expression for the Young Child	3
m	ECE	230	Early Childhood Center Administration	3
	EDU	220	Introduction to Special Education	3

Director Emphasis

Early Childhood Education Director Credential Requirements (19 hours)

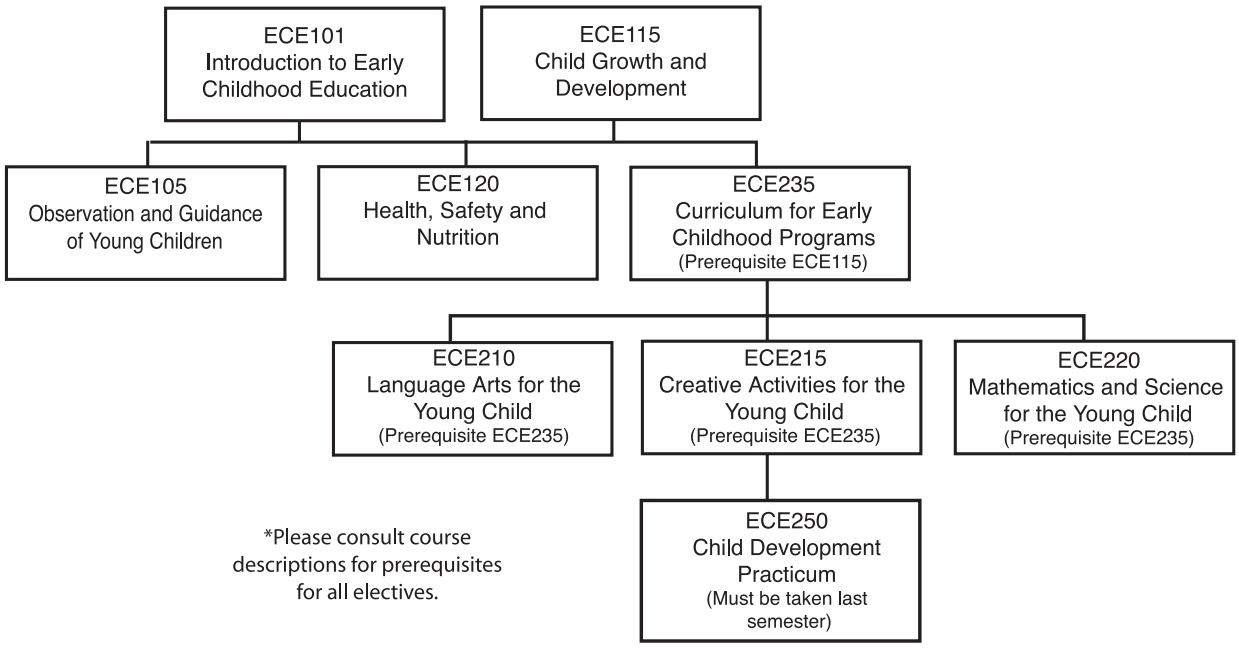
Students who are pursuing the Illinois Director Credential, Level I, are required to complete the specialized courses listed below, as well as such additional requirements as the fulfillment of professional contributions.

m	ECE	125	Child, Family and Community	3
m	ECE	230	Early Childhood Center Administration	3
m	ECE	299	Early Childhood Education Administration Internship	3
	BUS	100	Introduction to Business	3
	EDU	220	Introduction to Special Education	3
	PDV	110	Leadership Studies	3
			Elective	1

TOTAL SEM HRS FOR DEGREE.....64

m *Major course requires minimum grade of C.*

SUGGESTED COURSE SEQUENCE FOR EARLY CHILDHOOD EDUCATION REQUIREMENTS*



*Please consult course descriptions for prerequisites for all electives.

Child Care Worker

Certificate of Achievement

(572B) major code

The certificate program consists of course work directly related to the study of children and their development. Students completing this certificate may work as teacher's aides or assistants in various preschool programs. The certificate is also of value to those choosing to operate licensed family child care facilities, individuals serving as foster parents, or persons wishing to obtain positions as nannies.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	105	Observation and Guidance of Young Children	3
m	ECE	110	Infant and Toddler Care	3
m	ECE	115	Child Growth/Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	210	Language Arts for the Young Child	3
m	ECE	215	Creative Activities for the Young Child	3
m	ECE	220	Math and Science for the Young Child	3
m	ECE	235	Curriculum for Early Childhood Programs	3
m	ECE	250	Early Childhood Education Practicum	3
	PROGRAM TOTAL			**30**

m *Major course requires minimum grade of C.*

Early Childhood Aide

Certificate of Achievement

(573A) major code

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	105	Observation and Guidance of Young Children	3
m	ECE	110	Infant and Toddler Care	3
m	ECE	115	Child Growth/Development	3
m	ECE	120	Health, Safety and Nutrition	3
	PROGRAM TOTAL			**15**

m *Major course requires minimum grade of C.*

Infant and Toddler Care

Certificate of Achievement

(574A) major code

This certificate program is designed to provide the student with theory and practice in caring for and educating infants and toddlers.

Course Requirements

m	ECE	110	Infant and Toddler Care	3
m	ECE	115	Child Growth and Development	3
			Elective (see list below)	3
	PROGRAM TOTAL			**9**

Electives

m	ECE	105	Observation and Guidance of Young Children	3
m	ECE	120	Health, Safety, and Nutrition	3
m	ECE	235	Curriculum for Early Childhood Programs	3

m *Major course requires minimum grade of C.*

Before and After School-Age Care

Certificate of Achievement

(575A) major code

This certificate program acquaints students with basic knowledge about the development, guidance, and appropriate curriculum for a school-age program.

Course Requirements

m	ECE	105	Observation and Guidance of Young Children	3
m	ECE	107	Development and Guidance of the School-Age Child	3
m	ECE	207	School-Age Programming	3
	PROGRAM TOTAL			**9**

m *Major course requires minimum grade of C.*

Electronics Technology

Electronics Technology

Associate in Applied Science Degree

(750A) 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

	COM	121	***or*** 100 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	153	***or*** 102 English	3
	MTH	113	Technical Mathematics	5
	PHY	111	Introduction to Physics I	
			or	
	PHY	115	Technical Physics I	4
			Social and Behavioral Sciences elective •	3
			TOTAL	**21**

Major Program Requirements

m	ELT	101	Introductory Electronics	4
m	ELT	111	Circuit Analysis I (DC)	4
m	ELT	112	Circuit Analysis II (AC)	4
m	ELT	121	Linear Devices I	4
m	ELT	221	Linear Devices II	4
m	ELT	131	Digital Electronics I	3
m	ELT	203	Advanced Mathematical Methods for Electronics Technology	4
m	ELT	229	Digital Electronics II	3
m	ELT	231	Microprocessor Theory	4
			TOTAL	**34**

Program Electives

Technical Electives (see below and next page) **9**

TOTAL SEM HRS FOR DEGREE 64

- *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Guided Technical Electives for Options within the Electronics Technology AAS degree

Option: General Electronics Emphasis

Choose electives from any ELT, CIS or IDT prefix course or see the dean for appropriate substitutions.

Option: Computer Industry Emphasis

Choose electives from the following:

- CIS 170 Networking Essentials (3)
- CIS 190 PC Hardware Essentials (3)
- CIS 191 PC Repair Essentials (1)
- CIS 195 Network Technology I (3)
- CIS 196 Network Technology II (3)
- CIS 197 Network Technology III (3)
- CIS 198 Network Technology IV (3)
- ELT 232 Advanced Microprocessor Theory (3)

Job Titles

- Electronics Technician
- Electronic Equipment Repairer
- Computer Service Technician
- Electronics Inspector
- Technical Managers
- Technical Sales Representatives
- PC Support Technicians (A+)

About the Occupation

Electronics technicians work in business, industry and the government sector assembling and servicing electronic equipment and systems. They apply scientific, engineering and mathematical principles, and may become involved with design work, experimentation, fabrication of production prototypes, quality assurance, equipment maintenance and much more. Manufacturers of all types employ electronics technicians, with electrical equipment and machinery manufacturers accounting for more than one-third of all jobs. Electronic technicians also find employment doing scientific research and as computer technicians.

Highlights of Waubonsee's Program

- Waubonsee's electronics technology program covers a broad spectrum of the electronics technology field. There are courses in AC and DC circuits, linear devices, digital electronics, telecommunications, PC hardware, microprocessor theory, industrial control systems and more.

Option: Telecommunications Emphasis

Choose electives from the following:

- CIS 170 Networking Essentials (3)
- CIS 190 PC Hardware Essentials (3)
- CIS 191 PC Repair Essentials (1)
- ELT 161 Introductory Telecommunications (3)
- ELT 232 Advanced Microprocessor Theory (3)
- ELT 261 Intermediate Telecommunications (3)

Option: Industrial Electronics Emphasis

Choose electives from the following:

- CMT 250 Commercial and Residential Wiring (3)
- IDT 115 Motor Controls I (3)
- IDT 215 Motor Controls II (3)
- IDT 240 Programmable Controllers (3)

Basic Electronics Technology

Certificate of Achievement

(754B) major code

Completion of the electronics technology certificate indicates that the student has a basic knowledge of electronics.

Course Requirements

m	ELT	101	Introductory Electronics	4
m		*	Electronic technical electives	13
	PROGRAM TOTAL			**17**

* *Students may choose any ELT prefix course.*

m *Major course requires minimum grade of C.*

Advanced Electronics Technology

Certificate of Achievement

(756A) 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	101	Introductory Electronics	4
m	ELT	111	Circuit Analysis I (DC)	4
m	ELT	112	Circuit Analysis II (AC)	4
m	ELT	121	Linear Devices I	4
m	ELT	131	Digital Electronics I	3
m	ELT	221	Linear Devices II	4
m	ELT	229	Digital Electronics II	3
m	ELT	231	Microprocessor Theory	4
	PROGRAM TOTAL			**30**

m *Major course requires minimum grade of C.*

Electrical Maintenance

Certificate of Achievement

(759A) major code

Commercial and residential electrical servicing methods are the focus of this certificate option. It is designed for individuals interested in learning and upgrading skills in troubleshooting, repairing and maintaining residential and commercial electrical equipment and machinery. Emphasis is on tools, measuring equipment, controls, motors and wiring diagrams. Single and three phase delta and wye circuits are covered.

Course Requirements

m	CMT	250	Commercial and Residential Wiring	3
m	ELT	101	Introductory Electronics	4
m	IDT	115	Motor Controls I	3
	PROGRAM TOTAL			**10**

m *Major course requires minimum grade of C.*

Microcomputer Maintenance

Certificate of Achievement

(761A) major code

Students completing this certificate are trained for entry-level technician work on microcomputer-based equipment.

Course Requirements

	CIS	170	Networking Essentials	3
m	CIS	190	PC Hardware Essentials	3
m	CIS	191	PC Repair Essentials	1
m	ELT	101	Introductory Electronics	4
m	ELT	131	Digital Electronics I	3
m	ELT	229	Digital Electronics II	3
m	ELT	231	Microprocessor Theory	4
m	ELT	232	Advanced Microprocessor Theory	3
	PROGRAM TOTAL			**24**

m *Major course requires minimum grade of C.*

Telecommunication Technician

Certificate of Achievement

(765A) major code

Telecommunication is the transfer of information between two or more points. This program introduces the student to the basics of modern electronic communication methods and equipment. The certificate prepares the student for an entry-level position or for more extensive training and education in telecommunications.

Course Requirements

m	ELT	101	Introductory Electronics	4
m	ELT	111	Circuit Analysis I (DC)	4
m	ELT	112	Circuit Analysis II (AC)	4
m	ELT	121	Linear Devices I	4
m	ELT	131	Digital Electronics I	3
m	ELT	161	Introductory Telecommunications	3
m	ELT	229	Digital Electronics II	3
m	ELT	261	Intermediate Telecommunications	3
	PROGRAM TOTAL			**28**

m *Major course requires minimum grade of C.*

Facility Service Technology

Facility Service Technology

Certificate of Achievement

(793A) major code

This certificate provides the student with the basic through advanced knowledge in heating, ventilating, and air conditioning systems as well as electrical and mechanical systems that are typical to commercial and industrial building. Several classes concentrate on current building electrical and mechanical codes.

Course Requirements

m	CMT	250	Commercial and Residential Wiring	3
m	HVA	100	Basic Electricity for HVAC	3
m	HVA	110	Refrigeration Principles	3
m	HVA	120	Heating and Cooling Systems Service and Maintenance	3
m	HVA	130	Residential Comfort Systems	3
m	HVA	140	Basic Heating Systems	3
m	IDT	115	Motor Controls I	3
m	IDT	150	Building Mechanical Systems	3
m	IDT	215	Motor Controls II	3
m	IDT	230	Commercial Power Distribution and Lighting	3
	PROGRAM TOTAL			**30**

m *Major course requires minimum grade of C.*

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.

Fire Science

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.
- 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

- Fire Fighter II and III
- Fire Apparatus Engineer
- Hazardous Materials First Responder
- Rescue Specialist - Roadway Extrication
- Fire Instructor I and II
- Fire Officer I and II

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 course work toward State Fire Marshal certifications as a Fire Fighter II, III, Instructor I, Hazardous Materials First Responder, Emergency Rescue Specialist, 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 Illinois State Fire Marshal's Office.

General Education Requirements

	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
			General Education elective •	3
			TOTAL	**18**

Fire Science Technology Major Program Requirements

m	FSC	100	Fire Science I	4
m	FSC	110	Fire Science II	4
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	200	Fire Science III	4
m	FSC	210	Fire Science IV	4
m	FSC	231	Fire Science Administration I	3
m	FSC	160	Tactics and Strategy I	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	232	Fire Science Administration II	3
m	FSC	120	Hazardous Materials Operations	3
m	FSC	220	Fire Inspection and Prevention	3
			TOTAL	**38**

Additional Requirements

	EMT	120	Emergency Medical Technician-Basic	6

Program Electives

m			Fire Science elective (select from list)	3

TOTAL SEM HRS FOR DEGREE 65

Fire Science Electives

FSC	150	Vehicle and Machinery Operations	3
FSC	233	Fire Science Administration III	3
FSC	234	Fire Science Administration IV	3
FSC	260	Tactics and Strategy II	3
FSC	270	Fire Science Instructor II	3

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

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 course work.

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 course work toward State Fire Marshal certifications as a Fire Fighter II, III, Hazardous Materials First Responder and a Fire Apparatus Engineer.

Course Requirements

m	FSC	100	Fire Science I	4
m	FSC	110	Fire Science II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	200	Fire Science III	4
m	FSC	210	Fire Science IV	4
	PROGRAM TOTAL			**23**

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 course work toward State Fire Marshal certifications as Instructor I, Fire Fighter II, III, Fire Officer I and Hazardous Materials First Responder.

Course Requirements

m	FSC	100	Fire Science I	4
m	FSC	110	Fire Science II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	160	Tactics and Strategy I	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	200	Fire Science III	4
m	FSC	210	Fire Science IV	4
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			**37**

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 advancing their careers as officers in a fire science organization. This program provides course work toward 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 course work toward State Fire certifications as Instructor I, II, Fire Fighter II, III and Hazardous Materials First Responder.

Course Requirements

m	FSC	100	Fire Science I	4
m	FSC	110	Fire Science II	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	200	Fire Science III	4
m	FSC	210	Fire Science IV	4
m	FSC	270	Fire Science Instructor II	3
	PROGRAM TOTAL			**25**

m *Major course requires minimum grade of C.*

Geographic Information Systems

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 in a hands-on computer lab setting.
- Upon completion of the Waubonsee GIS certificate, students have the knowledge and skills to immediately seek employment in this field.

Geographic Information Systems

Associate in Applied Science Degree

(260A) major code

This curriculum is for students who want to gain employment in an industry sector where GIS is used, as well as for those who are already employed and wish to advance their knowledge and skills. The curriculum includes a core of GIS courses which provide a broad-based set of knowledge and skills. Students can choose from a variety of electives and tailor this degree to their specific interest.

General Education Requirements

	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
	BUS	207	or MTH 107 Statistics	3
	PSY	100	Introduction to Psychology	3
			TOTAL	**18**

Geographic Information Systems Major Program Requirements

m	BUS	100	Introduction to Business	3
m	BUS	208	Advanced Business Statistics	3
m	CAD	100	Basic Technical Drawing	3
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
			TOTAL	**30**

Electives (select from list below) 16

In addition to the courses listed below, electives may also be taken from the areas of APICS, Business, Computer-Aided Design and Drafting, and Real Estate.

CIS	120	Visual BASIC Programing	3
CIS	202	Data Management Concepts and Practices	3
CMT	240	Construction Surverying	3
ECN	110	Survey of Contemporary Economic Issues	3
ESC	120	Introduction to Meteorology	4
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
SOC	100	Introduction to Sociology	3
WEB	110	Web Development with HTML/XHTML	3

PROGRAM TOTAL 64

m *Major course requires a minimum grade of C.*

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	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
	PROGRAM TOTAL			**12**

m *Major course requires a 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

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
			Elective (select from list)	6
	PROGRAM TOTAL			**27**

Electives (select 6 hours):

In addition to the courses listed below, electives may also be taken from the areas of APICS, Business, Computer-Aided Design and Drafting, and Real Estate.

CIS	120	Visual BASIC Programing	3
CIS	202	Data Management Concepts and Practices	3
CMT	240	Construction Surveying	3
ECN	110	Survey of Contemporary Economic Issues	3
ESC	120	Introduction to Meteorology	4
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
SOC	100	Introduction to Sociology	3
WEB	110	Web Development with HTML/XHTML	3

m *Major course requires a minimum grade of C.*

Graphic Design

Job Titles

- Graphic Designer
- Web Designer
- Animator/Illustrator
- Desktop Publishing Specialist
- Production Artist

About the Occupation

Creating a design that is appropriate for a given product and its audience is the main concern for a successful designer. The job need for fields specializing in desktop design is expected to increase tremendously in the next decade. 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. With an expected 100 million people online in the U.S. by the middle of the next decade, and the increased use of visual messages through television and film, 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

Associate in Applied Science Degree

(930B) major code

This program combines design theory and principles of visual communication to create computerized graphic design solutions. Emphasis is placed on utilizing visual technology software/hardware to solve electronic output problems. 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. Courses are aligned with IAI courses when possible.

General Education Requirements

	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 ***or*** 153 English	3
	COM	100	***or*** 120 ***or*** 121 ***or*** 135 Communications	3
	ART	102	History of Western Art – Renaissance to Modern Art	3
			Social and Behavioral Sciences elective•	3
			Math or Physical and Life Sciences elective•	3
			TOTAL	**18**

Graphic Design Major Program Requirements

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
			TOTAL	**46**

TOTAL SEM HRS FOR DEGREE 64

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems (see directory) for test dates and times.*

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Beginning Graphic Design

Certificate of Achievement

(935A) major code

This certificate program enables students to design/layout basic work for desktop publishing applications.

Course Requirements

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	292	Graphic Design Portfolio	1
	PROGRAM TOTAL			**19**

m *Major course requires minimum grade of C.*

Comprehensive Graphic Design

Certificate of Achievement

(938B) 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 minimum grade of C.*

There are several Web development certificates and degrees offered by both the Graphic Design and Computer Careers-World Wide Web/Internet 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 Computer Careers-World Wide Web/Internet certificates and degrees are appropriate. In short, the Graphic Design certificates and degree focus on the design of Web pages, while the Computer Careers-World Wide Web/Internet certificates and degrees primarily focus on the maintenance and support of Web sites. 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.

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, design/ layout techniques, as well as prepress problems in desktop publishing will be 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
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	292	Graphic Design Portfolio	1
	*MCS	130	Beginning Word Processing	1
	MCS	131	Intermediate Word Processing	1
	MCS	175	Electronic Presentations for Business	2
	MCS	230	Advanced Word Processing	1
	MKT	215	Principles of Advertising	3
m	WEB	110	Web Development with HTML/XHTML	3
	PROGRAM TOTAL			**31**

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems (see directory) for test dates and times.*

m *Major course requires minimum grade of C.*

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 and Publishing

Certificate of Achievement

(944A) 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	ART	110	Design 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	292	Graphic Design Portfolio	1
m	WEB	110	Web Development with HTML/XHTML	3
m	WEB	111	Web Site Design	3
	PROGRAM TOTAL			**28**

m *Major course requires minimum grade of C.*

Health Care Interpreting

Health Care Interpreting

Associate in Applied Science Degree

(630A) 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.

General Education Requirements

	BIO	260	Human Structure and Function	4
	COM	121	***or*** 100 Communications	3
	ENG	151	***or*** 101 English	3
	ENG	152	***or*** 153 ***or*** 102 English	3
	SOC	120	Racial and Ethnic Relations	3
m	SPN	205	Spanish for Native Speakers	3
			TOTAL	**19**

Health Care Interpreting Major Program Requirements

	COM	125	Communication Strategies for Healthcare Careers	2
m	HCI	102	Survey Of Mental Health & Substance Abuse Issues in Health Care Interpreting	3
m	HCI	105	Anatomy and Medical Procedures for Health Care Interpreting	3
m	HCI	106	Introduction to Health Care Interpreting	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	200	Simultaneous Health Care Interpreting: English/Spanish +	3
m	HCI	220	Approaches to Health Care in Hispanic Culture	3
m	HCI	290	Health Care Interpreting Seminar and Field Experience +	4
m	TRA	100	Introduction to Translation	2
m	TRA	110	Translation Laboratory: English/Spanish +	2
m	TRA	130	Medical Translation Laboratory: English/Spanish +	2
m	TRA	200	Advanced Translation Laboratory: English/Spanish +	2
			TOTAL	**35**
			General Electives	**10**
			TOTAL SEMESTER HOURS FOR DEGREE	**64**

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C*

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 Translation; see page 158.

Health Care Interpreting

Certificate of Achievement

(635A) 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 Healthcare Careers	2
m	SOC	120	Racial and Ethnic Relations	3
m	HCI	102	Survey of Mental Health & Substance Abuse Issues in Health Care Interpreting	3
m	HCI	105	Anatomy and Medical Procedures for Health Care Interpreting	3
m	HCI	106	Introduction to Health Care Interpreting	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	200	Simultaneous Health Care Interpreting: English/Spanish +	3
m	HCI	220	Approaches to Health Care in Hispanic Culture	3
m	HCI	290	Health Care Interpreting Seminar and Field Experience +	4
m	SPN	205	Spanish for Native Speakers	3
m	TRA	100	Introduction to Translation	2
m	TRA	110	Translation Laboratory: English/Spanish +	2
m	TRA	130	Medical Translation Laboratory: English/Spanish +	2
m	TRA	200	Advanced Translation Laboratory: English/Spanish +	2
	PROGRAM TOTAL			**41**

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Health Care Interpreting—Practitioner

Certificate of Achievement

(642A) 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. It is non-language specific and may be pursued by interpreters working in a wide range of bilingual health care settings.

Course Requirements

m	AOS	222	Medical Terms for Health Occupations	1
m	COM	125	Communication Strategies for Healthcare Careers	2
m	HCI	102	Survey Of Mental Health & Substance Abuse Issues in Health Care Interpreting	3
m	HCI	105	Anatomy and Medical Procedures for Health Care Interpreting	3
m	HCI	106	Introduction to Health Care Interpreting	3
m	SOC	120	Racial and Ethnic Relations	3
m	TRA	100	Introduction to Translation	2
	PROGRAM TOTAL			**17**

m *Major course requires minimum grade of C.*

Health Careers Emergency Medical Technician

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

	COM	100	***or*** COM 121	3
	ENG	101	***or*** ENG 151	3
	ENG	102	***or*** ENG 153	3
	BIO	100	Introduction to Biology	3
			Social Science Elective (SOC 120 suggested)	3
			General Education Elective (PHL 105 suggested)	3
			TOTAL	**18**

EMT-Paramedic Major Program Requirements

m	EMT	120	EMT-Basic +	6
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 +	1.5
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
			TOTAL	**39.5**

Program Electives

	Electives (select from list on next page)			10
			TOTAL	**10**

TOTAL SEMESTER HOURS FOR DEGREE 67.5

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

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.

Program Electives for EMT-Paramedic (10 hours needed)

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 Mngt.	3
MGT	210	Supervisory Management	3
MGT	215	Human Resource Management	3
SPN	110	Survival Spanish I	3

Emergency Medical Technician-Basic

Certificate of Achievement

(402A) major code

This certificate program prepares individuals for employment as primary medical responder 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 +	6
	PROGRAM TOTAL			**6**

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Emergency Medical Technician Program

Students seeking admission to the Emergency Medical Technician program are required to contact the Center for Learning Assessment (see directory) to make an appointment for required assessment testing. 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.

Health Careers Exercise Science

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 apparently 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

	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
			General Education Elective	3
			TOTAL	**18**

Health and Wellness Specialist Major Program Requirements

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	145	***or*** 148 Fitness/Conditioning	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
			TOTAL	**37**

Electives (select 9 hours from the list below)

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	235	Survey of the Sports Organization	3
PSY	205	Life-Span Psychology	3
		TOTAL	**9**

TOTAL SEMESTER HOURS FOR DEGREE.....64

(Take the Certified Personal Trainer exam and the Health and Fitness Certification exam through American College of Sports Medicine after completion of PED234, PED236, PED237 and PED238.)

m *Major course requires minimum grade of C.*

Job Titles

- Personal Trainer
- Health and Wellness Specialist
- 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, businesses and community centers. Fitness trainers/aerobics instructors rank ninth on the Illinois Department of Employment Security's "Vocational Training After High School" list, with a projected 351 job openings in the state each year.

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).
- *Health/Fitness Instructor*—Health and Wellness Specialist degree students are encouraged to take the exam for this certification from the American College of Sports Medicine (ACSM).

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
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
	ETR	150	Business Plan Development	3
	TOTAL PROGRAM HOURS			**32.5**

(Take the Certified Personal Trainer exam through the American College of Sports Medicine after completion of PED234, PED236, PED237 and PED238.)

m *Major course requires minimum grade of C.*

Health Careers 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 Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
(312) 553-9355

Graduates of the program who meet CAAHEP requirements are eligible to take the national certification exam for Certified Medical Assistants, CMA (AAMAE). 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

m	*AOS	222	Medical Terms for Health Occupations		1
m	BIO	260	Human Structure and Function		4
m	MLA	220	Pharmacology/Med.Assist. +		2
m	PSY	100	Introduction to Psychology		3
			TOTAL		**10**

Fall Semester

m	*AOS	115	Document Formatting		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
			TOTAL		**12.5**

Spring Semester

m	AOS	227	Medical Transcription I		3
m	AOS	235	Medical Insurance and Reimbursement		3
m	COM	125	Communication Strategies for Healthcare Careers		2
m	MLA	172	Medical Assistant Clinical II +		2.5
m	MLA	210	Laboratory Procedures/Med. Assist. +		3
			TOTAL		**13.5**

(continued on the 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' Endowment (AAMAE).
- *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).

Summer Semester– 2

m MLA 298 Medical Assistant Externship +.....2
TOTAL.....2

PROGRAM TOTAL 38

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems for test dates and times (see directory)*

\+ *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 from the office of Health Care Programs, Counseling, or on the Internet at 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 May 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 medical assistant program assessment tests. Acceptance into the program is based on assessment results, with documentation of reading and math skills at a 10th grade level. Students should contact the Center for Learning Assessment (see directory) for testing dates and to schedule an appointment.
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.
6. Follow the program sequence once 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, PSY, or COM courses prior to submitting an application to the medical assistant program; a minimum 2.0 GPA must be received in each of the major courses. NOTE: AOS and MLA courses are offered on a limited basis during the year. Please contact the offices of Business and information Systems (AOS) 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.

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.

Health Careers Nurse Assistant

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 Nurse Assistant Skills + ...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) to make an appointment for required assessment testing. 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 $10 application fee required by the Illinois Department of Public Health (IDPH) to initiate a background check during the first week of classes.
5. Submit $50 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.

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).

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).

SkillsUSA®

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.

Health Careers Perioperative Nursing

Perioperative Nursing

Certificate of Achievement

(464A) major code

This certificate program prepares licensed registered professional nurses (RNs) for employment in perioperative nursing. The program provides the RN with content unique to client care in the perioperative setting, utilizing the nursing process and critical thinking skills. With an additional 2400 hours or minimum two years perioperative practice, the RN may be eligible to take the CNOR certification examination through the Certification Board, Perioperative Nursing. The certificate is offered over two semesters.

Spring Semester

m	SUR	210	Perioperative Nursing Practice +	3
m	SUR	120	Instrumentation and Practices Common to Surgical Procedures +	5
			TOTAL	**8**

Summer Semester

m	SUR	200	Health Problems and Surgical Procedures II +	2
m	SUR	202	Perioperative Externship I +	2
			TOTAL	**4**

PROGRAM TOTAL 12

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Perioperative Nursing Program

The perioperative nursing program is offered over two semesters. Students seeking admission to the perioperative nursing 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. Be a registered nurse (RN) currently licensed (or eligible for license) in the state of Illinois, with a minimum of one year full-time experience (or equivalent) in the areas of medical/surgical, emergency or critical care nursing. RNs in these areas with less than one year of full-time experience may still be eligible for entry into the program upon completion of additional course work, and should contact the Dean for Health and Life Sciences for additional information.
4. Complete the special application required for entry into the program, which is available from the division of Health and Life Sciences, Counseling, or on the Internet at 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 spring must make application by August 1.
5. Provide documentation of current American Heart Association BLS for Healthcare Providers (CPR) certification. This certification must remain current for the entire length of the program.

Job Titles

- Certified Perioperative Nurse (CNOR)

About the Occupation

These specially trained nurses assess and intervene with clients during the perioperative period, providing comfort measures, ensuring a safe environment and evaluating client outcomes. The perioperative nurse assists various members of the surgical team, including surgeons, anesthesiologists and other surgical personnel. The nurse is involved in every aspect of the surgical procedure, from preparing and maintaining a safe environment and passing instruments, to closely monitoring the client throughout the surgical experience. The perioperative nursing program prepares the nurse to practice independently at a beginning level in the perioperative setting.

Highlights of Waubonsee's Program

- This program, which takes just two semesters to complete, gives RNs the opportunity to specialize and/or advance their careers.

Professional Certification Opportunities

- With an additional 2400 hours or two years of perioperative practice, graduates may be eligible to take the CNOR certification exam through the Certification Board, Perioperative Nursing.

6. Understand that the perioperative nursing application, previous transcripts, and documentation of current Illinois registered nurse (RN) licensure are required for admission to the program. Students are notified via mail approximately four weeks after the application deadline date as to selection status.
7. Follow the program sequence once accepted into the program. The student is expected to follow the program sequence for all SUR courses. For continuation in the perioperative nursing 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, immunizations, Hepatitis-B series, and 2-step tuberculosis (TB) test upon acceptance into the program.

Program Costs

In addition to tuition and regular fees, the perioperative nursing student has the following minimum fees and expenses:

Textbooks $160
White shoes, lab coat, patch.....$75
Supplies.....$20
Physical exam, immunizations,
Hepatitis-B series, TB testing.....per health care provider

Total Estimated Costs

(excluding medical requirements) $255

NOTE: These fees and expenses are ***approximate costs*** and are subject to change without prior notice to the student.

Health Careers 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	*AOS	222	Medical Terms for Health Care Occupations	.....	1
m	COM	125	Communication Strategies for Healthcare Careers	.....	2
m	PBT	105	Theoretical and Clinical Aspects of Phlebotomy +	.....	4.5
m	PBT	297	Phlebotomy Externship +	.....	1.5
	PROGRAM TOTAL			.....	**9**

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems for test dates and times (see directory).*

\+ *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 AOS 222 and COM 125, 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 testing dates and times.

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 Healthcare 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).

Health Careers Registered Nursing

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 2006-07 academic year, 98% 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.

Professional Certification Opportunities

- *Registered Professional Nurse (RN)* — Graduates are eligible to take the National Council of State Boards of Nursing Examination (NCLEX-RN).

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 Courses

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
			TOTAL	**27**

Nursing Courses

(Each are eight weeks long.)

m	NUR	105	Introduction to Healthcare +	5
m	NUR	106	Introduction to Clinical Pharmacology for Nurses +	1
m	NUR	120	Basic Concepts of Nursing +	5
m	NUR	150	Medical-Surgical Nursing I +	5
m	NUR	175	Psychiatric Nursing +	5
m	NUR	205	Medical-Surgical Nursing II +	5
m	NUR	220	Maternity and Gynecologic Nursing +	5
m	NUR	250	Medical-Surgical Nursing III +	5
m	NUR	275	Medical-Surgical Nursing IV +	5
			TOTAL	**41**

TOTAL SEM HRS FOR DEGREE 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.*

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 (see directory).
4. Take the required Nurse Entrance Test (NET) and Nelson-Denny (ND) assessment test. Recommended testing time is when the student is in his/her last required nursing prerequisite course.
   - Contact the Center for Learning Assessment (see directory) to make an appointment for testing.
   - Acceptance into the program is based on assessment results, with documentation of reading skills of 51% for the NET, math skills of 53% for the NET, and reading skills at the 12th grade level for the ND.
   - A student has two (2) opportunities to successfully meet assessment requirements. Eights weeks must elapse between testing sessions.
   - Guidance is provided by the Learning Enhancement Center and the Center for Learning Assessment for students who do not meet these entry requirements.
   - Note: Test scores are only valid for 24 months.
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, 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 over 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 (see directory).

Recomendation 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.

Career Area Health Careers Surgical Technology

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 Liaison Council on Certification for the Surgical Technologist.

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.

Fall Semester

m	BIO	250	Microbiology		4
m	BIO	260	Human Structure and Function		4
m	*AOS	222	Terms for Health Occupations		1
m	SUR	100	Principles of Surgical Tech. +		4
m	SUR	110	Surgical Pharmacology +		2
			TOTAL		**15**

Spring Semester

m	COM	125	Communication Strategies for Healthcare 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
			TOTAL		**12**

Summer Semester

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
			TOTAL		**5.5**

PROGRAM TOTAL 32.5

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems for test dates and times (see directory).*

\+ *Program admission required for enrollment.*

m *Major course requires a minimum grade of C.*

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 from the office of Health Care Programs, Counseling, or on the Internet at 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 June 1.
4. Complete required Nurse Entrance Test (NET) and Nelson Denny (ND) assessment test. NOTE: Acceptance into the program is based on assessment results, with documentation of reading and math skills of 46% for the NET, and reading 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. Guidance is provided by the Learning Enhancement Center and the Center for Learning Assessment for students who do not meet these entry requirements. Test scores are only valid for 24 months.
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 Healthcare 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 AOS, BIO, or COM 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.

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.

Health Careers Therapeutic Massage

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.
- Students can choose to complete their clinical work at an off-campus location or at the college's massage lab.

Professional Certification Opportunities

- Graduates are eligible to take the National Certification Exam in Therapeutic Massage and Bodywork.

The therapeutic massage program prepares individuals for employment as professional massage therapists. Graduates are eligible to take the National Certification Exam in Therapeutic Massage and Bodywork. Waubonsee's therapeutic massage program is a member of the American Massage Therapy Association Council of Schools and is approved by the Illinois State Board of Higher Education.

Therapeutic Massage

Associate in Applied Science Degree

(470A) major code

The Associate in Applied Science degree in therapeutic massage prepares the student to work with clients who are ill or injured and are referred from a medical or rehabilitative setting. Graduates may also find employment in the health maintenance/personal wellness areas of professional therapeutic massage.

Program Prerequisite Courses

m	AOS	222	Medical Terms for Health Occupations	1
m	BIO	270	Anatomy and Physiology I	4
m	TMS	100	Introduction to Therapeutic Massage	1
			TOTAL	**6**

Fall Semester, First Year

m	BIO	262	Neuro-musculoskeletal Systems	3
m	BIO	272	Anatomy and Physiology II	4
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
			TOTAL	**17**

Spring Semester, First Year

m	BIO	264	Kinesiology and Pathology	3
m	PSY	205	Life-Span Psychology	3
m	TMS	130	Massage Techniques III +	4
m	TMS	146	Massage Clinical II +	2
m	TMS	150	Business Practices for Massage Therapists +	3
			PED elective (select from list)	1
			TOTAL	**15.5**

Additional General Education Requirements

m	BIO	200	Nutrition	3
	COM	120	Communications	3
m	ENG	101	***or*** 151 English	3
	ENG	102	***or*** 152 English	3
			TOTAL	**12**

Additional Therapeutic Massage Major Program Requirements

m	TMS	210	Ethical, Legal and Professional Issues in Therapeutic Massage +	2
m	TMS	220	Outcome Based Massage I +	4
m	TMS	225	Outcome Based Massage II +	4
m	TMS	240	Massage Clinical III +	1.5
m	TMS	245	Massage Clinical IV +	1.5
m	TMS	297	Therapeutic Massage Internship +	1.5
m			TMS electives (select from list)	2
			TOTAL	**16.5**

TOTAL SEM HRS FOR DEGREE 67

TMS Electives (select 2 hours)

m	TMS	250	Prenatal Massage +	1
m	TMS	253	Reiki I +	1
m	TMS	254	Reiki II +	1

PED Electives (select 1 hour)

Students should select 1 semester hour of credit in PED activity courses, PED 100-149. (PED 146 Yoga is recommended.)

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

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.

NOTE: This sequence is intended for full-time students in the therapeutic massage program. Students interested in a part-time program option should contact their counselor for scheduling options.

Program Prerequisite Courses

m	AOS	222	Medical Terms for Health Occupations	1
m	BIO	260	Human Structure and Function*	4
m	TMS	100	Introduction to Therapeutic Massage	1
			TOTAL	**6**

Fall Semester

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
			TOTAL	**13**

Spring Semester

m	BIO	264	Kinesiology and Pathology	3
m	TMS	130	Massage Techniques III +	4
m	TMS	146	Massage Clinical II +	2
m	TMS	150	Business Practices for Massage Therapists +	3
			TOTAL	**11.5**

PROGRAM TOTAL 30.5

* *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.*

Procedure for Entering the Therapeutic Massage Degree and Certificate Programs

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 Care Programs, Counseling, or on the Internet at 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 degree or certificate program for fall must make application by May 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 and PSY, ENG, or COM (degree program) 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.

(continued on next page)

See directory inside back cover.

In addition, students seeking admission to the therapeutic massage degree program are required to:

1. Apply for regular Waubonsee student status by completing the WCC New Student Information Form.
2. Contact the Center for Learning Assessment (see directory) to make an appointment for required assessment testing.

Students who have completed a massage therapy certificate program at an accredited college may be granted advanced placement into some 100- and 200-level courses in the degree program. Degree applicants interested in advanced placement should contact the Dean for Health and Life Sciences for more information.

Program Costs

In addition to tuition and regular fees, the therapeutic massage student has the following minimum fees and expenses:

Textbooks for TMS classes-certificate (excludes general education courses)	$190
Textbooks for TMS classes-degree (excludes general education courses)	$350
Uniform/shoes	$80
Massage table	$430
Massage supplies	$100
Student liability insurance	$49
Four professional massages	$240
National Certification Examination for Therapeutic Massage and Bodywork	$225
Physical exam, immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements) $1314-1474

NOTE: These fees and expenses are ***approximate costs*** and are subject to change without prior notice to the student.

Heating, Ventilation and Air Conditioning

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

	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
			General Education elective (recommend CHM 100)	3
			TOTAL	**18**

HVAC Major Program Requirements

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
m	HVA	230	Advanced HVAC Controls ***or*** HVA 240 Introduction to Steam Systems	3
			TOTAL	**32**

Additional Requirements

m	CMT	250	Commercial/Residential Wiring	3
			TOTAL	**3**

Program Electives

			Technical electives (select from list on next page)	11
			TOTAL	**11**

TOTAL SEM HRS FOR DEGREE 64

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) mechanics install, maintain and repair the heating and cooling systems that control temperature, humidity and air cleanliness in homes, schools and other buildings. Some 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.

Highlights of Waubonsee's Program

- Students learn through hands-on training on "live" equipment to develop their troubleshooting skills.

Professional Certification Opportunities

- Section 608 E.P.A. Refrigerant Certification

SkillsUSA®

Technical Electives

AOS	110	Computer Software for the Office	3
CAD	102	Introduction to 2-D CAD	3
CAD	140	Residential Architectural Drafting	3
CAD	170	Commercial Architectural Drafting	3
CIS	110	Business Information Systems	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
WLD	100	Survey of Welding	3
WLD	115	Oxy-Fuel Welding and Cutting	3
WLD	120	Shielded Metal Arc Welding I	3

• *See course choices listed on pages 65-66.*

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

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	
			or	
	IDT	115	Motor Controls I	3
m	HVA	210	Advanced Heating and Cooling Systems	3
m	HVA	220	Advanced Heating/Cooling Systems Service and Maintenance	3
m	HVA	230	Advanced HVAC Controls	
			or HVA 240 Introduction to Steam Systems	3
	CMT	250	Commercial and Residential Wiring	3
	PROGRAM TOTAL			**35**

m *Major course requires minimum grade of C.*

Human Services

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

	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	100	Introduction to Sociology	3
			Mathematics or Physical and Life Sciences elective •	3
			TOTAL	**18**

Human Services 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	140	Assessment and Treatment of the Dual-Disordered Client	3
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
			TOTAL	**20**

Related Course Requirements

	AOS	110	Computer Software for the Office	3
	PSY	215	Adulthood and Aging	3
	SPN	110	Survival Spanish I	3
			TOTAL	**9**

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.

Elective and Specialty Courses (select 17 hrs)

NOTE: Students desiring to specialize in addictions counseling should choose electives from the emphasis area listed below; students desiring a more general approach can choose electives from either of the categories below.

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

Additional Human Services Electives

m	HSV	296	Special Topics	1-6
	PED	211	First Aid and Emergency Care	3
	PSY	220	Child Psychology	3
	PSY	235	Social Psychology	3
	SGN	101	Sign Language I	3
	SGN	102	Sign Language II	3
	SPN	111	Survival Spanish II	3
	SPN	211	Conversational Spanish	3
	SOC	215	Introduction to Social Work	3

TOTAL SEM HRS FOR DEGREE 64

• *See course choices listed on pages 65-66.*

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

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

	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
			General Education elective (recommend PHY 103)	3
			TOTAL	**18**

Industrial Maintenance Major Program Requirements

m	CMT	250	Commercial and Residential Wiring	3
m	HVA	100	Basic Electricity for HVAC	
			or	
m	ELT	101	Introductory Electronics	3-4
m	IDT	110	Introduction to Industrial Technology	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
			TOTAL	**33-34**

Additional Requirements

m	WLD	100	***or*** WLD 120 Welding	3
			TOTAL	**3**

Industrial Maintenance Technical Electives

Electives may be taken from the areas of Industrial Technology, Electronics, Welding, Heating/Ventilation/Air Conditioning, and Computer-Aided Design and Drafting.

TOTAL **9-10**

TOTAL SEM HRS FOR DEGREE **64**

m *Major course requires minimum grade of C.*

Job Titles

- Industrial Maintenance Mechanic
- Industrial Machine Repairer
- Maintenance Mechanic Helper
- Fluid Power Technician

About the Occupation

Industrial maintenance mechanics, machinery repairers, fluid power technicians and others work in industrial settings where almost all of our nation's goods are produced. They install, maintain and repair machinery of all types. Some also care for buildings and work on electrical, heating/cooling, hydraulic and pneumatic systems. Many of these individuals make use of strong mechanical and welding skills. While they spend much of their time doing preventive maintenance, when equipment fails they must diagnose and repair it, often under tight time constraints.

Highlights of Waubonsee's Program

- Students learn in a hands-on environment that includes actual equipment as well as sophisticated training simulators.

Industrial Technology Basics

Certificate of Achievement

(812A) major code

The Industrial Technology Basics 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 Technology	3
	PROGRAM TOTAL			**3**

m *Major course requires minimum grade of C.*

Basic Industrial Maintenance

Certificate of Achievement

(813C) major code

The Basic Industrial Maintenance Certificate provides the student with a broad overview of industrial technology, 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	CMT	250	Commercial and Residential Wiring	3
m	HVA	100	Basic Electricity for HVAC	
			or ELT 101 Introductory Electronics	3-4
m	IDT	110	Introduction to Industrial Technology	3
m	IDT	115	Motor Controls I	3
m	IDT	125	Machine Repair	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

m	CMT	250	Commercial and Residential Wiring	3
m	HVA	100	Basic Electricity for HVAC	
			or ELT 101 Introductory Electronics	3-4
m	IDT	110	Introduction to Industrial Technology	3
m	IDT	115	Motor Controls I	3
m	IDT	120	Hydraulics	3
m	IDT	125	Machine Repair	3
m	WLD	100	***or*** WLD 120 Welding	3
			Electives (choose from list below)	9
	PROGRAM TOTAL			**30**

Program Electives

m	CAD	100	Basic Technical Drawing	3
m	CAD	120	Introduction to 2-D CAD	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

m *Major course requires a 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.

Technical Requirements

m	IDT	110	Introduction to Industrial Technology	3
m	IDT	115	Motor Controls I	3
m	IDT	125	Machine Repair	3
m	HVA	100	Basic Electricity for HVAC	
			or ELT101 Introductory Electronics	3-4
m	CMT	250	Commercial and Residential Wiring	3
			TOTAL	**15**

Management Requirements

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
			TOTAL	**15**

PROGRAM TOTAL 30

m *Major course requires a 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.*

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
			PROGRAM TOTAL	**8**

m *Major course requires minimum grade of C.*

Interpreter Training

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.

m *Major course requires minimum grade of C.*

• *See course choices listed on pages 65-66.*

\+ *Program admission required for enrollment.*

Interpreter Training

Associate in Applied Science Degree

(660A) major code

Interpreter training is an Associate in Applied Science degree and 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

	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
			TOTAL	**18**

Second Semester

	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
			TOTAL	**15**

Third Semester

(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
			TOTAL	**18**

Fourth Semester

(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
			TOTAL	**18**

Fifth Semester

m	ITP	290	The Interpreter as Practitioner +	3
			TOTAL	**3**

TOTAL SEM HRS FOR DEGREE 72

Procedure for Entering the Interpreter Training Program

Waubonsee offers a full-time Interpreter Training Program which must be completed in a block fashion. Students are eligible to register for Interpreter Training (ITP) courses after completing the following steps:

1. Meet with Counseling to establish a schedule for taking the Sign Language (SGN) classes.
2. Complete all SGN courses with a grade of C or better and a cumulative grade point average of 3.0 or higher in the SGN classes.
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 ITP that fall.
5. Complete the last SGN course within 18 months of your 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.*

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 made a commitment to develop national certification for library support staff. The Waubonsee library technical assistant program used the resulting proposed national certification competencies as a framework in designing the program's curriculum. Currently all Library Support Staff Certification Program (LSSCP) competencies are addressed in Waubonsee coursework. When national certification becomes available Waubonsee graduates will be proficient in the competencies and not require retraining or additional education.

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

COM	100	Fundamentals of Speech Communication ***or***	
COM	121	Communication in the Workplace	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3
PSY	100	Introduction to Psychology	3
HUM	101	Survey of the Humanities ***or***	
HUM	102	The Global Village	3
Math or Physical and Life Sciences Elective			3
		TOTAL	**18**

Library Technical Assistant Major Program Requirements

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
			TOTAL	**20**

Additional Program Requirements

AOS	110	Computer Software for the Office ***or***	
CIS	110	Business Information Systems (if pursuing technology emphasis)	3
AOS	130	Customer Service	2
DIS	101	Disability in Society	3
DIS	201	Catalyst for Change	3
		TOTAL	**11**

Elective and Specialty Courses (select 15 hours)

Students desiring to specialize in a library area should choose electives from the youth services, library leadership, or library technology emphasis areas listed on the next page; students desiring a more general approach can choose any electives from the categories on the next page.

TOTAL **15**

PROGRAM TOTAL **64**

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	205	Office Management ***or***	
	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 Internetworking	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
	WEB	111	Web Site Design	3

Electives

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
	SPN	110	Survival Spanish I	3
	SPN	111	Survival Spanish II	3
	SGN	100	American Sign Language I	3

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.

	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
			TOTAL	**23**

m *Major course requires minimum grade of C.*

Mass Communication

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, 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.

Mass Communication

Associate in Applied Science Degree

(970B) major code

This degree is intended for individuals interested in working in the field of television, 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

	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
		TOTAL	**18**

Mass Communication Major Program Requirements

m	*WEB100	Introduction to the Internet	1
m	MCM 130	Introduction to Mass Communication	3
m	MCM 140	Television Production I	3
m	MCM 201	Broadcast Writing	3
m	MCM 205	Basic Broadcast Announcing	3
m	MCM 211	Introduction to Radio Production	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	3
m	MCM 297	***or*** 298 ***or*** 299 TV/Internet/Radio Internship	3
		TOTAL	**25**

Program Electives ***(select 21 semester hours)***

	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 200	Public Speaking	3
	COM 201	Business and Professional Presentations	3
	ELT 161	Introductory Telecommunications	3
m	MCM 215	Basic News Writing	3
m	MCM 221	Basic News Editing	3
m	MCM 240	Television Production II-Live Studio	3
m	MCM 243	Television Production III-Electronic Film Production	3

(continued on next page)

m	MCM	296	Special Topics/Mass Comm.	1-3
	MUS	110	Music Careers	2
	MUS	211	Introduction to the Recording/MIDI Studio	3
	MUS	213	Advanced Recording and MIDI Applications	3
	THE	110	The Art of Oral Interpretation	3
			TOTAL	**21**

TOTAL SEM HRS FOR DEGREE.....64

* *Students may proficiency a course by passing a proficiency test. Please contact the division of Business and Information Systems for test dates and times.*

• *See course choices listed on pages 65-66.*

m *Major course requires minimum grade of C.*

Electronic Music Technology

Certificate of Achievement

(974A) major code

This certificate is intended for individuals interested in working in the field of electronic music in a variety of venues including radio, television, recording studios, Internet broadcasting or with recording artists. Students will gain the knowledge and practice in MIDI and SIMPTE Time Code applications, digital editing and digital sampling at both the beginning and advanced levels, allowing them to work in recording studios, work sound boards or work audio in a TV/radio station.

Course Requirements

m	MUS	211	Introduction to the Recording/MIDI Studio	3
m	MUS	213	Advanced Recording and MIDI Applications	3
			PROGRAM TOTAL	**6**

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 field of television, Internet and/or radio broadcasting as announcers, radio/TV producers, camera operators, directors and related occupations. The program utilizes Waubonsee's television studio in preparing students for this medium.

Course Requirements

m	MCM	130	Introduction to Mass Communication	3
m	MCM	140	Television Production I	3
m	MCM	201	Broadcast Writing	3
m	MCM	205	Basic Broadcast Announcing	3
m	MCM	211	Introduction to Radio Production	3
m	MCM	240	Television Production II-Live Studio	
			or	
m	MCM	243	Television Production III-Electronic Film Production	3
m	MCM	280	Mass Communication Capstone: The Business, Media and Careers of TV/Internet/Radio	3
m	MCM	299	TV/Internet/Radio Internship	3
			PROGRAM TOTAL	**24**

m *Major course requires minimum grade of C.*

Paraprofessional Educator

Job Titles

- 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 you 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 must take a technology in education course where they learn to do Web research, develop a Web page, work with digital cameras and scanners, and more.

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

	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
			Social and Behavioral Sciences, Math or Physical and Life Sciences elective•	3
			TOTAL	**18**

Paraprofessional Educator Requirements

	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	215	Introduction to the Foundations of Reading	3
m	EDU	220	Exceptional Child	3
m	EDU	225	Diversity of Schools and Society	3
	MTH	202	Math for Elementary Teachers II	3
			TOTAL	**30**

Elective and Specialty Courses ***(select 16 credits)***

NOTE: Students desiring to specialize in a particular paraprofessional educator area should choose electives from one of the emphases listed on the next page; students desiring a more general approach can choose electives from any of the categories listed on the next page.

Content Specialist Emphasis

Choose courses related to your content area(s) listed in sections B, C, and D of the Associate in Applied Science degree requirements (see pages 65-66).

(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	105	Observation and Guidance of Young Children....3
	ECE	107	Development and Guidance of the School Age Child....3
	ECE	125	Child, Family and Community....3
	ECE	207	School-Age Programming....3

Library/Media Specialist Emphasis

	WEB	210	Internet Technologies....1
	PDV	102	Research Strategies....1

Support Specialist Emphasis

Choose courses from the Administrative Office Systems (AOS) or Microcomputer Systems (MCS) sections of the catalog.

Additional Paraprofessional Educator Electives

	AST	115	Astronomy for Educators....3
m	EDU	205	Introduction to Technology in Education....3
m	EDU	210	Educational Psychology....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

TOTAL SEM HRS FOR DEGREE....64

NOTE: Proficiency credit is limited to 20 semester hours for this program.

• *See course choices listed on pages 65-66.*

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
	ECE	120	Health, Safety and Nutrition....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	215	Introduction to the Foundations of Reading....3
m	EDU	220	Exceptional Child....3
m	EDU	225	Diversity of Schools and Society....3
	MTH	201	Math for Elementary Teachers....3
	PROGRAM TOTAL....30		

NOTE: Proficiency credit is limited to 15 semester hours for this program.

m *Major course requires minimum grade of C.*

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.

Traditional Photography

Certificate of Achievement

(902A) major code

This certificate is designed for students wanting to acquire basic photographic skills through course work in traditional photography. Students will use a variety of cameras, lighting equipment and darkroom processes.

Course Requirements

m	ART	140	Photography I	3
m	ART	240	Photography II	3
m	ART	241	Photographic Lighting	3
m	ART	290	Studio Art	3
	PROGRAM TOTAL			**12**

m *Major course requires minimum grade of C.*

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	142	Beginning Digital Photography	3
m	ART	242	Intermediate Digital Photography	3
m	ART	243	Advanced Digital Photography	3
	PROGRAM TOTAL			**9**

m *Major course requires minimum grade of C.*

Intermediate Digital Photography

Certificate of Achievement

(906A) major code

This program is structured to provide students with skills in both traditional and digital photography. Students will acquire the skills needed to work in a professional studio using a variety of cameras and lighting equipment, as well as digital tools and software.

Course Requirements

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
	PROGRAM TOTAL			**18**

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

Job Titles

- Real Estate Sales Agent
- Real Estate 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 sales workers 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. In closing sales, brokers often arrange loans, property inspections, and meetings between buyers and sellers. Brokers also manage their own offices, advertise properties and handle other business matters.

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 Salesperson
- Illinois Real Estate Broker

Real Estate Sales

Certificate of Achievement

(166A) major code

The real estate certificate prepares students for prompt entry into the field. Upon successful completion of this certificate, students have met the major requirement to be eligible for the Illinois Real Estate Salesperson Examination. All real estate agents and brokers must be licensed by the state of Illinois to conduct transactions in Illinois.

Requirements for the Illinois Real Estate Salesperson Examination

- Be at least 21 years old.
- High school graduate or equivalent.
- Successful completion of the 45-classroom-hour Real Estate Transactions course (REL 110).
- Hold an original Uniform Real Estate Transcript (provided by WCC).

Requirements for the Illinois Real Estate Sales License

- 21 years of age or older. This age limitation can be waived for persons under 21 who have completed two years of study beyond high school with a major emphasis in real estate.
- High school graduate or equivalent.
- Sponsorship by an Illinois licensed broker.
- Proof of successful completion of a 45-classroom-hour course in real estate transactions: the Uniform Real Estate Transcript provided by WCC after successful completion of REL 110 Real Estate Transactions.
- Successfully pass the Illinois Real Estate Salesperson Examination.

Course Requirements

m	REL	110	Real Estate Transactions	3
	PROGRAM TOTAL			**3**

m *Major course requires minimum grade of C.*

Real Estate Broker

Certificate of Achievement

(167A) major code

This program offers individuals the necessary background for the state of Illinois real estate broker's test, provided they meet the state's criteria. Individuals enrolling in these courses should already have their real estate sales license.

State requirements for the real estate broker's license include the following:

- 21 years of age or older. This age limitation can be waived for persons younger than 21 who have completed two years of study beyond high school with an emphasis in real estate.
- Meet one of the following educational requirements:
  a. proof of completion of the real estate broker certificate; or
  b. proof of a baccalaureate degree with a minor in real estate.
- Successfully pass the Illinois Real Estate Broker's License Examination.

Course Requirements

m	REL	110	Real Estate Transactions*	3
m	REL	120	Advanced Real Estate Principles/2000**	1
m	REL	125	Contracts and Conveyancing**	1
m	REL	150	Brokerage Administration**	1
			Real Estate Electives	2
	PROGRAM TOTAL			**8**

* *Required course for state real estate sales exam.*

** *Required course for state real estate broker exam. In addition to REL 120, REL 125 and REL 150, candidates for broker exam must complete two elective courses from REL 130, REL 135 and REL 140.*

m *Major course requires minimum grade of C.*

Translation

Job Titles

- Translator: English to Spanish
- Translator: Spanish to English
- Interpreter/Translator

About the Occupation

Translation is an intercultural communication specialty. Translators translate written text from a source language to a target language. Translators must be bilingual, and students in Waubonsee Community College's translation program must be proficient in both English and Spanish. Focus areas for the translator include literary translation, legal and technical translation, medical translation, or finance and business translation. Translators typically focus on one specialty area. Translators usually have a college degree in a specialty area or experience in one particular field.

Highlights of Waubonsee's Program

- This 8-semester-hour program can be a quick entry into the career field of translation.

Sound Interesting?

Students interested in this program may also be interested in Health Care Interpreting; see page 119.

Translation

Certificate of Achievement

(672A) major code

This certificate is intended to be an introduction to the translation profession for linguistically skilled individuals. This course of study will provide students with a comprehensive approach to the translating profession. Topics include industry standards, project management, translation tools and accreditation issues. Issues of medical translation are also included.

Course Requirements

m	TRA	100	Introduction to Translation	2
m	TRA	110	Translation Laboratory: English/Spanish +	2
m	TRA	130	Medical Translation Laboratory: English/Spanish +	2
m	TRA	200	Advanced Translation Laboratory: English/Spanish +	2
	PROGRAM TOTAL			**8**

\+ *Program admission required for enrollment.*

m *Major course requires minimum grade of C.*

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

	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
			General Education Elective •	3
			TOTAL	**18**

Welding Major Program Requirements

m	IDT	134	Metrology	2
m	WLD	101	Blueprint Reading for Welders	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	3
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
			TOTAL	**37**
			Technical Electives (choose from list below)	**9**
			TOTAL SEM HRS FOR DEGREE	**64**

Technical Electives

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

• *See course choices listed on pages 65-66.*

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

m	WLD	101	Blueprint Reading for Welders	2
			Electives (choose from list below)	14
	PROGRAM TOTAL			**16**

Program Electives

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	3
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

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	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	3
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.*

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 Assistant 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 Assistant 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, Morton College, Prairie State College, Richland Community College, Rock Valley College, Sauk Valley Community College, South Suburban 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)
- Graphic Arts Technology
  - Print Production (AAS and certificate)
  - Digital Prepress Production (AAS and certificate)
- 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 Program

In several areas of study, Waubonsee includes an internship as an additional credit course. It is an academic opportunity to expand students' horizons into the career environment they are studying. An internship is a cooperative effort between a business and the college that combines education and experience for students and is closely monitored by the student, Waubonsee faculty, and the employer. An internship 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 can apply toward the AA/AS degree. The student commits to working 80 hours in the internship position for every hour of credit earned. Internships in the curriculum include:

- Accounting
- Administrative Office Systems
- Auto Body Repair
- Business Administration (Management, Marketing, Human Resources Management, Entrepreneurship)
- Computer-Aided Design and Drafting
- Computer Information Systems
- Construction Industry
- Early Childhood Education Administration
- Early Childhood Education Practicum
- Graphic Design
- Heating, Ventilation and Air Conditioning
- Human Services
- Industrial Technology
- Library Technical Assistant Practicum
- Mass Communication
- Social Studies (Anthropology, Criminal Justice, History, Political Science, Psychology and Sociology)
- Therapeutic Massage
- Welding

Additional work-based learning opportunities are available through externships in Exercise Science, Medical Assistant, Phlebotomy and Surgical Technology.

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) 753-6234.

VALEES

Credit for High School Course Work

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 116 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 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 course work 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.
- 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 course work at the discretion of the college.
- A recording fee of $5 per credit hour applies to credit articulated. *(Subject to change without prior notice.)*
- For a complete listing of articulated classes and an application, visit the VALEES Web site at www.valees.org.

VALEES Member High Schools

Aurora East High School - District #131
Aurora West High School - District #129
Batavia High School - District #101
Earlville High School - District #9
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
Yorkville High School - District #115

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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)
APICS (APC)
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 Technology (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)
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)
Heating, Ventilation and Air Conditioning (HVA)
History (HIS)
Human Services (HSV)
Humanities (HUM)
Independent Study (IND)
Industrial Technology (IDT)
Information and Communication Technology (ICT)
Intensive English—Basic (IEB)
Intensive English Institute (IEI)
Interdisciplinary Studies (IDS)
Interpreter Training (ITP): see also Sign Language
Japanese (JPN)
Library and Information Studies (LIB)
Management (MGT)
Marketing (MKT)
Mass Communication (MCM)
Mathematics (MTH)
Medical Assistant (MLA)
Microcomputer Systems (MCS)
Military Science (MSC)
Music (MUS)
Nurse Assistant (NAS)
Nursing (NUR)
Personal Development (PDV)
Philosophy (PHL)
Phlebotomy (PBT)
Physical Education (PED)
Physics (PHY)
Political Science (PSC)
Psychology (PSY)
Reading (RDG)
Real Estate (REL)
Sign Language (SGN)
Social Science (SSC)
Sociology (SOC)
Spanish (SPN)
Surgical Technology (SUR)
Sustainability (SUS)
Theatre (THE)
Therapeutic Massage (TMS)
Tourism, Travel and Event Planning (TOU)
Translation (TRA)
Welding (WLD)
World Wide Web/Internet (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 19 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
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 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
SPN 202	Intermediate Spanish II	H1 900
SPN 205	Spanish for Native Speakers	H1 900

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 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 200	Nutrition	L1 904
BIO 244	Animal Kingdom	L1 902L
BIO 250	Microbiology	L1 903L
BIO 254	Genetics	L1 906
BIO 270	Anatomy and Physiology I	L1 904L

Mathematics:		IAI Code:
MTH 101	College Math	M1 901
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 130	Introduction to Oceanography	P1 905
ESC 220	Climate and Global Change	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 103	Environmental Geology	P1 908
PHY 103	Concepts of Physics	P1 901
PHY 104	Concepts of Physics-lab	P1 901L
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 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 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 904N
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** or access the IAI Web site 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 19 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	CHM 911
CHM 122	Chemistry & Qualitative Analysis	CHM 912
CHM 231	Organic Chemistry I	CHM 913
CHM 232	Organic Chemistry II	CHM 914

Computer Science:		IAI Code:
CIS 117	Discrete Structures	CS 915
CIS 130	C++ Programming	CS 911
CIS 150	Introduction to Java	CS 911

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 207	Juvenile Delinquency	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
IDT 270	Materials of Industry	IND 912*
IDT 280	Quality Management for Industry	IND 914*
EGR 101	Engineering Graphics	IND 911
WLD 150	Metallurgy & 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	MTH 901
MTH 132	Calculus With Analytic Geometry II	MTH 902
MTH 233	Calculus With Analytic Geometry III	MTH 903
MTH 236	Intro. to Linear Algebra	MTH 911
MTH 240	Differential Equations	MTH 912

Political Science:		IAI Code:
PSC 280	Intro. to Political Philosophy	PLS 913

Psychology:		IAI Code:
PSY 240	Abnormal Psychology	PSY 905
PSY 245	Industrial/Organizational Psychology	PSY 906
PSY 250	Theories of Personality	PSY 907

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** or access the IAI Web site 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. **Note**: Students with a grade-point average below a B should consider taking ACC115 or MTH104 before taking ACC120. ACC120 is a fast-paced course requiring good reading and computational skills. Therefore, we recommend students take the math and English assessment tests before registering for ACC120.
IAI: BUS 903.
(3 lec/0 lab) ***3 sem hrs***

ACC 121 Managerial Accounting

An introduction to managerial accounting focusing on accumulation, analysis and use of cost information needed for internal decision making in businesses. 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 or a general knowledge of bookkeeping.
(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 and ACC201.
(3 lec/0 lab) ***3 sem hrs***

ACC 220 Intermediate Accounting I

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

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

An advanced study of the accumulation, analysis and use of cost information needed for internal decision making in business. Coverage includes 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

Application of the basic principles of federal income taxes as they relate to low-to-moderate income individuals. This is a 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.
(1.5 lec/3 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 255 Fund and Governmental Accounting

This is a study of accounting and reporting concepts, standards and procedures applicable to city, county and state governments, the federal government and not-for-profit institutions.
Recommended Prereq: ACC221.
(3 lec/0 lab) ***3 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

In this experience students observe, and participate in when possible, the activities in various accounting types of positions. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various accounting types of positions. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various accounting types of positions. Two hundred forty hours are required for three 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. This course is a recommended prerequisite for AOS101, AOS105, AOS115, AOS205 and MCS130.
(.5 lec/1 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; .5 semester hour may apply to a degree or certificate.
Recommended Prereq: AOS100 or equivalent.
Recommended Coreq: AOS115 or AOS116.
(0 lec/1 lab) ***.5 sem hrs***

AOS 105 Automated Office Skills

Students develop skill and speed in using the touch system to operate the 10-digit keys on a keypad. Students learn data entry techniques, perform typical data entry activities and calculate basic business applications.
Recommended Prereq: AOS100.
(2 lec/2 lab) ***3 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; only 3 semester hours may apply to a degree or certificate.
Recommended Prereq: Keyboarding preferred.
IAI: BUS 902.
(2 lec/2 lab) ***3 sem hrs***

AOS 111 Integrated Software Applications

This course offers advanced instruction in an office suite program with primary emphasis on integrating documents created in word processing, spreadsheet, database and presentation software. Repeatable to a maximum of 4 semester hours for different office suites; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: AOS110; or MCS130, MCS140, and MCS150.
(.5 lec/1 lab) ***1 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 or minimum of 30 wpm keyboarding skills.
Prereq: AOS110.
(2 lec/2 lab) ***3 sem hrs***

AOS 116 Advanced Document Formatting

Students use computer software to produce business documents for various business simulations in an office setting. Emphasis is on the student's ability to apply correct formatting and editing skills to business applications designed to develop decision-making skills. Students also build keyboarding speed and accuracy.
Prereq: AOS115.
(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 and MCS150 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

AOS 210 Digital Communications for the Office

This course is designed to introduce students to digital technology. Students use voice recognition software, digital tablets, PDAs (personal digital assistant), voice mail, electronic mail, facsimile and the Internet to enhance their digital communication skills. Digital office communications, telework and etiquette using digital communication in the office are also covered.
Recommended Prereq: AOS110.
(2 lec/2 lab) ***3 sem hrs***

AOS 221 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: AOS222 or AOS224.
(3 lec/0 lab) ***3 sem hrs***

AOS 222 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***

AOS 224 Medical Terminology I

This course includes a logical, step-by-step method for studying the language and terms used in the health care setting. Students learn stems, prefixes and suffixes commonly encountered in the health field in order to recognize, build and spell medical terms.
(3 lec/0 lab) ***3 sem hrs***

AOS 226 Medical Terminology II

Utilizing the skills mastered in Medical Terminology I, the student will continue to expand understanding of the medical language by exploring additional body systems and fields of health care and relating that knowledge to practical exercises and experiences. Oral participation will be encouraged in the classroom, and proper pronunciation will be emphasized. The student will be introduced to the medical record and continue to define and spell related medical terms. Common abbreviations and plural endings will also be reviewed.
Recommended Prereq: AOS224 or consent of instructor.
(3 lec/0 lab) ***3 sem hrs***

AOS 227 Medical Transcription I

This course covers transcription of medical dictation from physician-dictated reports including history and physical consultations, chart notes, letters, discharge summaries and operative reports. Students use reference materials and resources as well as incorporate skills in English language, technology, medical knowledge, proofreading, editing and research, while meeting progressively demanding accuracy standards.
Recommended Prereq: AOS115 and AOS224.
Recommended Coreq: BIO262.
(2 lec/2 lab) ***3 sem hrs***

AOS 228 Medical Transcription II

This course covers transcription of advanced original health care dictation using advanced proofreading, editing and research skills while meeting progressively demanding accuracy and productivity standards.
Recommended Prereq: AOS227.
(2 lec/2 lab) ***3 sem hrs***

AOS 235 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: AOS222 or AOS224; AOS221 or MLA150.
(3 lec/0 lab) ***3 sem hrs***

AOS 236 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 for different versions; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: AOS222 or AOS224.
(3 lec/0 lab) ***3 sem hrs***

AOS 237 CPT Coding

This course provides an introduction to basic rules, regulations and principles using CPT and Center for Medicare/Medicaid Services' Common Procedure Coding System (HCPCS) coding classification systems. Practice in the assignment of valid procedure codes in a physician office setting is emphasized. Repeatable to a maximum of 12 semester hours for different versions; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: AOS222 or AOS224.
(3 lec/0 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 special topics in office systems. When offered, topics might include the impact of technology in the office or an indepth study of a special office topic. No topic can be offered more than twice in three years. 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 299 Administrative Office Systems Internship

In this experience students observe, and participate in when possible, the activities in various types of positions related to the office. Two hundred forty hours are required for three credits. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.
Prereq: 15 semester hours of AOS or MCS 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***

APICS (APC)

APC 100 Principles of Inventory Control

Students are introduced to essential vocabulary and skills in identifying and applying basic principles of inventory management. Basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments are covered. The questions of what to stock are addressed through an examination of current and evolving technologies of inventory management.
Note: This course is taught by an APICS-certified instructor.
(2 lec/0 lab) ***2 sem hrs***

APC 110 Principles of Planning

Students learn the fundamentals of basic planning principles and techniques that are used at each level in the planning process. The course focuses on practical examples and exercises, giving participants an opportunity to improve their planning, teamwork and presentation skills.
Note: This course is taught by an APICS-certified instructor.
(2 lec/0 lab) ***2 sem hrs***

APC 115 Principles of Manufacturing Control

This course deals with priority and capacity management through the use of Material Resource Planning (MRP) capacity management, Capacity Requirements Planning (CRP), Production Activity Control (PAC) and Just-in-Time (JIT). This course studies the execution of the production plan and master production schedule, reactions to capacity constraints and maintenance of individual order control.
Note: This course is taught by an APICS-certified instructor.
(2 lec/0 lab) ***2 sem hrs***

APC 120 Principles of Operations Management

In this course students gain a fundamental knowledge and understanding of operations resource management and the factors involved in designing and operating a production process. Topics covered include facilities planning, TQM, cost analysis, project planning and operations resource management.
Note: This course is taught by an APICS-certified instructor.
(2 lec/0 lab) ***2 sem hrs***

APC 125 Basics of Supply Chain Management

This course provides basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, material requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and Just-in-Time manufacturing.
Note: This course is taught by an APICS-certified instructor.
(1.5 lec/0 lab) ***1.5 sem hrs***

APC 130 Master Planning of Resources

In this course students explore processes used to: develop sales and operations plans; identify and assess internal and external demand and forecasting requirements; and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule.
Note: This course is taught by an APICS-certified instructor.
(1.5 lec/0 lab) ***1.5 sem hrs***

APC 135 Detailed Scheduling and Planning

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of Material Requirements Planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling.
Note: This course is taught by an APICS-certified instructor.
(1.5 lec/0 lab) ***1.5 sem hrs***

APC 140 Execution and Control of Operations

This course focuses on three main areas: prioritizing and sequencing work; executing work plans, implementing controls and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as the control of handling of inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback.
Note: This course is taught by an APICS-certified instructor.
(1.5 lec/0 lab) ***1.5 sem hrs***

APC 145 Strategic Management of Resources

In this course students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.
Note: This course is taught by an APICS-certified instructor.
Recommended Prereq: APC125; APC130; APC135; APC140.
(1.5 lec/0 lab) ***1.5 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. 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 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. Required for art majors.
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. Development of skill in representation and interpretation of subjects, including figure drawing, landscape, still life and imagination, is included. 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 potters' 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 a further development in acquiring techniques involved in making clay vessels on the potters' 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 140 Photography I

This course provides technical grounding in black and white 35mm 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 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.
Prereq: ART140.
(1 lec/5 lab) ***3 sem hrs***

ART 155 Sculpture I

A studio course introducing basic sculptural processes materials, and tools, and idea communication through these methods. Studio safety will be strongly emphasized. Processes will include additive/modeling/constructive subtractive/carving and replacement/casting. Time arts/4D 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 240 Photography II
This course provides in-depth instruction in black and white 35mm photography. It introduces graphic arts materials, color theory, 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 and Polaroids. Both the artistic and commercial use of lighting are explored.
Prereq: ART240.
(1 lec/5 lab) ***3 sem hrs***

ART 242 Intermediate Digital Photography
This course is a continuation of ART142 and focuses on the use of the more advanced photo-manipulation tools of Adobe Photoshop, including special effects and new applications. Students explore Web site development, video, advertising and illustration, fine art prints, mixed media artwork, and multimedia presentations.
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
Studio course continuing the exploration of sculptural processes materials, and tools, and idea communication through sculptural methods. Studio safety will be strongly emphasized. Developing 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 296 Special Topics for the Arts
This course offers special topics/issues in the arts. No topic/issue can be offered more than twice in three years. 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***

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
Seminar on a special topic or current issue in one or more of the biological or physical sciences. Repeatable to a maximum of 24 semester hours; 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/2 lab) ***2 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.
(.5 lec/1 lab) ***1 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

In this experience students observe, and participate in when possible, the activities in various types of auto body positions. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of auto body positions. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of auto body positions. Two hundred forty hours are required for three 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.
(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.
(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.
(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.
(1 lec/5 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 or consent of instructor.
(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.
(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 noncomputer and computer-controlled ignition systems. Oscilloscope operation and testing are stressed. Conventional, electronic and distributorless systems are also discussed.
Recommended Prereq: AUT113 or consent of instructor.
(2 lec/3 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.
(2 lec/3 lab) ***3 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.
(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 and AUT122; or consent of instructor.
(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 and AUT124; or consent of instructor.
(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 and AUT120; or consent of instructor.
(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: AUT233 or consent of instructor.
(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.
(2 lec/3 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: All 100-level course work or consent of instructor.
(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 four 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.
IAI: L1 904.
(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 four 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

A laboratory course meant to be taken concurrently with BIO110. This course examines ecological priniciples in relation to environmental problems. Biotic and abiotic components of ecosystems are examined, as are various types of air, water, soil and biotic pollutants. Procedures and techniques used in the study of environmental issues are introduced.
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.
(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 244 Survey of the Animal Kingdom

BIO244 is an evolutionary survey course of the protozoan and animal kingdoms. A comparative approach to how organisms have solved the problems of support, locomotion inspiration, digestion, excretion and reproduction is utilized. Representatives of the major phyla are dissected in the laboratory.
IAI: L1 902L.
(3 lec/3 lab) ***4 sem hrs***

BIO 250 Microbiology

This one-semester 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.
IAI: L1 903L.
(3 lec/3 lab) ***4 sem hrs***

BIO 254 Introduction to Genetics

This introduction to the principles of genetics emphasizes the significance of genetics to man in terms of inheritance, plant and animal breeding, disease, evolution and behavior.
IAI: L1 906.
(3 lec/0 lab) ***3 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. The focus of the course is on muscle control and movement. This 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 APICS (APC), 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 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 208 Advanced Business Statistics

Advanced topics in business statistics are covered, including analysis of variance, multiple regression and correlation, chi-square, time series, seasonal analysis and decision making under uncertainty.
Prereq: BUS207.
(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 or consent of instructor.
(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 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: One of the following: BUS100, ECN100, ECN110, ECN121, or ECN122.
(3 lec/0 lab) ***3 sem hrs***

BUS 296 Special Topics/Business

This course offers special topics in business. When offered, topics might include current events' impact (economic or technical) in business or an in-depth study on a special business topic. No topic can be offered more than twice in three years. 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

In this experience students observe, and participate in when possible, the activities in various types of business positions related to management, marketing, banking and finance. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of business positions related to management, marketing, banking and finance. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of business positions related to management, marketing, banking and finance. Two hundred forty hours are required for three 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. This course is not intended for majors in the physical sciences, students with previous chemistry or students with credit in CHM121.
Note: Students enrolling in CHM100 are not required to enroll in CHM101 (lab). However, those students needing a four semester-hour lab science for transfer purposes may wish to concurrently enroll in CHM100 and CHM101.
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 and CHM101; or instructor approval.
Recommended Coreq: CHM102.
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. Recommended for science and professional majors.
Recommended Prereq: High school chemistry or equivalent.
Prereq: MTH070 or placement determined by assessment score.
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 or consent of instructor.
IAI: CHM 913.
(3 lec/6 lab) ***5 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.
Recommended Prereq: CHM231.
IAI: CHM 914.
(3 lec/6 lab) ***5 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 and accurate pronunciation of words, and 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, breath control and the International Phonetic Alphabet as a way to better articulate thoughts both in written and spoken communication.
(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
The purpose of this course is to develop interpersonal communication skills for the workplace. Areas of emphasis include: verbal and nonverbal communication principles, persuasion, interviewing, communication with customers, group participation and conflict management.
(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
The theory and practice of advertising with special focus on its role in integrated marketing communication are explored. Topics include consumer behavior, market research, communication planning, creative strategies and types of media. Students prepare an original advertising campaign from market/product research through to client presentations.
IAI: MC 912.
(3 lec/0 lab) ***3 sem hrs***

COM 200 Advanced Speech Communication
Building on the skills students developed in Fundamentals of Speech Communication (COM 100), this course provides advanced skill development in the art of speechmaking. 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

Many courses in communication address a range of contexts and applications for speech. COM201 is different in that it targets the theory and practice of public speaking only 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

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 (for different software versions); 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 120 2-D CAD Detailing and Layout

This course is a continuation of CAD102. Students learn how to detail dimension and conventionally tolerance drawings. Utilizing both structural and mechanical drawing problems students learn how to properly annotate working drawings. Topics of study include: multi-sheet layouts, block attributes, externally referenced files, assemblies and sub-assemblies, weldments, fasteners and simple AutoCAD customizing. Repeatable to a maximum of 12 semester hours (for different software versions); 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 (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD100; CAD102 or concurrent enrollment.
(1 lec/4 lab) ***3 sem hrs***

CAD 150 Introduction to Pro/ENGINEER

This course covers the basic functions needed to use Pro/ENGINEER to create parts, assemblies and drawings. Emphasis is placed on the Pro/ENGINEER solid modeling design philosophy used in creating parts and assemblies. Additional lab time outside of class may be required to complete the exercises. Repeatable to a maximum of 12 semester hours (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD102 or EGR101 or concurrent enrollment; or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CAD 170 Commercial Architectural Drafting

Students develop a set of drawings for a small commercial building to meet a developer's specifications. The design process includes a review of the site for automobile access, building codes requirements including ADA specifications, and a set of drawings complete with site plan, floor plans, ceiling plans, elevations and detail wall sections. Heating and ventilating, plumbing electrical and sprinkler planning are covered. Repeatable to a maximum of 12 semester hours (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD140 or consent of instructor.
(1 lec/4 lab) ***3 sem hrs***

CAD 176 Structural Drafting

This course is designed to provide an in-depth study of structural drafting procedures from erection plans to details of items such as columns, beams, trusses, bracing and plate girders. Details for members requiring camber and sweep, left- and right-hand parts, and opposite-hand parts are drawn.
Recommended Prereq: CAD102.
(1 lec/4 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, including surface modeling, solid modeling and the introduction to parametric modeling. Students learn the concepts and techniques required to construct 3-D objects, including 3-D coordinates, 3-D viewing, 3-D Boolean construction, 3-D boundary represented construction, 3-D primitives, 3-D shapes, 3-D editing techniques and an introduction to 3-D parametric modeling. Rapid Prototyping will be incorporated to build 3-D models. Repeatable to a maximum of 12 semester hours (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD100 and CAD102; or EGR101; or consent of instructor.
Recommended Coreq: CAD120 or consent of instructor.
(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 220 Design Visualization

This course concentrates on 3-D design visualization. Topics for discussion include setting up 3-D scenes, viewing 3-D space, parametric primitives, importing 3-D CAD geometry, lights, cameras, defining materials properties, basic material design, materials editing, mapped materials and rendering/rendering effects of parts and/or assemblies. Students build and animate simple hierarchies and produce basic time, length and key frame animations. Students also build rapid prototyping of models.
Recommended Prereq: CAD200.
(1 lec/2 lab) ***2 sem hrs***

CAD 230 3-D Architectural Modeling Applications

This course enables students to create 3-D architectural models using both Architectural Desktop and Revit 3-D parametric modeling software. Drafting projects focus on modeling buildings and building components. Students model walls, doors, windows, furniture, fixtures, column and ceiling grids, stairs and roofs. From these models, elevations and sections are generated. Components are dimensioned and tagged, and data schedules are created. Repeatable to a maximum of 12 semester hours (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD140, CAD170, and CAD200; or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CAD 240 Parametric Part Modeling

This course focuses on 3-D solid parametric modeling in an engineering design evnironment. Hands-on learning in basic sketch profiles with constraint based 2-D shape control will be 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 will also be covered. Bi-directional control of 3-D model to 2-D part drawing will be studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign will be incorporated. Repeatable to a maximum of 12 semester hours (for different software versions); 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 is designed to introduce the use of local and global parameters in the area of 3-D parametric solid modeling. Students will learn to control parts with design variables, 3-D constraints, variable dimensions, table driven parts, mathematical operators and adaptive technology. Assembly constraints will be placed on components that are linked to one another. The overall engineering design process through the revision process will be addressed. The effective use of global parameters in managed assemblies, control of the assembly, interference checking, design elements and documentation of the assembly will be included. Rapid prototyping design creation and engineering analysis of models will be included. Repeatable to a maximum of 12 semester hours (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD240.
(2 lec/2 lab) ***3 sem hrs***

CAD 250 Pro/ENGINEER II

This course builds upon the basics learned in Introduction to Pro/ENGINEER and teaches the skills required in part modeling, assembly modeling and management, drawing basics surfacing and troubleshooting. This is a hands-on project-based course. It is expected that all mechanical designers require these skills in order to adequately perform their jobs with Pro/ENGINEER. Additional lab time outside of class may be required to complete the exercises. Repeatable to a maximum of 12 semester hours (for different software versions); 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CAD150.
(2 lec/2 lab) ***3 sem hrs***

CAD 270 Product Design and Development

This course studies how a product is designed from conception to final prototype modeling. Students utilize all of the documentation procedures learned in the preceding drafting courses and learn the basic industrial operations and management concepts involved in the design and manufacturing of commercial products and structures. Students work individually and in teams to solve design problems relevant to their training and interests.
Recommended Prereq: CAD220, CAD230, and CAD240; or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CAD 297 CAD Internship

In this experience students observe, and participate in when possible, the activities in various types of CAD technology positions. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of CAD technology positions. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of CAD technology positions. Two hundred forty hours are required for three 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), Microcomputer Systems (MCS) and World Wide Web/Internet (WEB).

CIS 110 Business Information Systems

This course is an introduction to computer information systems, information processing, computer-generated reports for decision making and careers in business and information systems. Typical microcomputer productivity tools include word processing, spreadsheets, database management, graphics, data communications and Internet browsers. Operating systems are used to interface with these productivity tools.
IAI: BUS 902.
(3 lec/0 lab) ***3 sem hrs***

CIS 115 Introduction to Programming

This course is a disciplined 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 and data abstraction; selection, sequence and repetition structures; arrays; data validation and file-based input/output operations creating both screen output and printed reports. Emphasis is placed on structured program design and style.
Recommended Prereq: MTH070 or consent of instructor.
Recommended Coreq: CIS116.
(3 lec/0 lab) ***3 sem hrs***

CIS 116 Structured Program Design

This course provides an introduction to the concepts of structured programming and the use of structured program design techniques to develop solutions to common business programming problems. Different design methods are demonstrated and used to solve problems. The emphasis is on practical business applications.
Recommended Coreq: CIS115.
(3 lec/0 lab) ***3 sem hr***

CIS 117 Discrete Structures

This course is an introduction to finite processes and techniques in algorithm design aiding in the task of logical analysis and problem solving. Concepts include sets, logic, arrays, subscripts, counting methods, graph theory and trees, recursion, Boolean algebra and number systems. Students write computer programs to demonstrate discrete structure concepts.
Prereq: MTH070 or placement determined by assessment; CIS115 or consent of instructor.
IAI: CS 915.
(3 lec/0 lab) ***3 sem hrs***

CIS 120 Visual BASIC Programming

A disciplined approach to event-driven programming in a Graphical User Interface (GUI) environment. Emphasis is on 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 or consent of instructor; MCS120 recommended.
(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 or consent of instructor; MCS120.
IAI: CS 911.
(2 lec/2 lab) ***3 sem hrs***

CIS 150 Introduction to Java

An introduction to the concepts of object-oriented programming with an emphasis on programming using Java.
Recommended Prereq: CIS115 or consent of instructor; WEB110 or HTML knowledge or consent of instructor.
IAI: CS 911.
(2 lec/2 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 171 Novell Network Administration

This introduction to networking concepts is complemented with lab exercises. Emphasis is on Novell NetWare running in an Ethernet environment with an introduction to other network implementations. LAN software installation, maintenance and management methods provide the basis for lab applications. Repeatable to a maximum of 6 semester hours for version updates; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS170 and MCS120; or concurrent enrollment.
(2 lec/2 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 for different software versions; 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.
(1.5 lec/1 lab) ***2 sem hrs***

CIS 175 Windows Professional Administration

This is a hands-on introduction and examination of the architecture and features of Microsoft Windows Professional. Repeatable to a maximum of 6 semester hours for version updates; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: MCS120 or MCS121 and one of the following: completion of or concurrent enrollment in CIS170 or CIS176 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CIS 176 Windows Server Administration

This is 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: MCS120 and one of the following: completion of or concurrent enrollment in CIS170 or consent of instructor.
(2 lec/2 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++.
Recommended Prereq: Consent of instructor.
(2 lec/2 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; 3 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; 3 semester hours may apply to a degree or certificate.
(2 lec/2 lab) *3 sem hrs*

CIS 190 PC Hardware Essentials

This course is designed as an overview of the essentials in the servicing and maintenance of personal computer and portable devices. It provides an introduction to operating systems, printers and scanners, networks and security in regard to identification, installation and upgrading. This course aligns with the objectives of the CompTIA A+ Essentials examination.
(3 lec/0 lab) ***3 sem hrs***

CIS 191 PC Repair Essentials

This course provides an introduction to the methodology and procedures used to identify PC problems and the proper techniques and tools to use to resolve these problems. The course aligns with the objectives of the CompTIA A+ Essentials exam. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: CIS190 or concurrent enrollment.
(1 lec/0 lab) ***1 sem hrs***

CIS 195 Network Technology I

This is the first course in a four course sequence designed to teach students the skills needed to design, build and maintain small- to medium-size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Recommended Prereq: CIS190 or consent of instructor.
(1 lec/4 lab) ***3 sem hrs***

CIS 196 Network Technology II

This is the second course in a four course sequence designed to teach students the skills needed to design, build and maintain small- to medium-size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Recommended Prereq: CIS195 consent of instructor.
(1 lec/4 lab) ***3 sem hrs***

CIS 197 Network Technology III

This is the third course in a four course sequence designed to teach students the skills needed to design, build and maintain small- to medium-size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Recommended Prereq: CIS196 or consent of instructor.
(1 lec/4 lab) ***3 sem hrs***

CIS 198 Network Technology IV

This is the fourth course in a four course sequence designed to teach students the skills needed to design, build and maintain small- to medium-size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer networking field.
Recommended Prereq: CIS197 or consent of instructor.
(1 lec/4 lab) ***3 sem hrs***

CIS 201 Applied Computer Operating Systems

This course provides an overview of the nature and function of computer operating systems including process management memory and storage management including virtual storage single- and multi-user systems, distributed systems multitasking, protection and security.
Recommended Prereq: CIS110 or consent of division dean.
(3 lec/0 lab) ***3 sem hrs***

CIS 202 Data Management Concepts and Practices

Introduction to the basic database models and capabilities of standard DBMS packages. Various database models are examined and students are guided through database design, modeling and implementation. Material includes single and multi-user databases and the examination of access standards for database application processing. 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 Visual BASIC Programming

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: CIS120 and MCS150 (Microsoft Access) or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CIS 230 Advanced Topics in C++ Programming

An advanced course in C++ programming that includes in-depth programming techniques. Topics include C++ I/O classes and objects, data structures, inheritance, function and operator overloading, templates, memory allocation virtual functions, polymorphism and references.
Recommended Prereq: CIS130 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CIS 245 Assembly Language Programming

This course is an introduction to the basic concepts of the operation and control of digital computers and assembly language programming using IBM mainframe assembly language.
Recommended Prereq: CIS115 or consent of instructor; CIS116.
(2 lec/2 lab) ***3 sem hrs***

CIS 250 Advanced Java

This course expands on the topics learned in the introductory course and focuses on Java as an applications development tool for stand-alone applications with swing components and utility classes. Web applications using JSP and servlet technology and database access with JDBC are also discussed.
Recommended Prereq: CIS150.
(2 lec/2 lab) ***3 sem hrs***

CIS 275 E-Business Technologies

This course provides the foundation for a basic understanding of the technologies used in conducting electronic business. The topics covered and skills gained would be helpful in assisting a small business owner or manager in establishing a Web presence and utilizing emerging technologies to make internal processes more efficient.
(2 lec/2 lab) ***3 sem hrs***

CIS 280 Linux/UNIX System Adminstration

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.
(2 lec/2 lab) ***3 sem hrs***

CIS 296 Special Topics/Information Systems

The course offers special topics in information systems. When offered, topics might include the impact of technology in information systems or an in-depth study on a special information systems topic. No topic can be offered more than twice in three years. 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

In this experience students observe, and participate in when possible, the activities in various types of business positions related to information systems. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of business positions related to information systems. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of business positions related to information systems. Two hundred forty hours are required for three 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 Technology (CMT)

CMT 100 Introduction to the Construction Industry

This course familiarizes the student with basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting and production work.
(2 lec/0 lab) ***2 sem hrs***

CMT 110 Intermediate Construction

This course explores techniques of conveying information from the architect/engineer to the contractor by way of a legal document and how that information is conveyed during the implementation process. Estimating and project scheduling are addressed.
Recommended Prereq: CMT100 or consent of instructor.
(2 lec/0 lab) ***2 sem hrs***

CMT 120 Interior Design

This course explores the elements and principles of 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.
(2 lec/2 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.
(3 lec/0 lab) ***3 sem hrs***

CMT 220 Construction Management

Course covers interrelationships and operations of a construction firm with a simulation of the management process by student teams demonstrating management skills required to succeed in business today. Finance accounting, marketing and sales will be examined.
Recommended Prereq: CMT110 or instructor consent.
(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 large construction projects. Tools such as Gantt Charts, PERT and CP/M are introduced and students apply computer techniques to plan and schedule a project. Basic total quality management, team building and change management techniques are also presented.
Recommended Prereq: CMT110; CMT220 or concurrent enrollment; or consent of instructor.
(2 lec/2 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: MTH 112 or MTH 113 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CMT 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 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

CMT 297 Construction Industry Internship

In this experience students observe, and participate in when possible, the activities in various types of construction industry positions. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of construction industry positions. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of construction industry positions. Two hundred forty hours are required for three 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 course offers a survey and analysis of the criminal justice system, including a historical and philosophical overview of its development. The criminal justice system's primary components (police, courts and corrections) and the relationship among these components in the administration of criminal justice in America are emphasized.
IAI: CRJ 901.
(3 lec/0 lab) ***3 sem hrs***

CRJ 101 Introduction to Corrections

This course provides an overview and analysis of the American correctional system. The history, evolution and philosophy of punishment and treatment; the operation and administration of corrections in institutional and non-institutional settings; and issues in correctional law are covered.
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 course reviews the juvenile justice system. Criminal and non-criminal behaviors, juvenile arrests, investigation, interview techniques, the purposes of juvenile court hearings, and the use of probation, parole and incarceration as means of treatment/punishment are studied.
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 207 Juvenile Delinquency

This course studies the history and philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary and corrections are examined within the context of cultural influences. Theoretical perspectives of causation and control are explored.
IAI: CRJ 914.
(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.
(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.
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 Issues in 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 296 Special Topics/Criminal Justice

Offering topics and issues of current/special interest in Criminal Justice, this course is 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***

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 105 Observation and Guidance of Young Children

This course offers a study of early childhood education guidance practices. Emphasis is placed on the identification and application of positive guidance methods and techniques in developing young children's potential. Recording and objectively interpreting children's behavior through observation is also covered.
(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 110 Infant and Toddler Care

This course focuses on prenatal development, the birth process, infancy and toddlers, with an emphasis on forming relationships with infants and toddlers, developing caregiving strategies, and reviewing current issues and trends. The social, emotional, intellectual and physical development of infants and toddlers is examined, and the role of adults in enhancing infant and toddler development is explored.
(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 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 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: ECE235.
(3 lec/0 lab) ***3 sem hrs***

ECE 211 HeadsUp! Reading

Taught by a diverse faculty of leaders in early childhood research and practice via a live, interactive, satellite broadcast, the HeadsUp! Reading course introduces students to the research-based principles and developmentally appropriate practices for providing children from birth through age five with a strong foundation in early reading and writing. The following themes are emphasized throughout the course: family involvement, linguistic and cultural diversity, serving children with special needs, and motivating children to become readers and writers. Repeatable to a maximum of 2 semester hours.
(1 lec/0 lab) ***1 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: ECE235.
(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: ECE235.
(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 235 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 250 Early Childhood Education Practicum

This practicum provides students with the opportunity to apply the theories, principles and developmentally appropriate practices of early childhood education in a supervised, 240-hour fieldwork experience. Emphasis is placed upon 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.
(0 lec/15 lab) ***3 sem hrs***

ECE 299 Early Childhood Education Administration Internship

This internship provides students with the opportunity to apply leadership skills in a supervised, fieldwork experience. Emphasis is 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 four 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 120 Introduction to Meteorology

This course is designed to provide an introduction to meteorology. The student gains an understanding of temperature, water vapor, cloud and precipitation formation, mid-latitude cyclones, weather forecasting severe weather, and hurricanes. A laboratory component examines the above topics and process in more detail through the scientific method of observation, hypothesis formation and experimentation.
Prereq: C or better in MTH070 and MTH075 or placement determined by assessment.
(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 220 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 will also be emphasized.
IAI: P1 905.
(3 lec/0 lab) ***3 sem hrs***

ESC 296 Special Topics/Earth Science

This course offers special topics in Earth Science. When offered, topics might include specific studies in geology, geography, oceanography, meteorology or any of their sub-disciplines. Repeatable to a maximum of 24 semester hours; 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: 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 215 Introduction to the Foundations of Reading

This course provides an introduction to theory and practice in teaching reading and related language arts areas. Students learn the basic components of reading instruction and the importance of literacy learning, including an introduction to Illinois Learning Standards in the areas of reading and language arts.
Recommended Prereq: ECE115 and EDU200.
(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. Students pursuing the Associate of Arts in Teaching degree are required to enroll concurrently in EDU202 Clinical Experience in Education.
Recommended Prereq: ECE115.
Recommended Coreq: EDU202.
(3 lec/0 lab) ***3 sem hrs***

EDU 225 Diversity of Schools and Society

This course uses social and global perspectives to explore the diversity of schools and society. Students learn how such social aspects as social and global contexts shape education.
(3 lec/0 lab) ***3 sem hrs***

EDU 295 Topics/Issues for Paraprofessional Educators

Offering topics and issues of current/special interest in paraprofessional education, this course is 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

Offering topics and issues of current/special interest in education, this course is 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 111 Circuit Analysis I (DC)

This course serves as a foundation for all analog circuit analysis. The fundamental quantities of electric circuits are defined and basic units of measurement are emphasized in the laboratory. Ohm's Law, Kirchoff's Law and the basic series and parallel circuit configurations are analyzed. The fundamental theorems of circuit analysis are covered along with the development of node and loop equations.
Recommended Prereq: ELT101 or concurrent enrollment; or consent of instructor.
(3 lec/2 lab) ***4 sem hrs***

ELT 112 Circuit Analysis II (AC)

This course introduces the analysis of AC circuits using principles, theorems and equations developed in Circuit Analysis I (DC). The fundamental circuit components of resistance, inductance and capacitance are studied with respect to changes in frequency. The course builds on a strong foundation of complex numbers and trigonometry applied to the analysis of AC circuits by developing the concepts of resonance, power and filter response. Frequency response characteristics of circuits are stressed throughout.
Recommended Prereq: ELT111 or consent of instructor.
(3 lec/2 lab) ***4 sem hrs***

ELT 121 Linear Devices I

This course introduces semiconductor electronic devices. The DC theory of operation is emphasized throughout. The characteristic curves and DC biasing are developed. Simple troubleshooting techniques are defined.
Recommended Prereq: ELT101 or consent of instructor.
(3 lec/2 lab) ***4 sem hrs***

ELT 131 Digital Electronics I

This first course in digital electronics introduces the foundation elements of the subject and prepares the student for advanced-level courses in digital electronics, telecommunications and microprocessors.
Recommended Prereq: ELT101 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

ELT 161 Introductory Telecommunications

This overview of the basic concepts and applications of telecommunications covers both wireless and wired communications. Subjects include AM and FM transmission and reception, multiplexing techniques, transmission lines, electromagnetic wave propagation, digital communications, fiber optics and satellite communications.
(3 lec/0 lab) ***3 sem hrs***

ELT 180 Introduction to Audio Recording Engineering

This course introduces basic audio recording principles, with an emphasis on digital and other modern audio engineering techniques. Topics include special effects, signal processing and Musical Instrument Digital Interface (MIDI), as well as an in-depth study of the different types of microphones.
(3 lec/0 lab) ***3 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 221 Linear Devices II

This course introduces the AC equivalent of semiconductor diode and amplifier circuits. Power amplifiers are analyzed and the FET is introduced. Several common amplifier configurations are analyzed.
Recommended Prereq: ELT121.
(3 lec/2 lab) ***4 sem hrs***

ELT 229 Digital Electronics II

This course covers more advanced topics of digital electronic technology and introduces complex digital circuitry like counters, shift registers and memory devices. It also studies the way digital circuitry is put together to form microprocessors and computers.
Recommended Prereq: ELT131 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

ELT 231 Microprocessor Theory

This course introduces the microprocessor using the 8 bit machine. Basic computer arithmetic is covered along with memory and bus structure. Addressing structures are covered along with simple program writing. Hardware configurations and its relation to input/output, interrupts and DMA are introduced.
Recommended Prereq: ELT131 or consent of instructor.
(3 lec/2 lab) ***4 sem hrs***

ELT 232 Advanced Microprocessor Theory

This course deals with the interfacing of the INTEL and Motorola microprocessors to the outside world. It explains the interaction with computer peripherals, like keyboards, memory chips and CRT, and with temperature, pressure and position sensors. It also deals with the output of command signals from the microprocessor to motors, relays and solenoid valves in control system applications.
Recommended Prereq: ELT231 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

ELT 261 Intermediate Telecommunications

This course is a discussion of the most modern techniques in telecommunications. After a quick review of AM and FM transmission and reception, the course describes the effects of noise in telecommunications, then moves on to the different multiplexing techniques, especially for digital data transmission. The different protocols in digital communications are particularly stressed, because of their critical importance. Modems, teminals, LANS and cellular telephony are covered as applications of digital communications.
Recommended Prereq: ELT161.
(3 lec/0 lab) ***3 sem hrs***

ELT 296 Special Topics/Electronics

This special topics course in electronics is designed to develop specific course goals and objectives based on emerging trends in the electronics industry. Repeatable to a maximum of 12 semester hours; 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 24 semester hours; only 6 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.
(5 lec/2 lab) ***6 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.
(1 lec/1 lab) ***1.5 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

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 and PHY221.
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

Seminar on a special topic or current issue in engineering. No topic/issue can be offered more than twice within three years. Repeatable to a maximum of 24 semester hours; 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 Intensive English Basic (IEB), Intensive English Institute (IEI) and Reading (RDG).

NOTE: Placement in English courses is determined by scores on required assessment tests or ACT scores.

ENG 050 Basic Composition I

This 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. Repeatable to a maximum of 12 semester hours.
(3 lec/0 lab) ***3 sem hrs***

ENG 051 Basic Composition I-ESL

This is the first in a two-course 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. Particular emphasis is placed on vocabulary development and basic grammar skills for advanced English as a Second Language students. Repeatable to a maximum of 12 semester hours.
(3 lec/0 lab) ***3 sem hrs***

ENG 070 Basic Composition II

This 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. Repeatable to a maximum of 12 semester hours.
Prereq: C or better in ENG050 or placement determined by assessment score.
(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 determined by assessment score.
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 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. Students will 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 or equivalent course.
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.
Prereq: C or better in ENG070 or placement determined by assessment score.
(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 guided practice in writing poetry, with emphasis on the structure, elements and skills common to creative expression in poetry. 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 211 American Literature to 1865

This course explores multifarious 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 is a study of 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, sexuality, nation, region, dis/ability, 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 study of British masterpieces includes selections from Shakespeare, Milton, Swift, Romantic poetry and modern British fiction. Understanding and enjoyment of British literature, 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.
(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.
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, 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 litertures 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 296 Special Topics in Literature

This course offers special topics/issues 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***

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

Centering upon the feature film, this course stresses the elements, properties and capabilities of the medium; examines theories of the film, film aesthetics, cinematography, direction, editing, acting, and film genres; and explores both the social impact of film and the influence of contemporary society on movies.
IAI: F2 908.
(3 lec/0 lab) ***3 sem hrs***

FLM 260 History of Film

An international survey of the historical development of film, this course emphasizes the study of 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

A study of formal, thematic, and/or historical relationships between literary and cinematic forms, this course includes 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 100 Principles of Bank Operations

A broad overview of banking functions and operational procedure. Topics include: banking history; banking policies and practices; monetary policy; fiscal policy; Federal Reserve; deposit, payment and credit functions; negotiable instruments; and retail and commercial banking trends.
(2 lec/0 lab) ***2 sem hrs***

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 or ACC110.
(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 100 Fire Science I

This course covers principles of fire department organization, fire behavior, safety, self-contained breathing apparatus, portable fire extinguishers, ladders, fire hoses and appliances, emergency medical care, building construction, forcible entry, ventilation and water supply. This course provides partial training toward State Fire Fighter Level II Certification by the Office of the State Fire Marshal.
(4 lec/0 lab) ***4 sem hrs***

FSC 110 Fire Science II

This course is a study of techniques used in firefighting. Topics discussed include nozzles and fire streams, rescue, fire control, ropes and knots, loss control, fire detection, alarm and suppression systems, fire prevention, public education, protecting evidence for fire cause and determination, communications, firefighter survival, terrorism and hazardous materials awareness. This course provides partial training toward State Firefighter Level II Certification. Course completers qualify for the State Fire Marshal Certification test for hazardous material awareness. Students need not have completed Fire Science I to enroll in Fire Science II.
(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 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 course is an introduction to the basic principles and methods associated with fire ground tactics and strategy as required of the company officer. It emphasizes size-up, fire ground operations, pre-fire planning and basic engine and truck company operations.
Recommended Prereq: FSC100.
(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 200 Fire Science III

This study of advanced techniques used in firefighting includes discussion on fire behavior, water supply, forcible entry, self-contained breathing apparatus, ladders, overhaul, safety and fire ground command. This course provides training toward Firefighter Level III Certification by the Office of the State Fire Marshal.
Recommended Prereq: FSC100 and FSC110; or Firefighter II Certification.
(4 lec/0 lab) ***4 sem hrs***

FSC 210 Fire Science IV

This course is a study of advanced principles including communications systems, ventilation, ropes and knots, nozzles and fire streams, sprinkler systems, building construction and salvage. This course provides training toward Firefighter III Certification by the Office of the State Fire Marshal. Students need not have completed Fire Science III to enroll in Fire Science IV.
Recommended Prereq: FSC100 and FSC110; or Firefighter II Certification.
(4 lec/0 lab) ***4 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 a continuation of FRE201. Reviewing essentials of French grammar and reading in French on French and Francophonic civilization and literature are emphasized.
Recommended Prereq: FRE201 or three years of high school French or its equivalent.
IAI: H1 900.
(3 lec/0 lab) ***3 sem hrs***

Geography (GEO)

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. The course 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.
Recommended Prereq: GEO220 or concurrent enrollment or consent of instructor.
(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 or concurrent enrollment or consent of instructor.
(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 emergency operations topics 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: GEO130 or concurrent enrollment or consent of instructor.
(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: GEO 132 or consent of instructor.
(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: GEO131 or consent of instructor.
(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 and GEO 132; or consent of instructor.
(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. The course 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. The course is intended to acquaint the student with a general understanding of the economic interdependence among people, regions and countries.
Recommended Prereq: GEO220 or consent of instructor.
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. The course 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.
Recommended Prereq: GEO220 or consent of instructor.
IAI: S4 900N.
(3 lec/0 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 four 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 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***

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. Software includes QuarkXPress and other electronic page layout 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 presents an exploration of typography from prehistory to present. Topics include typographic history, type families, type as design, rules of typographic usage, printing technology, computers and typography, and an introduction to designing your own typeface. Software includes: Adobe Illustrator, QuarkXpress, InDesign, and Font editing and Font managing applications.
Recommended Prereq: GRD135, GRD160.
(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. Use of QuarkXpress, Adobe Illustrator and Adobe Photoshop in the creation of a variety of design projects is involved. Software includes: QuarkXpress, Adobe Illustrator, Adobe Photoshop, or other software on the Macintosh platform.
Recommended Prereq: GRD135; GRD160; GRD170.
(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. Software includes: QuarkXPress, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
Recommended Prereq: GRD173.
(1 lec/5 lab) ***3 sem hrs***

GRD 265 Graphic Design for the World Wide Web
This is an introductory course in Web page design. Topics include: exploring navigation browsers and search software, storyboarding, site content and organization, scanning and importing imagery, understanding file formats, publishing procedures, Web animation, and solving typographic issues. Adobe Dreamweaver and image manipulation software are used.
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. Primary software used: Adobe Photoshop and Adobe Illustrator.
Recommended 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. Students use Macintosh platform, digital camera, Adobe Photoshop, and scanning software.
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 by using Adobe Flash, Apple Final Cut Pro, and other sound and graphic design programs.
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. Students use a variety of 3-D animation programs.
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, Web site 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 MCS courses in the graphic design curriculum. GRD265, GRD275 and GRD285 may be taken concurrently.
(.5 lec/1 lab) ***1 sem hrs***

GRD 299 Graphic Design Internship
In this experience students observe, and participate in when possible, the activities in various types of positions related to graphic design, desktop publishing, pre-press or Web design. Two hundred forty hours are required for three credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the graphic design internship course may apply to the graphic design degree.
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
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.
(3 lec/0 lab) ***3 sem hrs***

HCI 106 Introduction to Health Care Interpreting

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.
(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.
Recommended Coreq: HCI106.
Prereq: Program admission; native or near-native fluency in Spanish and English; English/Spanish assessment.
(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.
Recommended Coreq: HCI102.
Prereq: Program admission.
(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.
Recommended Coreq: HCI105.
Prereq: Program admission.
(2 lec/0 lab) ***2 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 amongst 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 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 three hours each week in a group seminar and spend 80 hours experiencing on-the-job training at a health care interpreting agency. The history, fields, work sources, free-lancing, organizations and challenges related to the field are discussed.
Prereq: Program admission; successful completion of all other HCI courses.
(3 lec/5 lab) ***4 sem hrs***

Health Education (HED)

HED 100 Personal Wellness

This course is designed to deal with today's common health problems. 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***

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; CMT250.
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 240 Introduction to Steam Systems

This course is designed to introduce the student to low pressure steam systems. The course covers the basics of boilers, combustion, water treatment, boiler operations, piping and valves, and boiler safety. It is designed to lay the framework for the student to become a licensed stationary engineer.
(3 lec/0 lab) ***3 sem hrs***

HVA 297 Heating, Ventilation and Air Conditioning Internship

In this experience students observe, and participate in when possible, the activities in various types of heating, ventilation and air conditioning positions. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of heating, ventilation and air conditioning positions. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of heating, ventilation and air conditioning positions. Two hundred forty hours are required for three 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 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

Offering topics and issues of current/special interest, this course is 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***

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.
(3 lec/0 lab) ***3 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 topics and issues of current/special interest in public/social services. 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 discussion of 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 special topics/issues in humanities. 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 201 Independent Study

Supervised readings or independent investigative projects in an area of special interest. Final project is required. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.
Prereq: Consent of division dean.
(0 lec/0 to 6 lab) ***1 to 2 sem hrs***

Industrial Technology (IDT)

IDT 110 Introduction to Industrial Technology

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 (for software version updates); 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 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 (for different software versions); 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 (for different software versions); 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 (for different software versions); 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.
IAI: IND 912 (under IAI review).
(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.
IAI: IND 914 (under IAI review).
(3 lec/0 lab) ***3 sem hrs***

IDT 296 Special Topics for Industry

Different topics are covered each time the class is scheduled. Examples of topics would be: vibration analysis; pump design, troubleshooting and maintenance; failure analysis; industrial lighting systems; and supervision and leadership in the maintenance field. No problem/topic can be offered more than twice in three years. Repeatable to a maximum of 12 semester hours for different 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

In this experience students observe, and participate in when possible, the activities in various types of industrial technology positions. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of industrial technology positions. One hundred sixty hours are required for two 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

In this experience students observe, and participate in when possible, the activities in various types of industrial technology positions. Two hundred forty hours are required for three 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), Microcomputer Systems (MCS) and World Wide Web/Internet (WEB).

Intensive English-Basic (IEB)

NOTE: Placement in intensive English courses is determined by scores on required assessment tests.

IEB 055 Reading/Vocabulary

This course is designed for the non-native pre-beginning level student to develop basic reading and vocabulary skills needed for academic coursework and everyday purposes. Students become independent readers through activities which promote comprehension, vocabulary usage and thoughtful discussion. Reading passages and audio/video programs engage students in different cultural viewpoints, issues for analysis and exposure to authentic language for appropriate expression of opinions in speech and writing. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEB056; IEB057; IEB058; IEB059.
(4 lec/0 lab) ***4 sem hrs***

IEB 056 Listening/Speaking

This course is designed for the non-native pre-beginning level student to develop basic listening and speaking skills needed for academic coursework and effective communication in everyday situations. Students participate in task-based listening activities which build comprehension note-taking skills and test-taking strategies. Speaking exercises provide students with authentic speaking opportunities to build fluency, engage in thoughtful discussions and express opinions competently. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEB055; IEB057; IEB058; IEB059.
(4 lec/0 lab) ***4 sem hrs***

IEB 057 Grammar

This course is designed for the non-native pre-beginning level student to develop a knowledge and use of English sentence structure and grammar usage for academic coursework and effective communication in everyday situations. Students compose sentences and progress to short paragraphs on related topics using appropriate form and expression. Pair and group work engage students in oral and written activities using the target structures as they express opinions and negotiate solutions. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEB055; IEB056; IEB058; IEB059.
(4 lec/0 lab) ***4 sem hrs***

IEB 058 Writing

This course is designed for the non-native pre-beginning level student to develop basic writing skills needed for academic coursework and everyday purposes. The writing process is incorporated as they begin with simple sentences and transition to paragraph writing. Relevant grammar structures are introduced as writing tools while students explore topics, thoughtfully compose and self-edit. Video news broadcasts offer exposure to authentic language and follow-up activities reinforce writing skills. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEB055; IEB056; IEB057; IEB059.
(4 lec/0 lab) ***4 sem hrs***

IEB 059 Pronunciation

This course is designed for the non-native pre-beginning level student to produce the sounds, stress and intonation patterns of North American English in preparation for academic coursework and everyday use. Students recognize and practice vowels and consonants in accordance with phonetic symbols through interactive speaking activities and self-editing of voice recordings. Listening exercises model correct pronunciation for students to practice with words in isolation and in connected speech to build fluency. Repeatable to a maximum of 8 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEB055; IEB056; IEB057; IEB058.
(2 lec/0 lab) ***2 sem hrs***

Intensive English Institute (IEI)

NOTE: Placement in intensive English courses is determined by scores on required assessment tests.

IEI 060 Reading/Vocabulary I

This course is designed for the high beginning IEI student to develop basic reading skills and increase vocabulary usage needed for effective communication in a professional, academic, or everyday setting. Selected readings engage students in oral and written activities which promote comprehension and critical thinking skills. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEI061; IEI062; IEI063; IEI064.
(4 lec/0 lab) ***4 sem hrs***

IEI 061 Listening/Speaking I

This course is designed for the non-native high beginning student to develop speaking and listening 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. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEI060; IEI062; IEI063; IEI064.
(4 lec/0 lab) ***4 sem hrs***

IEI 062 Grammar I

This course is designed for the high beginning IEI student to develop the basic skills of grammar needed for effective communication in an academic, professional, or everyday setting. Students study the form, meaning, and usage of English structures and demonstrate competency in oral and written form. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEI060; IEI061; IEI063; IEI064.
(4 lec/0 lab) ***4 sem hrs***

IEI 063 Writing I

This course is designed for the high beginning IEI student to develop the basic skills of writing needed for academic, professional, and everyday purposes. Students incorporate the writing process to compose simple descriptive and narrative paragraphs on familiar topics. Oral and written exercises help students construct organized and cohesive paragraphs for effective communication of opinions and ideas. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEI060; IEI061; IEI062; IEI064.
(4 lec/0 lab) ***4 sem hrs***

IEI 064 Pronunciation I

This course is designed for the high beginning IEI student who needs to pronounce the English language using correct sounds, stress, and intonation patterns. 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 connect these skills to other coursework. Repeatable to a maximum of 8 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; placement determined by assessment.
Coreq: IEI060; IEI061; IEI062; IEI063.
(2 lec/0 lab) ***2 sem hrs***

IEI 065 Reading/Vocabulary II

This course is designed for the intermediate level IEI student to develop reading and vocabulary usage skills needed for effective communication in an academic or professional setting. Selected classic and contemporary short stories engage students in oral and written activities while they explore the history of American culture. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI060, IEI061, IEI062, IEI063, and IEI064, or placement determined by assessment.
Coreq: IEI066; IEI067; IEI068; IEI069.
(4 lec/0 lab) ***4 sem hrs***

IEI 066 Listening/Speaking II

This course is designed for the non-native intermediate student 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. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI060, IEI061, IEI062, IEI063, and IEI064, or placement determined by assessment.
Coreq: IEI065; IEI067; IEI068; IEI069.
(4 lec/0 lab) ***4 sem hrs***

IEI 067 Grammar II

This course is designed for the intermediate IEI student to develop writing skills needed for effective communication in an academic or professional setting. Students build grammatical resources and use complex structures in speech and writing. Idiomatic and special expressions specific to American culture are utilized through individual, pair and group activities. Repeatable to a maximum of 16 semester hours.
Prereq: Program admission; IEI060, IEI061, IEI062, IEI063, and IEI064, or placement determined by assessment.
Coreq: IEI065; IEI066; IEI068; IEI069.
(4 lec/0 lab) ***4 sem hrs***

IEI 068 Writing II

This course is designed for the intermediate IEI student to develop writing skills needed for effective communication in an academic or professional setting. Students transition from paragraph to composition development. Descriptive, narrative, and process analysis essays are developed based on topics from selected readings, discussions, and personal experience. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI060, IEI061, IEI062, IEI063, and IEI064, or placement determined by assessment.
Coreq: IEI065; IEI066; IEI067; IEI069.
(4 lec/0 lab) ***4 sem hrs***

IEI 069 Pronunciation II

This course provides the intermediate IEI student 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. Repeatable to a maximum of 8 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI060, IEI061, IEI062, IEI063, and IEI064, or placement determined by assessment.
Coreq: IEI065; IEI066; IEI067; IEI068.
(2 lec/0 lab) ***2 sem hrs***

IEI 070 Reading/Vocabulary III

This course is designed for the advanced level IEI student to expand the skills of reading and vocabulary usage needed for effective communication in a professional or academic setting. Students analyze classic and contemporary works, participate in oral and written activities, and broaden their knowledge of the American culture. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI065, IEI066, IEI067, IEI068, and IEI069, or placement determined by assessment.
Coreq: IEI071; IEI072; IEI073; IEI074.
(4 lec/0 lab) ***4 sem hrs***

IEI 071 Listening/Speaking III

This course is designed for the non-native advanced student to develop native competency in listening and speaking skills for academic, professional or everyday purposes. Students engage in focused listening and speaking activities while learning cultural content about the United States. Oral and listening tasks promote fluency in both formal and informal English. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI065, IEI066, IEI067, IEI068, and IEI069, or placement determined by assessment.
Coreq: IEI070; IEI072; IEI073; IEI074.
(4 lec/0 lab) ***4 sem hrs***

IEI 072 Grammar III

This course is designed for the advanced IEI student to expand and develop more complex grammar resources for effective communication in an academic or professional setting. Students learn and use advanced English language structures appropriately in oral and written form. Idiomatic and special language expressions specific to American culture are practiced through pair, group, and class discussions and activities. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI065, IEI066, IEI067, IEI068, and IEI069, or placement determined by assessment.
Coreq: IEI070; IEI071; IEI073; IEI074.
(4 lec/0 lab) ***4 sem hrs***

IEI 073 Writing III

This course is designed for the advanced level IEI student to develop the writing skills needed for effective communication in an academic or professional setting. Students transition from paragraph to essay development and write narrative, comparison, cause and effect, and persuasive compositions. All writings are based on readings, discussions, research, and personal experience. Repeatable to a maximum of 16 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI065, IEI066, IEI067, IEI068, and IEI069, or placement determined by assessment.
Coreq: IEI070; IEI071; IEI072; IEI074.
(4 lec/0 lab) ***4 sem hrs***

IEI 074 Pronunciation III

This course is designed for the advanced IEI student to address the important aspects of English pronunciation which commonly cause difficulties in speech/communication. Individual, pair, and group activities help students to discriminate between sounds, practice correct sounds, and correct target sounds based on Standard American English guidelines. Student compare their pronunciation of words and phrases to that of native speakers in the same contexts. Repeatable to a maximum of 8 semester hours.
Note: Intended for non-native adults.
Prereq: Program admission; IEI065, IEI066, IEI067, IEI068, and IEI069, or placement determined by assessment.
Coreq: IEI070; IEI071; IEI072; IEI073.
(2 lec/0 lab) ***2 sem hrs***

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 120 Public History and Historic Preservation

This course is designed to acquaint students with professional opportunities in history related careers and covers the historic preservation movement, government policies, and the cultural and social impact of preserving buildings and artifacts. It includes the study of archives, records management, public history, historic architecture and renovation.
(3 lec/0 lab) ***3 sem hrs***

IDS 210 Peace Studies and Conflict Resolution I

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 296 Special Topics for Interdisciplinary Studies

This course offers specials topics 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. Course work 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 or consent of instructor.
(3 lec/0 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: LTA 100.
(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 explores topics and issues of current or special interest in library and information studies. 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 hr***

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 205 Office Management

A study of management in the modern office with emphasis on office design, work flow, job evaluation procedures, personnel practices, automation and computer-based office information.
(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, and employee development and motivation.
(3 lec/0 lab) ***3 sem hrs***

MGT 215 Human Resource Management

An organizational overview relating 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 230 Labor Relations

This course is a study of union-management relations and the transactions between the two. The course focuses on negotiations and administration of labor agreements with emphasis on the development and application of the more significant bargaining issues.
Recommended Prereq: MGT215.
(3 lec/0 lab) ***3 sem hrs***

MGT 235 Compensation Management

This course addresses tangible and intangible compensation to motivate employees. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure.
Recommended Prereq: MGT200.
(3 lec/0 lab) ***3 sem hrs***

MGT 240 Training and Development

This course enables students to understand how human resources development professionals train individuals and develop the potential of individuals within the workplace. Students learn how appropriate training and development programs can increase the productivity of individuals, groups and organization.
Recommended Prereq: MGT215.
(3 lec/0 lab) ***3 sem hrs***

Marketing (MKT)

MKT 101 Fashion Merchandising

This course develops an overview of the fashion industry, its principles and procedures. The production, distribution and consumption of fashion products are analyzed. Consumer characteristics and their influence on demand for fashion goods are explored as they relate to fashion marketing activities.
(3 lec/0 lab) ***3 sem hrs***

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 205 Retailing
This basic course provides a broad foundation of the principles, methods, policies, problems and functions of retailing. The development and current structure of retailing are studied as well as the operation of various types of retail establishments.
(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 has 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. Student prepare practical marketing applications for various industries.
IAI: MC 912.
(3 lec/0 lab) ***3 sem hrs***

MKT 220 Purchasing
This course covers the nature and importance of the procurement function in modern business organizations. Topics include the principles, tools, methods and techniques employed for the acquisition of materials, supplies and equipment.
Recommended Prereq: APC125.
(3 lec/0 lab) ***3 sem hrs***

MKT 235 Industrial Sales
This course presents a study of sales strategy from the industrial viewpoint. Industrial sales problems and techniques are analyzed, with each student developing and offering complete sales presentations in various fields of selling.
(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***

MKT 270 Electronic Marketing
This course covers traditional marketing using electronic methods with a focus on efficiency in established marketing functions within the business-to-business and business-to-consumer marketplace.
Recommended Prereq: BUS100.
(3 lec/0 lab) ***3 sem hrs***

Mass Communication (MCM)

MCM 130 Introduction to Mass Communication
This course 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 Production I
This course provides production experiences in multiple-camera studio production and location video 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 upon the specialized writing involved in visual and audio presentations such as commercials, public service announcements, news and special events. Students learn to compose standard script formats for radio and television as well as distinguish between broadcast and print writing styles. Students also learn about ethics in the news, libel laws, how to conduct an effective interview and interview etiquette.
(3 lec/0 lab) ***3 sem hrs***

MCM 205 Basic Broadcast Announcing
This course provides students with a general knowledge of 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 and operating broadcast studio equipment. An understanding of the roles of an announcer and the development of impromptu on-air skills are also part of the course. Additionally, students analyze, edit and deliver broadcast copy. Proper punctuation and language skills are stressed. By the end of the term, students will conduct a self-evaluation of an on-air performance.
Recommended Prereq: MCM140, MCM201 or concurrent enrollment.
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. Emphasis is given to an understanding of basic radio production protocol terminology, script writing, editing, producing commercial/PSA announcements, and newscasting in a studio setting.
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 Production II-Live Studio

This course provides more advanced multi-camera studio television 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 Television Production III - Electronic Film Production

This course provides more advanced field television production experience with an emphasis toward single-camera electronic field production (EFP) and electronic news gathering (ENG). Students will 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 will be 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, which influence various industries and consumers of mass communication. Special emphasis is given to first amendment rights, libel, 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

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 will also focus on formats, ratings programming and state/federal regulations. Digital transmission, video streaming and advances in media technologies will be examined. Hands-on practical information and skills will assist students in the creation of resumes and audition materials while focusing on the development of interview skills.
Prereq: Consent of instructor.
Recommended Prereq: MCM130 and three of the following MCM production courses--MCM140 MCM240, MCM243, MCM221.
(2 lec/2 lab) ***3 sem hrs***

MCM 296 Special Topics/Mass Communication

This course offers special topics in mass communication. When offered, 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 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 Internship

In this experience students observe and participate in various facets of television, video or radio production in a professional work environment where these production skills are used daily. 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 one credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the radio/TV/internet 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 Internship

In this experience students observe and participate in various facets of television, video or radio production in a professional work environment where these production skills are used daily. 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 two credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the radio/TV/internet 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 Internship

In this experience students observe and participate in various facets of television, video or radio production in a professional work environment where these production skills are used daily. 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 three credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the radio/TV/internet 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 and numerals, addition, subtraction, multiplication, division, rational numbers, ratios, proportions and percents. Repeatable to a maximum of 12 semester hours.
(0 or 3 lec/0 or 6 lab) ***3 sem hrs***

MTH 060 Elementary Algebra

This course in beginning algebra covers the language of algebra, properties of numbers, equations, inequalities, polynomials, graphs, functions and roots. Properties are developed from a practical rather than theoretical point of view. Repeatable to a maximum of 16 semester hours.
Prereq: C or better in MTH050 or placement determined by assessment score.
(0 or 4 lec/0 or 8 lab) ***4 sem hrs***

MTH 070 Intermediate Algebra

This continuation of MTH060 covers the real number system, equations in one and two variables, linear and quadratic functions and their graphs, polynomials, radicals, exponential and logarithmic functions, and determinants. Repeatable to a maximum of 16 semester hours.
Prereq: C or better in MTH060 or placement determined by assessment.
(0 or 4 lec/0 or 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. Repeatable to a maximum of 12 semester hours.
Prereq: C or better in MTH060 or placement determined 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.
Prereq: C or better in MTH070 and MTH075; or placement determined by assessment.
IAI: M1 901.
(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

Students apply mathematics to business problems through the following topics: cash and trade discounts commission, markup, simple interest, discounting commercial paper, payroll records, taxes, depreciation, financial statements, insurance, bonds and annuities. Students may use their own electronic, hand-held calculators.
Prereq: C or better in MTH050 or placement determined by assessment score.
(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.
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.
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 MTH103 or placement determined 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: AOS115 and AOS222; 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; AOS222 or AOS224.
(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; AOS222 or AOS224; 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

This course 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 be applied to the Medical Assistant certificate.
Prereq: Program admission; C or better in MLA courses, AOS227 and AOS235; recommendation of instructor.
(.5 lec/9.5 lab) ***2 sem hrs***

Microcomputer Systems (MCS)

See also Computer Information Systems (CIS), Information and Communication Technology (ICT) and World Wide Web/Internet (WEB).

MCS 120 Introduction to Windows

This introduction to a graphical interface software package emphasizes the Windows Vista environment, manipulation of taskbar, file maintenance and folder manipulation. Repeatable to a maximum of 3 semester hours for different environments; 1 semester hour may apply to a degree or certificate.
(.5 lec/1 lab) ***1 sem hrs***

MCS 130 Beginning Word Processing

This course is designed to meet today's business needs for basic computer applications in word processing. It is a hands-on introduction to a popular word processing software program whose basic functions include: creating, editing, file management, spell check, thesaurus, format, move, copy, find/replace and print. Repeatable to a maximum of 4 semester hours (for different word processing software); 1 semester hour may apply to a degree or certificate.
Recommended Prereq: Keyboarding skills; MCS120 or concurrent enrollment.
(.5 lec/1 lab) ***1 sem hrs***

MCS 131 Intermediate Word Processing

Students increase their basic skills in using word processing software. Applications include file management, headers/footers, pagination, outlines, bullets and numbering, table of contents, index, footnotes/endnotes, merge, labels, envelopes and master document features. Repeatable to a maximum of 4 semester hours (for different word processing software); 1 semester hour may apply to a degree or certificate.
Recommended Prereq: AOS100 or minimum of 30 wpm keyboarding skill and MCS130 or basic knowledge of word processing.
(.5 lec/1 lab) ***1 sem hrs***

MCS 140 Introduction to Electronic 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 for different spreadsheet packages; 1.5 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both MCS140 and MCS141.
Recommended Prereq: MCS120.
(1 lec/1 lab) ***1.5 sem hrs***

MCS 141 Comprehensive Electronic 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 for different spreadsheet packages; 3 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both MCS141 and MCS140 or MCS240.
Recommended Prereq: MCS120.
(2 lec/2 lab) ***3 sem hrs***

MCS 150 Introduction to Database Management

This beginning course uses relational 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 for different database management software packages; 1.5 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both MCS150 and MCS151.
Recommended Prereq: MCS120.
(1 lec/1 lab) ***1.5 sem hrs***

MCS 151 Comprehensive Database Management

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 for different database management software packages; 3 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both MCS151 and MCS150 or MCS250.
Recommended Prereq: MCS120.
(2 lec/2 lab) ***3 sem hrs***

MCS 175 Electronic 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 8 semester hours for different presentation graphics packages; 2 semester hours may apply to a degree or certificate.
Recommended Prereq: MCS120.
Recommended Coreq: AOS100.
(2 lec/0 lab) ***2 sem hrs***

MCS 181 Outlook

Students learn how to manage, prioritize and arrange e-mail messages; use the Calendar to schedule meetings; use advanced Contacts' features to further integrate their electronic data by scheduling and managing meetings with others; use the Journal, Notes, Tasks, and more. Repeatable to a maximum of 3 semester hours; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: MCS120.
(.5 lec/1 lab) ***1 sem hrs***

MCS 190 IC3 Exam Preparation

Students review and prepare to take the IC3 Certification Exams to demonstrate computer and Internet literacy. The three certification exams are: Computing Fundamentals, Key Applications (word processing and spreadsheets), and Living Online (Internet). Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.
Recommended Prereq: AOS100; AOS110 or CIS110; AOS210.
(.5 lec/1 lab) ***1 sem hrs***

MCS 200 Advanced Windows

This in-depth examination of Microsoft Windows gives students the opportunity to increase their working knowledge of the operating system, including such areas as the registry, the command line, OLE and optimization of the hard disk. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.
Recommended Prereq: MCS120.
(1 lec/2 lab) ***2 sem hrs***

MCS 230 Advanced Word Processing

Students increase their knowledge and expertise using the advanced features of word processing software. Applications include macros, tables, math, sort, fonts, columns, styles, import documents, graphics, symbols, and an introduction to using a word processing program for desktop publishing. Repeatable to a maximum of 4 semester hours (for different word processing software); 1 semester hour may apply to a degree or certificate.
Recommended Prereq: MCS131 or consent of instructor.
(.5 lec/1 lab) ***1 sem hrs***

MCS 240 Advanced Electronic Spreadsheet

This advanced electronic spreadsheet course emphasizes designing, formatting, and modifying worksheet models and charts. It includes integration features of graphing, word processing, database and macros, and introduces spreadsheet application design, solver and visual basic for applications. Repeatable to a maximum of 6 semester hours for different spreadsheet versions; 1.5 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both MCS240 and MCS141.
Recommended Prereq: MCS140.
(1 lec/1 lab) ***1.5 sem hrs***

MCS 250 Advanced Database Management

This advanced course focuses on understanding relational database management software on microcomputer systems. Students learn to integrate databases with other software products, define table relationships, create advanced queries, automate tasks with macros, and learn the concepts of programming language for database applications, with emphasis on the fundamentals of event-driven programming techniques. Repeatable to a maximum of 4.5 semester hours for different database management software packages; 1.5 semester hours may apply to a degree or certificate.
Note: Students will not receive credit toward a degree or certificate for both MCS250 and MCS151.
Recommended Prereq: MCS150.
(1 lec/1 lab) ***1.5 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 goal setting, stress management, physical fitness and time management--relate to leadership, officership and the Army profession. In addition, the course emphasizes developing a basic knowledge and comprehension of Army Leadership Dimensions, while gaining a larger understanding of the ROTC program, its purpose in the Army, and its advantages for the college student.
(1 lec/2 lab) ***2 sem hrs***

MSC 102 Foundations in Leadership

This course provides an overview of leadership fundamentals including problem solving, goal setting, listening skills presentation skills, feedback techniques, and effective writing skills. Students use practical, hands-on, interactive exercises to explore the dimensions of leadership values attributes, skills, and actions.
(1 lec/2 lab) ***2 sem hrs***

MSC 201 Innovative Tactical Leadership

This course employs historical case studies and interactive exercises to explore the dimensions of creative and innovative tactical leadership strategies and styles. Students practice aspects of personal motivation and team building by planning executing, and assessing team exercises, while focusing on the continued development of leadership values and attributes through an understanding of rank, uniform, and customs and courtesies. Leadership case studies provide a context for learning the Soldier's Creed and the 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.
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 emphasis placed on the way in which 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 publishing, recording, arts management, education and performance meet with the class.
(2 lec/0 lab) ***2 sem hrs***

MUS 120 Basic Elements of Music

This introductory course is designed to develop the knowledge and understanding of the basic elements of music (sound, rhythm, form, etc.) through the application of such 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 in the technical aspects of music including scales, chords, melody, harmony, 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. Pitch and rhythm drills are included 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 into the techniques of singing: breathing, phrasing and interpretation. Music for the class is chosen from many styles, including Broadway to art songs.
(2 lec/0 lab) ***2 sem hrs***

MUS 151 Class Instruction-Piano I

This course provides beginning instruction in piano and is conducted in the electronic piano lab. No previous background needed. 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 in playing and reading chords, chord symbols, picking, strumming patterns, reading musical notation and playing chord progressions, and a variety of guitar 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 is a study of the various styles and techniques of rock music from the 1950s to the present through a performance group. Open to all musicians--guitar, percussion, keyboards, horns, singers and any other instruments used in rock music performance. 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 163 Ballroom Dance Band

This instrumental ensemble studies and performs dance music of the ballroom in the 1930s and 1940s. 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 164 Instrumental Ensemble

This course is an instrumental ensemble for chamber music, folk, or other special combinations. Performances are led by a faculty member, teaching assistant or under the supervision of a faculty member. 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 165 Vocal Ensemble: Waubonsee Singers

An ensemble of singers performs "Today's Sounds": choral arrangements of familiar popular music in America today led by a faculty member, designated teaching assistant, or under the supervision of a faculty member. Performances are accompanied by a background instrumental/ rhythm group. 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 166 Vocal Ensemble: Waubonsee Chorale

The Waubonsee Chorale is a vocal ensemble of approximately 20 male and female singers, led by a faculty member, designated teaching assistant, or under the supervision of a faculty member. The group explores the lively art of small ensemble singing through performances of selected music including madrigals, spirituals and other traditional choral music forms. 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 is an ensemble of approximately 60 singers which 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 a creative project 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/Guitar

This course provides private instruction in string 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 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.
Prereq: Consent of instructor.
(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 191 Percussion Techniques I: Steel Pans

This course focuses on the development of the basic rudiments used in playing percussion instruments. Carribean Steel Pans are the primary instruments studied. Percussion notation and accessories are also studied. Students experience these instruments through ensemble playing.
(2 lec/0 lab) ***2 sem hrs***

MUS 192 Percussion Techniques II

This course is a continuation of MUS191. Emphasis is placed on developing performance skills on individual percussion instruments.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS191.
(2 lec/0 lab) ***2 sem hrs***

MUS 193 Woodwind Techniques I

This course is designed to teach the basic skills needed to play the woodwind instruments. Embouchure formation, breath control and tonguing are emphasized.
(2 lec/0 lab) ***2 sem hrs***

MUS 194 Woodwind Techniques II

This course is a continuation of MUS193. Emphasis is placed on developing performance skills on a chosen woodwind instrument.
Note: Student's skill level will be assessed for appropriate course placement.Recommended *Prereq:* MUS193.
(2 lec/0 lab) ***2 sem hrs***

MUS 195 Brass Techniques I

This course is designed to teach the basic skills needed to play the brass instruments. Embouchure formation, breath control and tonguing are emphasized.
(2 lec/0 lab) ***2 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/MIDI 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, basic principles of acoustics, audio signal processing, sound synthesis, and the Musical Instrument Digital Interface (MIDI) standard. Students have access to the recording studio (lab) for assigned projects.
Note: It is recommended that students have some keyboard knowledge (Music Theory).
Recommended Prereq: Familiarity with basic functions of Mac OSX and Windows XP.
(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 Recording and MIDI Applications

This course provides creative applications of the concepts and tools acquired in MUS211, including applications in MIDI, digital recording, digital editing and mixdown.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS211.
(3 lec/0 lab) ***3 sem hrs***

MUS 214 Introduction to Film Scoring

This course introduces composers to the specialized craft of composing for film. Students learn the basic concepts and procedures specific to creating music for film, and they gain experience in composing music for locally produced films.
Recommended Prereq: MUS 211 strongly recommended or equivalent ability to compose music; rudimentary proficiency on one instrument.
(3 lec/0 lab) ***3 sem hrs***

MUS 221 Theory of Music III

This course is a continuation of MUS123 and includes 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. The purpose of this course is to present 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 and focuses 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, as well as ear training correlated with sight singing, is included.
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

This course is a continuation of MUS151 and includes more advanced materials in music notation, chords and harmonization. A minimum of four 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, including 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 guitar instruction, including chord formation with bar chords, finger picking and accomplishment patterns, and seventh chords.
Recommended Prereq: MUS154 or equivalent.
(2 lec/0 lab) ***2 sem hrs***

MUS 280 Applied: Composition/Arranging

This course provides private instruction in composition individually designed for each student's need. Students concentrate on compositional technique and a creative project 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 or MUS122.
(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/Guitar

This course provides private instruction in string 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.
Prereq: Consent of instructor.
(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 291 Percussion Techniques III

This course is a continuation of MUS192 and focuses on the individual student's ability and needs to develop ensemble playing techniques.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS192.
(2 lec/0 lab) ***2 sem hrs***

MUS 292 Percussion Techniques IV

This course is a continuation of MUS291 and focuses on the individual student's ability and needs to develop advanced ensemble playing techniques.
Note: Student's skill level will be assessed for appropriate course placement.
Recommended Prereq: MUS291.
(2 lec/0 lab) ***2 sem hrs***

MUS 296 Special Topics/Music

This course offers special topics/issues in music. 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***

Nurse Assistant (NAS)

AS 101 Nurse Assistant Skills

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 Alzheimer's disease and related dementias. Clinical experiences are provided in long-term care facilities. This course is approved by the Illinois Department of Public Health.
Note: Due to state attendance requirements, students must register by the first day of class. Included in the fees are: $50 for state competency exam, $15 for state criminal background check, 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; only 1 semester hour may apply to a degree or certificate.
Recommended Prereq: Completion of most nursing prerequisite courses.
(1 lec/0 lab) ***1 sem hrs***

NUR 105 Introduction to Health Care

This course is designed to provide the student with a base 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 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

This course is designed for nursing students beginning the study of pharmacology and medication administration. The course goal is to focus on essential information for safe administration of drugs to include a comprehensive unit on medication calculations. This course helps students develop a logical thinking process in the administration of drugs. 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 Medical-Surgical 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. 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 Psychiatric 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 Medical-Surgical 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 Maternity and Gynecologic Nursing

This course focuses on nursing care of the family during the childbearing years and on the woman through the climacteric years. The normal maternity cycle and complications encountered in the care of the mother and her infant are studied. A class discussion on common gynecologic problems is included. Clinical experiences are designed to develop the student's assessment ability, teaching skills, and the nursing skills that promote optimum health and safety for the childbearing family. Maternity, pediatric and gynecological 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 Medical-Surgical 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. 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 Medical-Surgical Nursing IV

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 orthopedic, neurological and emergency nursing; conditions of the eye and ear; as well as ethical, legal, political and social issues affecting health care. 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

Application of allied health occupation principles to specific problems through case studies, simulation special class projects or problem-solving procedures. Repeatable to a maximum of 12 semester hours.
(1 to 3 lec/0 lab) ***1 to 3 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 course work 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

A career exploration course 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

A career course 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***

PDV 140 Challenge and Change in Career/Life Planning

A personal growth course that assists students in the career selection process. Topics include re-examining value systems and choice of lifestyles, decision making risk-taking behaviors, career resources and job-seeking skills.
(3 lec/0 lab) ***3 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 and aesthetic 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.
IAI: H4 906.
(3 lec/0 lab) ***3 sem hrs***

PHL 105 Introduction to Ethics

This course introduces topics central both to 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 the critical and philosophical examination 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***

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; AOS222 or AOS224.
(3.5 lec/2 lab) ***4.5 sem hrs***

PBT 297 Phlebotomy Externship

This course 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.
Prereq: Reading assessment; C or better in PBT105; COM125 or concurrent enrollment; AOS222 or AOS224 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

Horsemanship I is for the beginning or inexperienced rider and includes English riding (Saddleseat), grooming, leading, saddling and bridling. Students must have shoes (no slip-ons) with hard soles and low heels for riding, long pants, riding or bike helmet, tee shirts or sweatshirts (no tank tops).
(0 lec/1 lab) ***.5 sem hrs***

PED 109 Horsemanship II

Horsemanship II is a continuation of skills learned in PED108, only more in-depth. 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.
Recommended Prereq: PED108 or 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
This course is designed for the experienced baseball player. Hitting, fielding and pitching techniques 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
This course is designed for the experienced 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
This course is designed for the student with 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
Basic and advanced wrestling skills are presented. 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 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 130 Social Dance
Emphasizing techniques of leading and following, this class is for the beginner or individual wanting to brush up on technique. Students learn the basic steps and several variations of the fox trot, waltz, swing, cha cha, rhumba and merenque. Wear smooth-soled shoes. Couples recommended; partners cannot be guaranteed. Repeatable to a maximum of 2 semester hours; 2 semester hours 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, swing and cha cha. Then get ready to step and stomp through the Texas two-step, country waltz, cotton-eyed Joe, country polka, barn dance, and some fun line dances. 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; 2 semester hours may apply to a degree or certificate.
(0 lec/1 lab) ***.5 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 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 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 Sport in Society

This course will examine 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 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.
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.
(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.
(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.
(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

This course 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

This course 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 analysis of physical phenomena encountered in everyday experiences. It also gives some limited attention to the more abstract realms of quantum physics and relativity. A compact, mostly qualitative and conceptual introduction to physics, this course 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 901.
(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 901L.
(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 115 Technical Physics I

This introduction to the principles of mechanics, thermal physics and wave motion is intended primarily for students in engineering technology.
Prereq: C or better in MTH113 or MTH070.
(3 lec/3 lab) ***4 sem hrs***

PHY 116 Technical Physics II

This introduction to the principles of optics, electricity and magnetism, is intended primarily for students in engineering technology.
Prereq: PHY115.
(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.
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 and 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 904N.
(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 adolescence.
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 the theoretical explanations, experimental data, assessment procedures, treatment modalities and the prevention of abnormal behavior.
Recommended Prereq: PSY100 or consent of instructor.
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.
IAI: PSY 906.
(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.
IAI: PSY 907.
(3 lec/0 lab) ***3 sem hrs***

PSY 296 Special Topics in Psychology

This course offers special topics in psychology. Offerings might include current issues in psychology or in-depth studies on noteworthy psychology topics. 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. Repeatable to a maximum of 2 semester hours.
(.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. Repeatable to a maximum of 12 semester hours.
(3 lec/0 lab) ***3 sem hrs***

RDG 073 Effective Reading

Effective 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 help the learner develop the competency, and a continuing assessment plan to determine when the competency has been attained satisfactorily. Repeatable to a maximum of 12 semester hours.
Prereq: Placement determined by assessment score.
(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. Repeatable to a maximum of 12 semester hours.
Prereq: Placement determined by assessment score.
(3 lec/0 lab) ***3 sem hrs***

RDG 075 Developmental Reading

This course is designed to strengthen vocabulary development, reading comprehension and reading efficiency. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to the general studies degree or certificate.
Prereq: Placement determined by assessment score.
(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. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to the general studies degree or certificate.
Prereq: Placement determined by assessment score.
(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: Placement determined by assessment score.
(3 lec/0 lab) ***3 sem hrs***

Real Estate (REL)

REL 110 Real Estate Transactions

This is an introduction to the field of real estate with an emphasis on the principles and concepts of real estate. This course is a prerequisite to all other real estate courses and meets the course eligibility requirement set forth by the Illinois Department of Financial and Professional Regulation for the Illinois Real Estate Salesperson Examination.
Note: Per state requirements, students must attend a minimum of 45 class hours in Real Estate Transactions to be eligible to sit for the state salesperson licensure exam; 100 percent attendance is required.
(3 lec/0 lab) ***3 sem hrs***

REL 120 Advanced Real Estate Principles/2000

A required course in the broker sequence, this course is a continuation of REL110-Real Estate Transactions designed to prepare students to take the real estate broker exam.
Note: 100 percent attendance is required.
Recommended Prereq: REL110.
(1 lec/0 lab) ***1 sem hrs***

REL 125 Contracts and Conveyancing

A required course in the broker sequence, this course covers real estate law, title records and transfer, instruments of conveyance, contracts, land use, financing, leases and taxes.
Note: 100 percent attendance is required.
Recommended Prereq: REL110.
(1 lec/0 lab) ***1 sem hrs***

REL 130 Real Estate Finance

An elective course in the broker sequence, this course covers methods and sources of real estate financing, examination of instruments used in financing, terminology, foreclosures and financial procedures.
Note: 100 percent attendance is required.
Recommended Prereq: REL110.
(1 lec/0 lab) ***1 sem hrs***

REL 135 Real Estate Appraisal

An elective course in the broker sequence, this course covers the functions and purposes of real estate appraisal. It is designed to examine the nature of real property value and the various methods of estimating value with emphasis upon residential market value.
Note: 100 percent attendance is required.
Recommended Prereq: REL110.
(1 lec/0 lab) ***1 sem hrs***

REL 140 Property Management

An elective course in the broker sequence, this course covers the basic principles of property management including the duties of a property manager, financial considerations, budgeting, maintenance, leases, insurance, types of property and reporting.
Note: 100 percent attendance is required.
Recommended Prereq: REL110.
(1 lec/0 lab) ***1 sem hrs***

REL 150 Brokerage Administration

A required course in the broker sequence, this course covers the Real Estate License Act of 2000 as it relates to brokers. This course includes real estate brokerage, escrow and agency issues.
Note: 100 percent attendance is required.
Recommended Prereq: REL110.
(1 lec/0 lab) ***1 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.
(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.
Recommended Prereq: 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: 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.
Recommended Prereq: 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 which can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.
Recommended Prereq: SGN101, SGN104, SGN105; SGN102 or concurrent enrollment.
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.
Recommended Prereq: SGN101; SGN104; SGN105; 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.
(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 covers special topics in the social sciences, including the impact of current events in the social sciences and/or an in-depth study on a special topic. The course may be repeated to a maximum of 12 semester hours; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

SSC 297 Social Studies Internship

In this experience students observe, and participate in when possible, the activities in various types of positions related to anthropology, criminal justice, sociology, political science, psychology or history. Eighty hours are required for one 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

In this experience students observe, and participate in when possible, the activities in various types of positions related to anthropology, criminal justice, sociology political science, psychology or history. One hundred and sixty hours are required for two 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

In this experience students observe and participate in when possible, the activities in various types of positions related to anthropology, criminal justice, sociology political science, psychology or history. Two hundred forty hours are required for three 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

This course presents a study of society, including values, norms, and cultural patterns that organize everyday life. Analysis of social structure and function of social institutions, the dynamics of individual and group interactions, social stratification, social inequalities are also addressed.
IAI: S7 900.
(3 lec/0 lab) ***3 sem hrs***

SOC 120 Racial and Ethnic Relations

Racial and Ethnic Relations analyzes racial, religious, ethnic and other groups, examining the persistence of group identity, inter-group relations, social movements, government policy and related social problems.
IAI: S7 903D.
(3 lec/0 lab) ***3 sem hrs***

SOC 130 Sociology of Family

This course studies the social context and the dynamics of family patterns. The impact of demographics and culture on the changing role of the family in society is emphasized, and the areas of economy, social class, aging, and crises are examined in the social context of family. Family dynamics are explored, including socialization, gender roles, bonding and 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

This course offers an introduction to generalist social work within the context of social welfare service and social welfare policies, including their historical origins, conceptual framework and contemporary issues. In addition to providing an overview of practice methods, research considerations, policy issues, and social work values and ethics, the course emphasizes the role of social work with diverse and at-risk populations that face a variety of societal challenges. These groups include women, racial and ethnic minorities, the poor, the elderly, the disabled, gays and lesbians, and individuals with addictive diseases.
(3 lec/0 lab) ***3 sem hrs***

SOC 230 Sociology of Sex and Gender

This course examines gender using sociological perspectives with respect to the social processes of translating cultural and social stratification differences into acquisition of gender roles. Gender roles are explored to obtain an understanding of the individual and social consequences on changing social definitions in family, education, economy, health, communication and violence.
IAI: S7 904D.
(3 lec/0 lab) ***3 sem hrs***

SOC 240 Sociology of Deviance

This course examines the principles and concepts of the causes and control of deviant behavior, emphasizing the major sociological theories of individual and group behavior and social controls. Topics such as drug use, sexual deviance, crime, mental disorders and career deviance are analyzed, and the stigma of deviant identity among specific groups, including the homeless and the mentally ill, is considered.
(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.
Note: This is not intended to be a transfer course.
Recommended Prereq: SPN102 or SPN111 or two years of high school Spanish.
(3 lec/0 lab) ***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 AOS222, 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 AOS222, 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 (Surgical Technology program).
Coreq: SUR210 (Perioperative Nursing program).
(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. 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 or perioperative nursing student. 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; SUR150 and SUR151 (Surgical Technology); SUR120 and SUR210 (Perioperative Nursing); SUR150 and SUR151 if less than one year RN experience (Perioperative Nursing).
Coreq: SUR201 and SUR220 (Surgical Technology); SUR202 (Perioperative Nursing).
(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 202 Perioperative Externship I

This course provides perioperative nursing students with 160 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 and SUR151, or one year RN experience; SUR210.
Coreq: SUR200.
(0 lec/10 lab) ***2 sem hrs***

SUR 210 Perioperative Nursing Practice

This course provides the registered nurse with an overview of perioperative nursing practice, including concepts and principles of surgical nursing practice and client care utilizing nursing process and critical thinking skills. Topics include: roles/responsibilities of the surgical team, legal/ethical issues, surgical environment, sterilization techniques, OSHA regulations, Standard Precautions, client assessment, nursing documentation and surgical pharmacology.
Prereq: Program admission.
Coreq: SUR120.
(2 lec/2 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***

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. A contextual approach to the study of plays and playwrights highlights the reflective nature of arts and society.
IAI: F1 907.
(3 lec/0 lab) ***3 sem hrs***

THE 110 The Art of Oral Interpretation

This course examines literature from the perspective of oral performance. 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. Social and cultural contexts of the work of literature are a primary part of a pre-performance analysis.
IAI: TA 916.
(3 lec/0 lab) ***3 sem hrs***

THE 130 Diversity in American Theatre

This course is an examination of 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 context. The course demonstrates how theatre as an art form reflects and comments on society.
IAI: F1 909D.
(3 lec/0 lab) ***3 sem hrs***

THE 201 Fundamentals of Acting I

This course is an introductory course for the beginning actor that includes acting, theories, stage movement, character development, improvisation, memory and scene work. Emphasis is given to the development of observation, sense and emotion memory, focus and concentration.
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.
Prereq: THE201.
(3 lec/0 lab) ***3 sem hrs***

THE 205 Creative Dramatics in Learning

This course focuses on the need for creativity in the learning process. The course emphasizes the need for developing in the imagination in all types of learning contexts. The link between participatory learning and creative dramatics as an effective learning methodology drives the course content.
(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 onstage and offstage. This course also includes participation in a touring children's theatre company. The Children's Theatre component incorporates playwriting and acting techniques for youth audiences.
(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 and include monologue and vocal selection, movement, and audition interview skills. Incorporated in the context of the course is a brief history of the musical theatre genre.
(1.5 lec/3 lab) ***3 sem hrs***

THE 296 Special Topics/Theatre

This course offers specials topics/issues in theatre. 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.
(.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; AOS222; BIO260 (certificate) or BIO270 (degree); TMS100.
Coreq: BIO262; TMS120; BIO272 (degree).
(2 lec/0 lab) ***2 sem hrs***

TMS 120 Massage Techniques I

Basic theory and techniques of massage therapy are reintroduced and expanded 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; AOS222; BIO260 (certificate) or BIO270 (degree); TMS100.
Coreq: BIO262; TMS110; BIO272 (degree).
(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 (*concurrent enrollment allowed for accelerated certificate or degree program).
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: BIO264; TMS145.
(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 (*concurrent enrollment allowed for accelerated certificate or degree program).
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: BIO264; TMS130.
(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 210 Ethical, Legal and Professional Issues in Therapeutic Massage

This course provides students with an in-depth knowledge of legal, ethical, and professional issues involved in therapeutic massage. Topics include licensure and certification, professional ethics and standards, scope of practice, professional boundaries, ethical decision making, professional communication, treatment documentation and insurance billing.
Prereq: Program admission (degree); certificate in therapeutic massage; minimum of 500 documented contact hours of training in therapeutic massage.
(2 lec/0 lab) ***2 sem hrs***

TMS 220 Outcome Based Massage I

This course presents the application of therapeutic massage techniques in relation to pathology. Assessment of posture, movement patterns, referral pains, range of motion, and soft tissue of the upper body are covered as well as therapeutic massage for acute or chronic musculoskeletal pain or problems in the upper back, chest, head, neck, shoulders and upper extremities. In addition, the student explores knowledge of personal holistic well-being and learns to apply this knowledge when working with clients.
Prereq: Program admission (degree).
Coreq: TMS240.
(2 lec/4 lab) ***4 sem hrs***

TMS 225 Outcome Based Massage II

This course builds on the knowledge learned in TMS220. The application of therapeutic massage techniques in relation to pathology is expanded. Assessment of posture, movement patterns, referral pains, range of motion, and soft tissue of the lower body are covered as well as therapeutic massage for acute or chronic musculoskeletal pain or problems in the lower extremities, hips, lower back and abdomen. Massage for other specific chronic conditions such as cancer/hospice, fibromyalgia, lymphedema, GI problems, diabetes and headaches are also instructed. In addition, the student expands knowledge of personal holistic well-being and learns to apply this knowledge when working with clients.
Prereq: Program admission (degree); TMS220; TMS240.
Coreq: TMS245.
(2 lec/4 lab) ***4 sem hrs***

TMS 240 Massage Clinical III

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students work with clients with acute or chronic musculoskeletal pain or problems in the upper back, chest, head, neck, shoulder and upper extremities. Students must spend 45 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend eight hours in seminar discussing clinical situations.
Prereq: Program admission (degree).
Coreq: TMS220.
(.5 lec/3 lab) ***1.5 sem hrs***

TMS 245 Massage Clinical IV

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students work with clients who have acute or chronic musculoskeletal pain or problems with the low back, abdomen and lower extremities. Students also work with clients who have chronic problems such as cancer, fibromyalgia, lymphadema, GI problems, diabetes and headaches. Students must spend 45 hours at on- or off-campus locations experiencing real-life application of assessment and massage techniques. In addition, students spend eight hours in seminar discussing clinical situations.
Prereq: Program admission (degree); TMS220; TMS240.
Coreq: TMS225.
(.5 lec/3 lab) ***1.5 sem hrs***

TMS 250 Prenatal Massage

This course exposes the student to prenatal massage. Topics covered include the anatomical and physiological changes during pregnancy, labor and postpartum. Therapeutic massage techniques for each stage of pregnancy, and indications and contraindications for prenatal massage are covered.
Prereq: Program admission (degree) and BIO264, BIO272, TMS130, TMS145, TMS150; or a certificate in therapeutic massage and a minimum of 500 documented training hours in therapeutic massage.
(.5 lec/1 lab) ***1 sem hrs***

TMS 253 Reiki I

This course exposes the student to Level I Reiki, in which the students learn to transmit healing energy through the hands. Topics include the history of Reiki, chakra system and energetic bodies.
Prereq: Program admission; TMS110 and TMS120, or a minimum of 200 documented contact hours of training in therapeutic massage.
(.5 lec/1 lab) ***1 sem hrs***

TMS 254 Reiki II

This course builds on knowledge learned in Reiki I. Topics include distance healing, power of intention, and energy blockages.
Prereq: Program admission; TMS253.
(.5 lec/1 lab) ***1 sem hrs***

TMS 297 Therapeutic Massage Internship

This course provides students with 80 hours of on-site exposure to the therapeutic massage field in a medical facility. Students observe personnel and participate in various activities surrounding therapeutic massage care under the direct supervision of an experienced, licensed health care professional. In addition, students spend eight hours in seminar discussing internship experiences. Repeatable to a maximum of 3 semester hours; only 1.5 semester hours may apply to the therapeutic massage degree.
Prereq: Program admission (degree); TMS220; TMS240.
(.5 lec/5 lab) ***1.5 sem hrs***

Tourism, Travel and Event Planning (TOU)

TOU 100 Introduction to Travel and Tourism

This course offers students a broad overview of the field of travel and tourism. Specific career options and organizations in the industry and current trends in travel and tourism are emphasized.
(3 lec/0 lab) ***3 sem hrs***

TOU 103 Global Destinations and Business in Tourism I

Study of the physical geography; the major cities, airports and attractions; and the social and economic impact of travel destinations in North America, Central and South America, Bermuda and the Caribbean.
(3 lec/0 lab) ***3 sem hrs***

TOU 104 Global Destinations and Business in Tourism II

Study of the physical geography; the major cities, airports and attractions; and the social and economic impact of travel destinations in Europe, the Middle East, Asia, Africa and the Pacific.
(3 lec/0 lab) ***3 sem hrs***

TOU 160 Tourism Technology Applications

This course introduces students to the many ways that technology has changed and advanced the travel and tourism industry. It is imperative for any student wishing to enter the tourism industry to be familiar with and conversant in the technology that is propelling the profession forward. This course exposes students to the many ways to utilize technology for enhanced travel. Changes in airline ticketing are explored. Finally, technology has revolutionized the meetings segment of tourism, which is also examined in this course.
Recommended Prereq: TOU100.
(3 lec/0 lab) ***3 sem hrs***

TOU 205 Introduction to Meeting and Convention Planning

This course provides insight into the meetings and convention industry. It will give the student a working knowledge of the planning process as it applies to meetings, conventions, and trade shows. In addition, the students will be exposed to attributes and professional standards for the meeting industry.
(3 lec/0 lab) ***3 sem hrs***

Translation (TRA)

TRA 100 Introduction to Translation

This course is designed to provide an introduction to translation. Students learn about the translation process, ethics, reference materials and software needs.
(2 lec/0 lab) ***2 sem hrs***

TRA 110 Translation Laboratory: English/Spanish

This laboratory course is designed to enhance through practice the student's ability to produce accurate translations by applying the translation process. Students work with non-technical documents and develop glossaries.
Prereq: Program admission; TRA 100 or concurrent enrollment; native or near-native fluency in English and Spanish; English/Spanish assessment.
(1 lec/2 lab) ***2 sem hrs***

TRA 130 Medical Translation Laboratory: English/Spanish

This laboratory course is designed to enhance the student's ability to produce accurate translations of general medical information and hospital and patient documentation.
Prereq: Program admission; TRA100; native or near-native fluency in English and Spanish; English/Spanish assessment.
(1 lec/2 lab) ***2 sem hrs***

TRA 200 Advanced Translation Laboratory: English/Spanish

This advanced translation laboratory presents a forum for students to enhance their translation skills in their chosen field of specialization.
Prereq: Program admission; TRA100; native or near-native fluency in English and Spanish; English/Spanish assessment.
(.5 lec/3.5 lab) ***2 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.
(2 lec/0 lab) ***2 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/2 lab) ***3 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 special topics course in welding is designed to develop specific course goals and objectives based on emerging trends in the welding industry. Topics may include robotic and plastic welding or welding certification. Repeatable to a maximum of 12 semester hours; 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

The internship in Welding Technology enables a student to work as an intern in a local facility involved in welding/fabrication. In this experience students participate and gain valuable knowledge and experience in various facets of welding technology. 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 one 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

The internship in Welding Technology enables a student to work as an intern in a local facility involved in welding/fabrication. In this experience students participate and gain valuable knowledge and experience in various facets of welding technology. 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 two 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

The internship in Welding Technology enables a student to work as an intern in a local facility involved in welding/fabrication. In this experience students participate and gain valuable knowledge and experience in various facets of welding technology. 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 three 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/ Internet (WEB)

See also Computer Information Systems (CIS), Information and Communication Technology (ICT) and Microcomputer Systems (MCS).

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, frames, image maps, multimedia, cascading style sheets, sound and video. In addition, server considerations and bandwidth are discussed.
(2 lec/2 lab) ***3 sem hrs***

WEB 111 Web Site Design

This course builds advanced knowledge of the World Wide Web, its authoring environment, and HTML/XHTML, and introduces graphic software. This course also enhances knowledge of cascading style sheets, multimedia, animation, sound and video. Fireworks, Photoshop and Illustrator are utilized to create and prepare graphics for the Web. In addition, design techniques are discussed, analyzed and implemented. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: WEB110 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

WEB 140 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***

WEB 150 Comprehensive XML

This course provides a detailed study of XML and its role in the area of the World Wide Web. It includes a discussion of DTDs, DMLs and schemas. Attention is also given to the emerging area of Web Services.
Recommended Prereq: WEB110.
(2 lec/2 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 210 Internet Technologies

Building on an understanding of the organization and structure of the Internet, students preparing for careers in information systems/technologies study: client-server technologies, Web demographics, Internet protocols, Web tool origins and technologies, and security. Web-related careers are also emphasized.
(1 lec/0 lab) ***1 sem hrs***

WEB 220 PHP Programming

This course is designed to introduce students to the PHP language and issues associated with writing applications on a Linux Web server. Topics to be covered include CGI programming and integrating database management software with applications on the Linux platform. Repeatable to a maximum of 9 semester hours for different software versions; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: WEB110; CIS115.
(2 lec/2 lab) ***3 sem hrs***

WEB 230 Web Authoring With Dreamweaver

This course introduces how to develop exciting, integrated, and interactive Web sites using Dreamweaver. Also emphasized is the enhancement of Web pages using the following features: Flash text, Flash objects, optimized graphics, digital movies, integration of Fireworks graphics. Design techniques are discussed, analyzed and implemented. Browser and server considerations are covered. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: WEB110 or consent of instructor; WEB111.
(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 Web sites with Flash. Animated graphics, Flash movies and interactivity are utilized in Web sites. 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 or consent of instructor; WEB111.
(2 lec/2 lab) ***3 sem hrs***

WEB 235 Flash ActionScript

Students are taught how to create input driven interactive Flash sites using ActionScript. Students learn to control timelines, MovieClips, Sprites, and manage XML data. Flex will also be discussed. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
*Recommended Prereq:*WEB231 or consent of instructor.
(2 lec/2 lab) ***3 sem hrs***

WAUBONSEE

how to take the first step

Admissions and Registration

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 attend a Registration and Planning (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.

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. Math review workshops are available through the Learning Enhancement Center. Self-study materials may be purchased in the college bookstore or by visiting the ACT Web site at www.compass-test.com.

Once course placement has been obtained, all new full-time and/or degree-seeking students participate in a Registration and Planning (RAP) session. At a RAP session, students are assisted in planning and registering for their first semester of courses.

RAP can be scheduled through Admissions (see directory) or online at www.waubonsee.edu/rap.

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.

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 should 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.

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. Visit www.waubonsee.edu/placement. Math review workshops are available through the Learning Enhancement Center. Self-study materials may be purchased in the college bookstore or by visiting the ACT Web site at www.compass-test.com.

New part-time and/or non-degree-seeking students may register for courses in person or by mail or fax. 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 a Transcript Evaluation Request Form as soon as Waubonsee receives their official transcripts. A transcript evaluation should be done at the Counseling Center before course placement or 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 follow the procedures described earlier for new full-time and/or degree-seeking students.

Limited Enrollment Programs

Certain programs at Waubonsee have specific entry requirements and 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 offers an honors program for students of high ability who enjoy intellectual challenge. Several incentives encourage qualified students to enter the program, including:

- working with members of the college's honors faculty;
- receiving consideration for educational expenses (final grade of A or B required);
- a special transcript notation indicating honors courses taken;
- a competitive advantage in college admissions and scholarship applications;
- graduation honors including special notations to the student's diploma and transcript when 15 semester hours of honors have been completed with an overall GPA of 3.50 in all courses.

Students must apply for the program. Students may consider 100- and 200-level course work for the honors program. Courses that are scheduled for less than eight weeks and developmental courses are not eligible.

Criteria for Admission to Honors Program

Note: Documentation must be provided as proof that criteria have been met.

ENTERING STUDENTS:

- Must 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 an SAT score of 1150 or higher; **OR**
- Have 12 hours of college transfer-level courses from another accredited college with a GPA of 3.75 or higher in that course work; **OR**
- Complete more than 12 hours of college transfer-level courses from another accredited college with a GPA between 3.5 (required for graduation from the program) and 3.749 and
  a. present one letter of recommendation from a college instructor and
  b. obtain Honors Committee approval for entrance into the program; and
- May enroll for only two honors courses in the first semester of honors program participation.

CURRENTLY ENROLLED WAUBONSEE STUDENTS:

- Complete 12 hours of college transfer-level courses with a Waubonsee GPA of 3.75 or higher; **OR**
- Complete more than 12 hours of college transfer-level courses with a Waubonsee GPA between 3.5 (required for graduation from the program) and 3.749 and
  a. present one letter of recommendation from a Waubonsee instructor and
  b. obtain Honors Committee approval for entrance into the program.

The Honors Committee supports a flexible admissions policy and encourages students who are close to these entrance requirements to apply for admission to the program. 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 Director or the Dean Communications and Library Services (see directory).

Admission of High School Students

Current high school students age 16 and older 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 and if course(s) will be used to meet high school requirements.

Enrollment is limited to 7 credit hours per semester. Students who are also participating in dual enrollment programs may petition for an enrollment overload. The form is available at Registration and Records.

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 and Student Life. Students must submit written authorization from their designated high school official noting the course(s) to be taken and if the course(s) will be used to meet high school requirements. See the High School Student Authorization form online at www.waubonsee.edu. Transcripts and letters of recommendation are also required, and in some cases, students will be asked to complete placement testing.

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 Graduate/Credentials Analyst or Registration and Records. 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 Web site 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 applicants expense by an approved credential evaluator. Contact: Educational Credential Evaluators, P.O. Box 514070, Milwaukee, WI 53202-3470 or at the ECE Web site 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 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.

Refer all questions regarding the international status of a student to 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. 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) 753-0681.

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. See "Tuition and Fees" for details. Students registered for credit may not change to audit status after the midterm of a course. Once the course has started, auditing students cannot change to credit status.

Withdrawal From a Course

Students are responsible for officially withdrawing from courses they are no longer attending. A student that withdraws from a credit course after the end of refunds will receive a withdrawal grade (not used in calculating GPA or semester hours attempted). Financial aid rules may vary. See Waubonsee's "Financial Aid Handbook" for details or contact the Financial Aid Office before withdrawing.

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.

Administrative Withdrawal

Waubonsee Community College reserves the right to administratively withdraw those students who are not actively pursuing course objectives as established by their instructors. Students also may be administratively withdrawn if they are enrolled in courses not consistent with placement testing and course prerequisites. Students who appear before the Student Conduct Board may also be subject to administrative withdrawal. Call Student Development for more information (see directory).

See directory inside back cover.

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 be granted in-district tuition. These cases are considered individually and students may be required to furnish legal evidence of employment. In these cases, students who are granted in-district fees 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.

See directory inside back cover.

Tuition

Tuition for college credit courses is charged per semester hour and is determined by residency.

**Estimated Tuition per Semester Hour*

In-district student	$85.00
Illinois out-of-district student	$262.56
Out-of-state student	$289.59
International student	$289.59

Note: Chargeback to other districts $185.56
**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
Set-up fee for payment plan option (per semester/nonrefundable)	$25.00
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 self-service.

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.

Laboratory Fees

Certain courses require extra costs for supplies, equipment or services. A lab 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.*

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: First, 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: A second method is the chargeback. 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 which offers that program. Applications for chargeback tuition MUST be submitted to the office of the Assistant 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 Assistant 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 can 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, check, credit card (VISA, MasterCard, Discover) or bank debit (online only). Full or partial payments can be made:

- Through the online registration system at www.waubonsee.edu or at mywcc.waubonsee.edu (credit card or bank debit)
- In person at the Sugar Grove or Aurora 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

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 returned their signed financial aid award letter 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 www.waubonsee.edu.

The college reserves the right to make the final decision on all refunds. Contact the Bursar Office about 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.

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.

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 or pass an independently-administered test approved by the U.S. Department of Education;
- 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 the Pell Grant;
- 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 quality;
- 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.

Standards of Academic Progress

In accordance with the United States Department of Education and State of Illinois regulations, Waubonsee Community College has established minimum Standards of Academic Progress guidelines for the receipt of financial aid. These standards apply to all students receiving federal and state funding, including veterans* and students receiving student loans or federal work-study.

1. COMPLETION RATE REQUIREMENT

A student must achieve a 67 percent completion rate for all course work attempted at Waubonsee. This applies whether or not the student previously received financial aid.

a. "Credit hours completed" is defined as completion of a 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.
b. "Credit hours attempted" includes all credit classes in which the student is enrolled after the refund period.
   - Withdrawals after the refund period count as hours attempted.
   - Students who enroll in telecourses 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 credit hours attempted.
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 semester'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, regardless of whether or not the student previously received financial aid. Grades for repeated courses for which the student earns credit are arranged.

** Veterans receiving the Illinois Veterans Grant, the Illinois National Guard Grant or the Illinois MIA/POW Scholarship are only subject to meeting the GPA requirement.*

3. MAXIMUM TIMEFRAME REQUIREMENT

Student eligibility for financial aid at Waubonsee is limited to 150 percent of standard program length or 96 credit hours attempted, regardless of whether or not the student previously received financial aid. These 96 hours include transfer hours accepted from other institutions.

4. EVALUATION AND ACADEMIC PROGRESS STATUS

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.

WARNING - If a student fails to meet the required completion rate, G.P.A., and/or timeframe requirement as outlined in this policy, the student is placed on FINANCIAL AID WARNING for the subsequent academic term. A student is able to receive financial assistance while on warning.

SUSPENSION - If a student fails to meet the Standards of Academic Progress at the end of the warning term, the student will be placed on FINANCIAL AID SUSPENSION and will become ineligible for all federal and state programs. If in subsequent semesters, the student is able to meet the completion rate or GPA requirement, it is the student's responsibility to notify the Financial Aid Office and request that aid eligibility be reinstated.

5. APPEALS

A student may submit a written appeal within 30 calendar days following the end of the semester in which he/she was ruled ineligible. An appeal form will be sent to the student by the Financial Aid Office. Failure to meet this deadline will result in the denial of reinstatement. If a student believes there were mitigating circumstances that affected his/her academic progress, the student may appeal the suspension or cancellation of aid. It is the responsibility of the student to supply the required documentation with the appeal letter.

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. Your appeal will be reviewed and either approved with no provisions, approved with provisions, or denied.

In order to be considered for possible reinstatement to a warning status, a student must have documentable mitigating circumstances such as a family illness, death, or medical problems that may have caused the student difficulty in achieving academic progress requirements. These appeals should include documentation such as medical bills, insurance claims, etc.

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.

General Application Procedure

Details on the application process can be found online at www.waubonsee.edu/financialaid. Forms are also available for download.

Students must reapply annually. Start the application process as soon as possible after January 1 for the academic year starting in the fall.

Refer to the "Financial Aid Handbook" each year for detailed timelines and important deadlines.

Disbursement of Financial Aid Funds

Financial aid and scholarship funds will be reflected on the student's account only after the student has returned a signed award letter and Title IV Authorization to the Financial Aid Office. A bookstore credit will be processed for state MAP grants if financial aid funds are sufficient to cover all charges on a student's account. All aid funds are subject to recalculation if a student changes enrollment or drops courses.

Financial Aid Refund Policy

Tuition refunds are based on the official date of withdrawal. Refunds based on the difference between institutional charges for the term and loan amounts are mailed about the fourth week of the term. Refunds based on the difference between institutional charges for the term and Pell Grant disbursements are mailed after mid-term.

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/financialaid. Additional questions may be directed to the Financial Aid Office. The standards of academic progress apply to all veterans as indicated on the previous page.

Scholarships

A variety of scholarships are available to Waubonsee students through private funding sources and the Waubonsee Community College Foundation. Information about these opportunities can be obtained through the Financial Aid Office (see directory) or online at www.waubonsee.edu/scholarships.

Additional Resources

Waubonsee is a recognized outreach center of College Zone, powered by the Illinois Student Assistance Commission (ISAC). For general information about available financial aid and application procedures, visit www.collegezone.com. To access a computer or to get hands-on assistance with the College Zone site, visit the Sugar Grove or Aurora Campus Financial Aid Office.

See directory inside back cover.

WAUBONSEE

what you need to know

Academic Information and Regulations

Academic Probation

All students who achieve a cumulative grade point average below 2.0 are automatically placed on academic probation. They must meet with an advisor or counselor for a program review before they can register for the next semester. Students remain on probation until their cumulative grade point average is equal to 2.0 or higher.

Certificates of Achievement

Consult this catalog for certificate requirements. Certificates of Achievement are awarded at the end of each semester. It is the responsibility of the student to submit a written request for the certificate which he/she believes to be completed. A request form may be obtained in Registration and Records or the student may submit a letter to the Graduate/Credentials Analyst (see directory). Original certificates are free. Duplicate certificates cost $5.

Class Attendance

Waubonsee students are expected to attend all sessions of a course. The college has no policy allowing a student to "cut" class.

In case of illness or other mitigating circumstances, students should contact instructors. Make-up work may be arranged at the instructor's discretion.

A student may be withdrawn from class for excessive absence.

Class Standings

Class standings are based upon the number of semester hours earned at Waubonsee, as well as semester hours accepted in transfer from other colleges or universities. 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 Admissions a New Student Information Form, high school transcripts, transcripts from all colleges previously attended and a Transcript Evaluation Request Form. 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 Graduate/Credentials Analyst and the appropriate Dean.

Currently, no recording fee applies for armed service experience.

See directory inside back cover.

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:

English Composition, English Composition with Essay, Introductory Business Law, 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 $5 per credit hour is assessed. Refer to the Center for Learning Assessment Web site 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.

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 5 on the Calculus AB Exam, or 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 4 on the Calculus AB Exam, or a 3 on the Calculus BC Exam receive 4 semester hours of credit for MTH 131.

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.

A recording fee of $5 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 course work, 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 $5 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 164) may be awarded credit or advanced placement at Waubonsee Community College. For a complete listing of articulated courses, visit the VALEES Web site 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 counsels of local labor unions, industrial training programs). Requests for such evaluation should be directed to the appropriate Dean.

A recording fee of $5 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 from Registration and Records.

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
WU, WC		
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 final grades through the online self-service system or 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 course work 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 Course Work 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, physical education and developmental 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 you wish to have only the higher grade(s) calculated in your GPA. Request forms are available online at www.waubonsee.edu.

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 Assistant 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 at www.waubonsee.edu.

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 will complete graduation requirements during the spring or summer semesters, as well as those who completed their requirements the previous fall semester, are encouraged to participate.

Students who decide to participate in the commencement ceremony are notified of the cap and gown rental fees during the spring semester. 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 course work 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 official transcripts as soon as possible and notify the Graduate/Credentials Analyst.
4. ***Flex-Term and Telecourses:*** To be considered for graduation, final grades for flex-term and telecourses are due by the end of the semester.
5. ***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.
6. ***Petition:*** Early in the semester before they expect to complete their program, students must file a petition to graduate.

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.

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). Refer to Waubonsee's "Student Handbook" for more details.

All students have the right to inspect and review their personal records at a time and place under conditions designated by Registration and Records. Any release of Waubonsee academic information from student records must have the written consent of the student. Contact Registration and Records.

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.

Current and former students of Waubonsee have access to their official records maintained here. Contact Registration and Records (see directory).

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

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, RAP (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:

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.

Early Alert may include student populations such as athletes, Student Support Services participants, financial aid recipients, Access Center students, first-year students and students enrolled in developmental courses.

Students identified with academic difficulties are encouraged to make an appointment with a counselor to address the areas of concern. Strategies for success are shared with the instructor.

PROBATION

At the end of each semester, students with a cumulative grade point average (GPA) below 2.0 are placed on academic probation. These students receive a letter notifying them that they must make an appointment to meet with a counselor.
This program review is required before students are allowed to register for the next semester.

PROGRAM REVIEW

Upon successful completion of 24-38 cumulative 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. 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 support services to students who are disabled. 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 on the Stolp Avenue side.

Students may order books for direct shipment or in-store pick up via our online bookstore at www.waubonsee.edu/bookstore. Prepayment by credit card is required for online orders, and shipping and handling charges may apply.

The bookstores stock required and optional, new and used textbooks, as well as reference materials, study guides, school and office supplies, electronics, 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 final exam week 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% of the new book price. Books may be purchased at wholesale prices at various times during the semester for shipment off campus. Check with the bookstores for wholesale buyback days and times.

Regular bookstore hours, along with extended hours at the beginning of each term, are posted at each location and on the bookstore Web site. The bookstore accepts cash, checks, MasterCard, VISA and Discover credit and debit cards, as well as grants, scholarships and other financial aid as approved by the Financial Aid Office.

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.

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.

The Web site www.ccjobnet.com 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 Web site provides universal access 24 hours a day, seven days a week, to the thousands of jobs listed annually through the Career Services Center. Clients can establish a personal account by contacting Career Services (see directory).

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, members of the community and area businesses.

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 telecourse 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), Campbell Interest and Skills Survey (CISS) and certification tests given throughout the year.

Testing centers, which are located at the Sugar Grove and Aurora Campuses, are open Monday-Saturday. 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 Child Care 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, Grievances, and Grade Concerns

Waubonsee Community College has procedures to assist students in resolving college-related grievances. Specifically, the procedures address student grade concerns, general student grievances and student conduct.

This is a good faith approach to resolving grievances with the goal of resolving grievances in the most expeditious manner.

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 student grievances, grade concerns and student conduct are detailed in the "Student Handbook."

For more information about these procedures, please contact the Assistant Vice President of Student Development (see directory).

Counseling Center

Waubonsee Community College provides a wide range of academic 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 Advising Program."

Counselors are available at all three Waubonsee campuses. Walk-in and appointment times are available. Call for office hours or appointments (see directory).

REGISTRATION AND PLANNING (RAP)

All new full-time and/or degree-seeking students are required to participate in Registration and Planning (RAP). RAP consists of an overall orientation to academic procedures and programs, and assistance in planning and registering for the first semester of courses.

Students are required to obtain course placement before scheduling an appointment for RAP. Students should begin early and allow time to complete the placement and RAP processes. New students can schedule an appointment for a RAP session online at www.waubonsee.edu/rap or by contacting Admissions (see directory).

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;
- to increase individual, foundation and corporate support for the Waubonsee Community College Foundation.

The foundation awards more than 125 scholarships each academic year. Applications are due in February for scholarships usable the following academic year.

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 a Robotel switching system, 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.

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.

Learning Enhancement

Learning Enhancement offers assistance with college studies. Through small group tutoring, workshops or credit courses, assistance is provided in study skills, reading, writing and mathematics. Improving skills in these areas can contribute to a successful, less stressful college career. Instruction is tailored to the individual so that the student can feel comfortable, yet challenged. Learning Enhancement services are available at the Aurora, Copley and Sugar Grove campuses.

Personalized writing assistance is available to any Waubonsee student working on a writing project. Professional staff is available on a walk-in basis to assist in the writing of essays, research papers, reports, resumes, and personal and business letters. Other academic assistance is also available. Contact the Tutor Coordinator for schedules (see directory).

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 and specific instructors for more information.

INSTRUMENTAL MUSIC

The Waubonsee Steel Drum Band, Rock Music Ensemble and Jazz Band 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 and the Fox Valley Concert Band.

VOCAL MUSIC

Waubonsee offers two opportunities to participate in vocal groups: The Waubonsee Chorale, a 20-member group which performs traditional choral music, and the Fox Valley Festival Chorus, a 60-member ensemble performing larger choral works, often with an instrumental group.

Preschool-Magnet Place

The Children's Magnet Place is a laboratory preschool located at the Sugar Grove Campus. Children aged 3 through kindergarten are accepted for two- or three-day, morning or afternoon sessions that feature developmentally appropriate learning activities. The program has been influenced by the internationally renowned preschool curriculum from Reggio-Emilia, Italy. Please call the Children's Magnet Place for more information or to enroll a child in this exciting preschool (see directory).

Returning Adult College Students

Waubonsee provides an adult student recruiter 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.

In addition, O.A.S.I.S. (Organization of Adult Students for Interaction and Support) functions as an informational resource group for adult students at Waubonsee. This group addresses the issues and concerns of adult students and provides support in an informal and relaxed group setting. Contact Admissions for more information (see directory).

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

Student activities are a vital part of an education program. Involvement in extracurricular activities 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 (see directory) and refer to the current edition of the "Student Handbook," published annually.

Student Clubs/Organizations

Each organization must have a faculty/staff advisor and a minimum of 10 student members to apply to the Student Senate for a charter. A charter may be issued to any group that fulfills the club charter guidelines and has a purpose that conforms with the philosophy of the college. Charters have been issued to many social, cultural, career and honors groups. Contact the Student Activities office for more information (see directory).

STUDENT GOVERNMENT

Student Government provides the opportunity for a student-planned and operated system of creative projects. Also, it provides one 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. In addition to budgeting and appropriating a portion of the student activity funds, the senate charters student clubs and plans and implements projects to meet students' needs. The senate holds monthly meetings. All meetings are open and students are invited to attend. Student input is always encouraged.

Any registered student may vote in a student government election. Election requirements, petitions and details are available from the Student Activities Manager (see directory).

STUDENT TRUSTEE

A student member is elected during the spring to serve on the Waubonsee Community College Board of Trustees. This student attends all board meetings to represent the interests of Waubonsee students. The current student trustee can be contacted through the Student Activities office (see directory).

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).

Student Newspaper

The student newspaper, "Insight," has grown rapidly since its first issue in 1967. Students may use their talents for expression in one of the many facets of the preparation of the paper. The paper is published by the college and is distributed free to the student body, staff and faculty. Contact the office of the Dean for Communications and Library Services for more information (see directory).

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). Student Support Services is a federally funded TRIO program sponsored by the U.S. Department of Education. The current SSS budget is $288,143. Eighty-nine percent of this funding is from the Department of Education ($256,143), and 11 percent ($32,000) is funded by Waubonsee (college match).

Todd Library

Library services are provided at the Todd Library at the Sugar Grove Campus, and at extension sites at the Aurora and Copley campuses. The Todd Library houses a 50,000 book collection, more than 500 periodical titles, and many electronic reference databases chosen to support the college curriculum and provide research materials for students and residents of the Waubonsee Community College district. Other services available at the Sugar Grove library facility include:

- conference room;
- copiers;
- distance learning classroom tapes;
- interlibrary loan;
- Internet access;
- instructional multimedia;
- microform reader/printers;
- reference assistance;
- reserve materials;
- telecourses;
- video viewing area.

All registered students may check out materials from the library, and residents of the college district who are high school age or older are eligible for most circulation privileges.

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.

Tutoring Program

Free tutoring is available to students currently enrolled in classes. Subject and tutor availability schedules are posted every semester. No appointments are necessary when seeking tutoring at the walk-in assistance labs located in Collins Hall on the Sugar Grove Campus or at the Aurora Campus, Room 326.
For more information, contact the Tutor Coordinator (see directory).

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 approximately 600 square miles and has an assessed valuation of nearly $10.5 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 over 11,000 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, child care 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. Located at the corner of Galena Boulevard and Stolp Avenue, the three-story facility is the headquarters for several college departments and programs, including 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.

In late 2004, the college announced its plans for a fourth permanent campus to be located in Plano. The Waubonsee Community College Plano Campus will be built on a nine-acre site adjacent to the Lakewood Springs development, north of Highway 34 and west of Eldamain Road near Lake Plano.

The new Plano Campus is just one of 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. All four building projects planned for the Sugar Grove Campus have been completed; 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. Ground has been broken for both the new Plano Campus and a new downtown Aurora Campus.

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 40 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 is one of a handful of higher education institutions in Illinois to offer fully-accredited associate degrees 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, sex, 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 Director of Human Resources at (630) 466-7900, ext.2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

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 Morey, 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 Morey, Director of Human Resources (see directory).

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 Public Safety Office (see directory) or online at www.waubonsee.edu.

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)	*Learning Enhancement*
(SS & E)	*Social Science and Education*
(T, M & PS)	*Technology, Mathematics and Physical Sciences*

Abbott, Lenice, *Assistant Professor*
Reading (LE)
BA, Wheaton College;
MS, National Louis University

Ahmann, Carla, *Assistant Professor*
Early Childhood Education (SS & E)
BS, MS, University of Wisconsin-Stout

Ahrendt, Angela, *Instructor*
Chemistry (T, M & PS)
AS, Olney Central College;
BS, University of Illinois;
PhD, Northern Illinois University

Armitage, James, *Associate 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/ Assistant Professor*
BA, MA, University of Puerto Rico

Bakalis, Maria, *Professor*
Communications/Theater (C & LS)
BA, DePaul University;
MA, Northeastern Illinois University;
EdD, Northern Illinois University

Ball, David C., *Assistant Professor*
CAD/Drafting/Engineering (T, M & PS)
BS, Western Illinois University;
MEd, National College of Education

Ballee, Shawn, *Assistant Professor*
Industrial Systems Technology (T, M & PS)
AS, Elgin Community College;
BS, Northern Illinois University

Baston, Karen, *Assistant Professor*
Administrative Office Systems (B & IS)
BS, MS, Northern Illinois University

Bell, Elizabeth, *Dean*
Campus Development
BA, Whitworth College;
MEd, Oregon State University

Bickley, Keith A., *Assistant Professor*
Philosophy (H, FA & L)
BA, Wabash College;
MA, Duquesne University

Bitterman, John C., *Assistant Professor*
Communications (C & LS)
AA, College of DuPage;
BA, Southern Illinois University;
MA, MSEd, Northern Illinois University

Blacksmith, Lourdes, *Director*
Federal and Cultural Relations
AAS, Waubonsee Community College;
BA, DePaul University

Bota, Aurel, *Construction Superintendent*
BS, Institute for Constructions in Bucharest, Romania

Boudreau, Charles, *Director of Financial Aid*
BA, MSEd, University of Illinois;
PhD, University of South Florida

Bouffard, Christine, *Assistant Professor*
Health Education/Physical Education (SS & E)
BA, Valparaiso University;
MS, University of Illinois at Chicago;
MSEd, Northern Illinois University

Brackenridge, Eugenia, *Professor*
Biology/Microbiology (H & LS)
BA, MA, PhD, University of Texas at Austin

Brown, Maribeth, *Assistant Professor*
Mathematics (LE)
BA, Eastern Illinois University;
MA, DePaul University

Burke, Adam, *Librarian/Assistant Professor*
Library (C & LS)
BA, University of Wisconsin;
MA, University of Iowa

Butler, Mary Edith, *Dean*
Communications and Library Services
BS Ed, Mississippi College;
MLS, University of Mississippi

Cardine, Darla, *Director*
Financial Services
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

Chapman, Pamela J., *Professor*
Information Systems (B & IS)
AA, Wright Junior College;
BS, MS, Northern Illinois University

Clark, Gary, *Assistant Professor*
English (C & LS)
BA, Olivet Nazarene College;
MA, Northern Illinois University

Clark, Lynn M., *Professor*
Interpreter Training/Sign Language (H, FA & L)
BS, University of Illinois;
MA, Michigan State University;
PsyD, Chicago School of Professional Psychology

Clem, Billy E., Jr., *Assistant Professor*
English (C & LS)
BA, Culver-Stockton College;
MA, Missouri State University

Collins, Catherine, *Assistant Professor*
Accounting (B & IS)
BBA, St. Joseph's College;
MS, University of Wisconsin-Milwaukee;
MBA, Northern Illinois University;
CPA

Crawford, Mark A., *Assistant Professor*
Mathematics (T, M & PS)
BA, MA, Western Michigan University

Cushing, Lewis, *Comptroller*
BBA, Western Illinois University;
MBA, Northern Illinois University;
CPA, CMA

DasNeves, Susana, *Bilingual Counselor*
BA, University of Monterrey, Mexico;
MS, Ed.S., University of Tennessee at Knoxville

de Boom, Patricia, *Assistant Professor*
Nursing (H & LS)
BSN, Madonna University;
MSN, Boston College

DeLay, Larry, *Assistant Professor*
Biology/Anatomy and Physiology (H & LS)
AS, Joliet Junior College;
BS, Illinois State University;
MA, Northeast Missouri State

DeStefano, Allison, *Assistant Professor*
Communications (C & LS)
BA, Lewis University;
MA, University of Illinois at Chicago

Del Medico, Amy, *Assistant Professor*
Mathematics (T, M & PS)
BS, Benedictine University;
MS, Northern Illinois University

Dharmasankar, Sowjanya, *Instructor*
Economics (B & IS)
BA, MA, M.S. University, Baroda, India

DiVietro, Jamey, *Counselor*
BA, Northern Illinois University;
MA, Loyola College of Maryland

Dixon, Jeri, *Dean*
Adult Education
BA, Chicago State University;
MAdEd, National-Louis University

Draper, Timothy D., *Assistant Professor*
History (SS & E)
BS, MA, Ball State University;
PhD, Northern Illinois University

DuCharme, Danielle, *Instructor*
Biology (T, M & PS)
BS, Loyola University Chicago;
MS, University of California Davis

Easton, David, *Assistant Professor*
Information Systems (B & IS)
AAS, Morton College;
BA, University of Illinois;
MBA, Dominican University

Field, Ellen, *Instructor*
Mathematics (LE)
BA, North Central College;
MS, Northern Illinois University

Fisher, Cindy, *Dean*
Humanities, Fine Arts and Languages
BA, MS Ed, Northern Illinois University

Fortier, Diana L., *Assistant 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, *Assistant Professor*
Graphic Design (H, FA & L)
BFA, Shanghai Teacher's University;
MA, MFA, Northern Illinois University

Fuller, Teri A., *Assistant Professor*
English (LE)
BA, University of St. Francis;
MA, Northern Illinois University

Gaff, Janet, *Instructor*
English (LE)
BA, Purdue University;
Master of Divinity, Bangor Theological Seminary;
MA, Central Michigan University

Gaudio, John J., *Assistant Professor*
Mathematics (T, M & PS)
BS, MS, University of Illinois

Gibbons, Daniel, *Assistant 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

Godfrey, Amy, *Assistant Professor*
History (SS & E)
BA, Grove City College;
MA, John Carroll University;
PhD, Northern Illinois University

Goetz, Carla, *Assistant Professor*
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

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

Grundner, Irmgard, *Assistant Professor*
Nurse Assistant/Allied Health (H & LS)
BSN, Towson State University;
MSN, Lewis 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;
M. Ed, National-Louis University

Heiss, David, *Assistant Professor*
Physical Education (SS & E)
AA, Eastern Wyoming College;
BS, Bemidji State University;
MS, Chicago State University

Hladik, Paula Jean, *Associate Professor*
Business (B & IS)
RRT, AS, College of DuPage;
BS, College of St. Francis;
MS, MBA, Benedictine University

Hollenback, Scott, *Assistant Professor*
Psychology (SS & E)
BA, Marquette University;
MA, Forest Institute of Professional Psychology

Holmes, Harold (Rodney), *Assistant Professor*
Biology (H & LS)
BS, Abilene Christian College;
MS, Purdue University;
PhD, University of Oklahoma

Hooker, Christopher, *Assistant Professor*
Earth Science/Geography (T, M & PS)
AA, Los Angeles Harbor College;
BS, MS, Northern Illinois University

Hummel, Paul, *Dean*
Technology, Mathematics and Physical Sciences
BS, MS, Midwest College of Engineering;
EdD, Northern Illinois University

Hutches, Mary Beth, *Assistant Professor*
Nursing (H & LS)
BS, Northern Illinois University;
MS, St. Xavier University

James, Melinda, *Assistant Vice President*
Student Development
BS, Murray State University;
MS, George Williams College

Jeppesen, James Douglas, *Assistant Professor*
Art/Ceramics (H, FA & L)
BA, BFA, University of Tulsa;
MFA, Northern Illinois University

Kewin, Therese A., *Counselor/Assistant Professor*
BS, Illinois State University;
MS, National Louis University

Kiefer, Richard, *Assistant Professor*
Political Science/History (SS & E)
BS, Miami University;
MA, Governors State University

Kindelin, Heidy, *Counselor/Assistant Professor*
Access Center for Students with Disabilities
AA, Moraine Valley Community College;
BS, Illinois State University;
MA, Northern Illinois University;
CRC

Kunz, Kenneth, *Associate Professor*
Automotive Technology (T, M & PS)
AA, Joliet Junior College;
BA, Governors State University;
MEd, Olivet Nazarene University;
Master Automotive ASE

LaCost, Heather A., *Assistant Professor*
Psychology (SS & E)
BA, Carthage College;
MA, PhD, Northern Illinois University

Lathan, Mark, *Instructor*
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

Leatherbury, Teri, *Executive Assistant to the President*
BA, University of Wisconsin-LaCrosse;
MALS, North Central College

Lemmerhirt, Frederick R., *Assistant Professor*
Physics/ Mathematics (T, M & PS)
BS, Iowa State University;
MS, University of Wisconsin

Leninger, Edward, *Chief Information Officer*
BA, University of Illinois at Chicago;
MBA, Northern Illinois University

Lindeen, Ellen, *Assistant Professor*
English (C & LS)
BS, University of Wisconsin-Madison;
MA, Northwestern University

Livingston, Kimberly Rainsford, *Assistant Professor*
English (C, & LS)
BA, Western Illinois University;
MA, Western Michigan University

Long, Suzette, *Dean*
Business and Information Systems
AA, College of DuPage;
BA, MBA, DePaul University

Lovingood, Deborah, *Executive Vice President and Chief Learning Officer*
Educational Affairs
BA, University of South Carolina;
MAT, The Citadel;
MS, Murray State University;
EdD, Vanderbilt University

Luxion, Clifford, *Assistant Professor*
Small Business Management/Real Estate (B & IS)
AA, AS, Waubonsee Community College;
BA, Governors State University;
MS, Roosevelt University

Marston, Faith, *Dean*
Enrollment Management and Student Life
BS, MS, Illinois State University

Marzano, William, *Assistant Vice President*
Community Development
AAS, Morton College;
BA, Northern Illinois University;
MA, University of Illinois;
EdD, Illinois State University

Mattern, Joshua, *Assistant Professor*
English (LE)
BA, North Central College;
MA, Northern Illinois University

McDonald, Andrew, *Instructor*
Auto Body Repair (T, M & PS)
ASE, Master Collision Repair/Refinish Technician

McDonald, Jeanne, *Assistant Professor*
English (C & LS)
BA, MA, Lincoln Christian College and Seminary;
MA, Western Illinois University;
PhD, Illinois State University

Mendoza, Lilia, *Instructor*
Foreign Language (H, FA, & L)
BA, 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, *Instructor*
Interpreter Training/Sign Language (H, FA & L)
BA, MA, Northern Illinois University

Morey, Michele, *Director*
Human Resources
BS, University of Illinois;
Certificate of Human Resources Management;
MBA, Benedictine University

Nakaji, Denise, *Assistant Professor*
Therapeutic Massage (H & LS)
BFA, MSEd, Northern Illinois University;
NCTMB

Noblitt, Jeffrey, *Director of Marketing and Communications*
BA, Loyola University Chicago;
MS, Roosevelt University

Norris, Lesa, *Dean*
Workforce Development
BA, University of Iowa;
MS, Benedictine University

O'Gorman, Michael J., *Professor*
English (C & LS)
AA, Elgin Community College;
BA, Truman State University;
MA, University of Illinois at Chicago

Olson, Paul C., *Professor*
Sociology/Anthropology (SS & E)
BA, Oakland University;
MA, University of Michigan

Perez, Cynthia, *Assistant Professor*
Health Care Interpreting (H, FA & L)
AA, College of DuPage

Popowitch, Mark, *Instructor*
Music, (H, FA & L)
BA, Northern Illinois University;
MA, Southern Illinois University

Pulver, Thomas G., *Assistant Professor*
Mathematics (LE)
BS, Mankato State University;
MA, Minnesota State University-Mankato

Quillen, David, *Vice President*
Finance and Operations
BS, Augustana College;
MBA, University of Iowa;
CPA

Quirk, Sarah A., *Assistant Professor*
English (C & LS)
BA, DePaul University;
MA, Northern Illinois University

Randall, Kathleen A., *Assistant Professor*
Education (SS & E)
AA, Joliet Junior College;
BS, MS, Illinois State University

Reardanz, Judy, *Assistant Professor*
Nursing (H & LS)
BSN, Duquesne University

Reese, John, *Assistant Professor*
Human Services (SS & E)
BA, Coe College;
MS, Rehabilitation Institute of Southern Illinois University

Regnier, Jane, *Assistant Vice President*
Program Development and Alternative Learning
AAS, Waubonsee Community College;
BA, Marquette University;
MS, Walden University

Richards, Katharine, *Director*
Fund Development
BA, Denison University;
MA, MS, Northern Illinois University

Rolison, Patrick, *Instructor*
Criminal Justice (SS &E)
BA, University of Illinois - Chicago;
MS, Northern Illinois University

Rothschild-Massa, Jacqueline N., *Assistant Professor*
Psychology (SS & E)
AAS, Illinois Central College;
BS, MA, Bradley University;
EdD, Illinois State University

Samuelson, Terri, *Dean*
Learning Enhancement
AA, Waubonsee Community College;
BA, MS, Northern Illinois University

Santillan, Kristin, *Counselor/Assistant Professor*
AS, Waubonsee Community College;
BA, Illinois State University;
MSEd, Northern Illinois University

Shaddle, Susan, *Professor*
Nursing (H & LS)
BSN, MSN, Loyola University;
CCRN;
EdD, Northern Illinois University

Sinclair, Kelli, *Dean*
Counseling and Student Support
BA, MSEd, Northern Illinois University

Skaggs, Steven, *Assistant 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*
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

Stich, Patricia, *Assistant Professor*
Administrative Office Systems (B & IS)
BA, St. Mary's College;
MA, Concordia University

Stuckey, Martine, *Assistant 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)
BS, Manchester College;
MS, Clemson University

Thoroughman, Jacquelyn, *Dean*
Social Science and Education
ASN, University of Maine;
BSEd, MSEd, University of Kansas

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, *Assistant 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, *Assistant 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

Wampach, Jeanette E., *Professor*
Nursing (H & LS)
BS, University of Illinois;
MS, EdD, Northern Illinois University;
OCN

Ward, Daniel W., *Professor*
Biology (H & LS)
BS, MS, Central Missouri State University

Ware, Leatha P., *Associate Professor*
Business (B & IS)
BS, Tougaloo College;
MS, National-Louis University;
EdD, Northern Illinois University

Weber, Heather, *Assistant Professor*
Art (H, FA & L)
BA, Miami University;
MA, Northern Illinois University

Westman, Kathleen, *Assistant 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

Wingate, Constance, *Assistant Professor*
Nurse Assistant (H & LS)
AAS, Waubonsee Community College;
BSN, Aurora University;
MAT, Rockford College

Wold, Jill, *Assistant Vice President*
Instruction
BA, MA, Northern Illinois University

Wu, John, *Director*
Emergency Preparedness and Safety
BS, State University of New York;
MBA, Regis University;
NIMS Certified

President Emeritus

Swalec, John J., *President Emeritus*
BS, MS, PhD, Illinois State University

Professors Emeritus

Duckwiler-Lippold, Carol, *Professor Emerita*
Administrative Office Systems (B & IS)
AA, Spoon River College;
BS, MS, Western 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

Sprague-Williams, Janet L., *Professor Emerita*
Speech (C, H & FA)
BA, MA, CAS, EdD, Northern Illinois University

Administrative Offices

Access Center for Students with Disabilities
Dean: Kelli Sinclair
Manager: Iris Hansen
Egner, Lisa | *Accommodations Specialist*

Admissions
Dean: Faith Marston
Manager: Joy Baish
Brookson, Warren | *Admissions Representative*
Bowman, Cindy | *Admissions Representative*
Caballero, Luis | *Admissions Representative*
Dixon, Bonnie | *Switchboard/Receptionist*
Schlacks, Robert | *Admissions Representative*
Talley, Michelle | *Admissions Data Entry Clerk*
Vacant | *Information Desk Receptionist*

Adult Education
Dean: Jeri Dixon
Berg, Ann | *Secretary and Student Records Clerk*
Gaspar, Alyson | *Manager, Adult Education Special Programs*
Grimes, Katharine | *Manager, ESL Program*
Steinberg, Helen | *Manager, ABE/GED Program*
Vacant | *Secretary*
Woodward, Sherry | *Manager, Adult and Family Literacy*

Athletics
Manager: David Randall
Jacobs, Phillip | *Athletic Trainer*
Wagner, Dana | *Assistant Athletic Manager/Coach*

Aurora Campus
Dean: Elizabeth Bell
Manager: Mark Starkovich
Arzola, Angelita | *Clerk/Receptionist*
Delgado, Esmeralda | *Clerk/Receptionist*

Bookstore
Manager: Joanne Leibold
Garland, Victoria | *Textbook Buyer*
Lemus, Ana | *Assistant Manager*
Lopez-Hines, Ofelia | *Bookstore Clerk*
Nickels, Phyllis | *Bookstore Shipping/Receiving Clerk*
Vodicka, Anita | *Assistant Manager*

Bursar Office
Director of Financial Services: Darla Cardine
Mudra, Theresa | *Accounts Receivable Clerk*
Rodriguez, Bonnie | *Student/Foundation Accounting Clerk*

Business Office
Director of Financial Services: Darla Cardine
Bergquist, Connie | *Grants Accounting Technician*
Frieders, Linda | *Accounts Payable Clerk*
Kellen, Michele | *Payroll Technician*
Luman, Sally | *Secretary*
Somerlot, Laura | *Compliance and Accounting Analyst*
Wagner, Jennifer | *Accounts Payable Clerk*

Business and Information Systems
Dean: Suzette Long
Dwinnells, Sarah | *Secretary*
Thompson, Alison | *Academic Specialist*
Vacant | *Event Coordinator*

Campus Development
Dean: Elizabeth Bell
Myrna Nunez | *Secretary*
Vacant| *Lead Site Supervisor*

Campus Operations
Director: Dale Willerth
Manager: Bradley Smits
Avram, Mary | *Secretary*
Brown, Kirk | *General Maintenance/Painter*
Buri, Barbara | *Secretary*
Cardenas, Saara | *Custodian*
Cardoza, Isaul | *Custodian*
Castanon, Pablo | *Lead Custodian*
Cliffe, John | *General Maintenance Mechanic*
Flores, Arturo | *Lead Custodian*
Koomer, David | *General Maintenance Mechanic*
Peterson, Randy | *Industrial Electrician*
Sanchez, Jose | *Custodian*
Smits, Gary | *Shipping/Receiving Clerk*
Stein, Mark | *Night Custodial/Operations Manager*
Stone, Kristopher | *Groundskeeper*
Torres, Eustaquio | *Custodian*
White, Nathan | *General Maintenance Mechanic*
Zappia, Joseph | *Lead Groundskeeper*
Zedonis, Jeff | *Chief Plant Operator*

Career Services
Dean: Kelli Sinclair
Manager: Teri Cullen
Lee, Anderson | *Career Services Advisor*

Center for Learning Assessment
Assistant Vice President: Melinda James
Manager: Kathleen Lentz
Cihangir, Diane | *Assessment Coordinator*
Long, Cheryl | *Assessment Records Coordinator*
Montrose, Debbie | *Assessment Coordinator*
Wildermuth, Sandra | *Testing Center Assessment Specialist*
Vacant | *Learning Assessment Dept Coordinator*

Center for Teaching, Learning, and Technology
Dean: Renee Tonioni
Manager: Christine Meyer
Godfrey, Cameron | *Secretary*
Henson, Sean | *System Application Trainer*
Johnson, Robert | *Multimedia Trainer*
Kaetzer, Beth | *Software Application Trainer*

Communications and Library Services
Dean: Mary Edith Butler
Augustine, Michelle | *Secretary*
McReynolds, Jessica | *Academic Specialist*

Community Development
Assistant Vice President: Dr. William Marzano
Baretto, David | *Educational Specialist, Dunham Academy*
Gates, Heather | *Manager, Dunham Academy*
Simon, Sandy | *Secretary*

Community Education
Dean: Douglas Grier
Cox, Jamie | *Community Education Program Developer*
Darwish, Aziza | *Community Education Program Developer*
Hubbard, Jessica | *Community Education Specialist*
Martin, Loretta | *Secretary*

Copley Campus
Dean: Elizabeth Bell
Manager: Diana Foley
Sakowicz, Becky | *Secretary*

Counseling
Dean: Kelli Sinclair
Bender, Paula | *Graduate/Credentials Analyst*
Diederich, Kelly | *Receptionist*
Jacobucci, Karen | *Counseling Support Technician*
Kocunik, Sarah | *Articulation/Transcript Analyst*
West, Phyllis | *Secretary*

Distance Learning and Instructional Technology
Dean: Renee Tonioni
Barrett, Spring | *Secretary*
Contractor, Sonya | *Secretary*
Fortney, Stephanie | *Distance Learning Specialist*
Harmon, Susan | *Manager, Distance Learning*
Klavinski, Christopher | *Educational Television & Video Production Manager*
Lara, James | *Video Production Specialist*
Orseske, Catherine | *Secretary*
Rennels, Michael | *Public Access Programming Manager*
Vacant | *Public Access Video Production Specialist*

Educational Affairs
Executive Vice President and Chief Learning Officer: Dr. Deborah Lovingood
Pattermann, Deborah | *Secretary*

Enrollment Management and Student Life
Dean: Faith Marston
Peck, Julie | *Secretary*
Benacquista, Lorraine | *Imaging Clerk*

Emergency, Preparedness and Public Safety
Director: John Wu
Bernstein, Patricia | *Public Safety Officer*
Christoffel, Amber | *Public Safety Officer*
Wicks, Bradford | *Public Safety Officer*
Vacant| *Public Safety Chief*

Financial Aid
Director: Dr. Charles Boudreau
Ciccione, Christine | *Financial Aid Advisor*
Friedrich, Leslie | *Financial Aid Advisor*
Larson, Lorrie | *Financial Aid Data Entry Clerk*
Wise, Christopher | *Financial Aid Advisor*

Finance and Operations
Vice President: David Quillen
Harmon, Emery | *Construction Manager*
Hummel, Teresa | *Secretary*

Fitness Center
Manager: Lisbeth Anderson
Hines, Michelle | *Lead Fitness Specialist*
Kilburg, Irene | *Fitness Center Technical Assistant*

Fund Development
Director: Katharine Richards
Scott, Paula | *Secretary*
Vacant | *Fund Development Associate*

Grants
Manager: James Fletcher
Brubacher, Rita | *Grants Analyst*

Health and Life Sciences
Dean: Jess Toussaint
Crafton, Kebra | *Secretary*
Kitching, Desiree | *Health Care Programs Secretary*
Lepic, Amanda | *Academic Specialist*
Ragsdale, Katherine | *Biology Lab Coordinator*

Human Resources
Director: Michele Morey
Depke, Danielle | *Human Resources System Specialist*
Diehl, Nichole | *Employment Manager*
Krajecki, Judith | *Human Resources Office Support Technician*
Kripp, Kathleen | *Employee Relations & Benefits Manager*
Latham, Kristine | *Benefits Coordinator*
Nass, April | *Secretary*
Schmidt, Gail | *Employment Specialist*

Humanities, Fine Arts and Languages
Dean: Cynthia Fisher
Baier, Susan | *Secretary*
Boyd, Sandra | *Academic Specialist*
Sheehan, Mark | *Photography Lab Coordinator*

Information Technology
Chief Information Officer: Ed Leninger
Anthenat, Joseph | *PC Technical Specialist*
Antrobus, Nathan | *Technical Resource Specialist*
Chen, Joyce | *Programmer/Assistant Database Analyst*
Fowler, Zachary | *Network System Technology Specialist*
Goodson, Christine | *Technology Assistance Center Specialist*
Hively, Ryan | *Information Technology Specialist*
Howe, Tony | *Voice System Senior Technical Assistant*
Kjaer, Timothy | *Computing Support Manager*
Lindell, Anders | *Web Portal Analyst*
Marczewski, Christopher | *Network Engineer*
Mutschler, Vern | *Systems Technology Manager*
Nelson, Alek | *Computer Services Specialist*
Overton, Jackie | *Programmer/Analyst*
Piazza, Nick | *Webmaster*
Pike, James | *Telecommunications Technology Manager*
Ponzo, John | *Media Services Technician*
Rozell, Calette | *Client Workstation Technology Specialist*
Rquibi, Hassan | *Academic Support Coordinator*
Sargent, Karen | *Programmer/Analyst*
Shields, Christopher | *Network Support Services Manager*
Shotts, Kerri | *Database Analyst*
Spizzirri, Valerie | *Secretary*
Stefek, William | *Telecommunications Technology Coordinator*
Trivedi, Tarun | *Security Engineer*
Tuntland, Merle | *Media Services Manager*

Institutional Research
Manager: Kris Stout

Instruction
Assistant Vice President: Jill Wold
Arsenault, Deborah | *Secretary*
Lyons, Terry | *Instruction Office Support Technician*
Malley, Loretta | *Instructional Services Coordinator*
Thibeau, Janet | *Instructional Services Manager*

Learning Enhancement
Dean: Terri Samuelson
Kolkay, Sandra | *Tutoring/LES Supervisor*
Krantz, Lynne | *Academic Specialist*
Vilman, Karin | *Secretary*

Library
Dean: Mary Edith Butler
Manager: Laura Michalek
Hunter-Brodhead, Rhea | *Circulation Assistant*
Limonez, Rocio | *Circulation Assistant*
Vance, Kendall | *Interlibrary Loan/Periodicals Management Specialist*
Wohlers, John | *Library Technology Coordinator*

Marketing and Communications
Director: Jeffrey Noblitt
Edmonson, Meghan | *Publications Coordinator*
Gehrig, Marcia | *Graphic Designer/Marketing Coordinator*
Morrison, Mary | *Marketing/Communications Coordinator*
Punter, Adam | *Graphic Designer/Photographer*
Ruffolo, Neil | *Marketing/Communications Web Coordinator*
Smith, Ann | *Duplication Support Technician*
Wennmacher, Stephanie | *Marketing/Comm. Manager*
Wilhelmi, Debby | *Secretary*

Outcomes/The Outcomes Program
Manager: Stacey Randall
Tee, Angela| *Learning Outcomes Support Analyst*

President's Office
President: Dr. Christine Sobek
Buchner, Janel | *Administrative Assistant*
Gebauer, Cynthia | *Special Projects Secretary*
Jones, Ronna | *Secretary*

Program Development and Distance Learning
Assistant Vice President: Jane Regnier
Blickem, Cassie | *Program Development Analyst*
Frankino, Julie | *Career and Technical Education Specialist*
Schmutz, David | *Coordinator of Web-based Technologies for Instruction*
Twait, Sibylle | *Secretary*

Purchasing
Manager: Judy McCoy
Comptroller: Lewis Cushing
Yackle, Nancy | *Purchasing Assistant*

Quality and Strategic Development
Vice President: Dr. Karen Stewart
Forney, Kimberly | *Secretary*
Oldham, Carolyn | *Quality and Organizational Development Analyst*

Registration and Records
Dean: Faith Marston
Registrar: Deborah Conlee
Anderson, Justine | *Registration/Records Clerk*
Creager, Julie | *Registration/Records Clerk*
Knowles, Patricia | *Assistant Registrar*
Parks, Susan |*Registration/Records Clerk*
Malnic, Cynthia | *Registration/Records Clerk*
Parks, Susan | *Registration/Records Clerk*
Renner, Amy | *Registration/Records Clerk*
Sparks, Dawn | *Registration/Records Clerk*

Social Science and Education
Dean: Jacquelyn Thoroughman
Cohen, Debbie | *Academic Specialist*
Koehring, Janet | *Secretary*

Student Life
Dean: Faith Marston
Student Activities Manager: Cherie Westfall
Martinez, Rosalinda | *Student Activities Specialist*
Lerma, Lina | *Secretary*

Student Development
Dean: Kelli Sinclair
Assistant Vice President: Melinda James
Morrow, Dawn | *Secretary*

Student Support Services
Dean: Kelli Sinclair
Manager: Michele Schelling
Kolkay, Sandra |*Tutoring/LES Supervisor*

Technology, Mathematics and Physical Sciences
Dean: Dr. Paul Hummel
Stepney, Ne'Keisha | *Academic Specialist*
Wall, Katherine | *Chemistry Lab Coordinator*
Wilson, Kerri | *Secretary*

Upward Bound
Dean: Kelli Sinclair
Manager: Emmitt Short
Knowles, Shirley | *Educational Specialist Upward Bound*

Workforce Development
Dean: Lesa Norris
Carbaugh, Sophie | *Secretary*
Carley, Patricia | *Product Development Manager*
Cherry, Grace | *Operations Specialist*
Hyatt, Mary | *Workforce Development Grants Analyst*
Mann, Anthony | *Business Development Manager*
Morales, Rene | *Driver Safety Program Specialist*
Parker, Harriet | *Small Business Development Center Manager*
Slusser, Sandra | *Operations Manager*
Sullivan, Kevin | *Driver Safety Manager*
Szempruch, Douglas | *Employment Skills Advisor*

See directory inside back cover.

WAUBONSEE

your learning environment

Facilities and Extension Locations

Sugar Grove Campus

The Sugar Grove Campus includes the Student Center, which houses admissions, counseling, financial aid, the cafe 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.

Most administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, and many provide evening hours. Consult the current schedule of classes for the hours of operation for all campus services.

Aurora Campus

Waubonsee's Aurora Campus is conveniently located at the corner of Galena Boulevard and Stolp Avenue. The building includes 33 classrooms, teleconferencing facilities, computer laboratories, conference rooms, bookstore, library and child care center. Parking is readily available in the city parking lots near the campus. See the map on following pages.

Comprehensive student services, including 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 Learning Center, GED, English as a Second Language and the Adult Literacy Project.

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, advising and assessment. 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. See the map on following pages.

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 40 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.

The Sugar Grove, Aurora and Copley campuses are connected through a telecommunications system, allowing students to be taught simultaneously at several sites by one instructor.

For a complete listing of courses, classes and seminars offered at locations throughout the college district, consult the current semester class schedules.

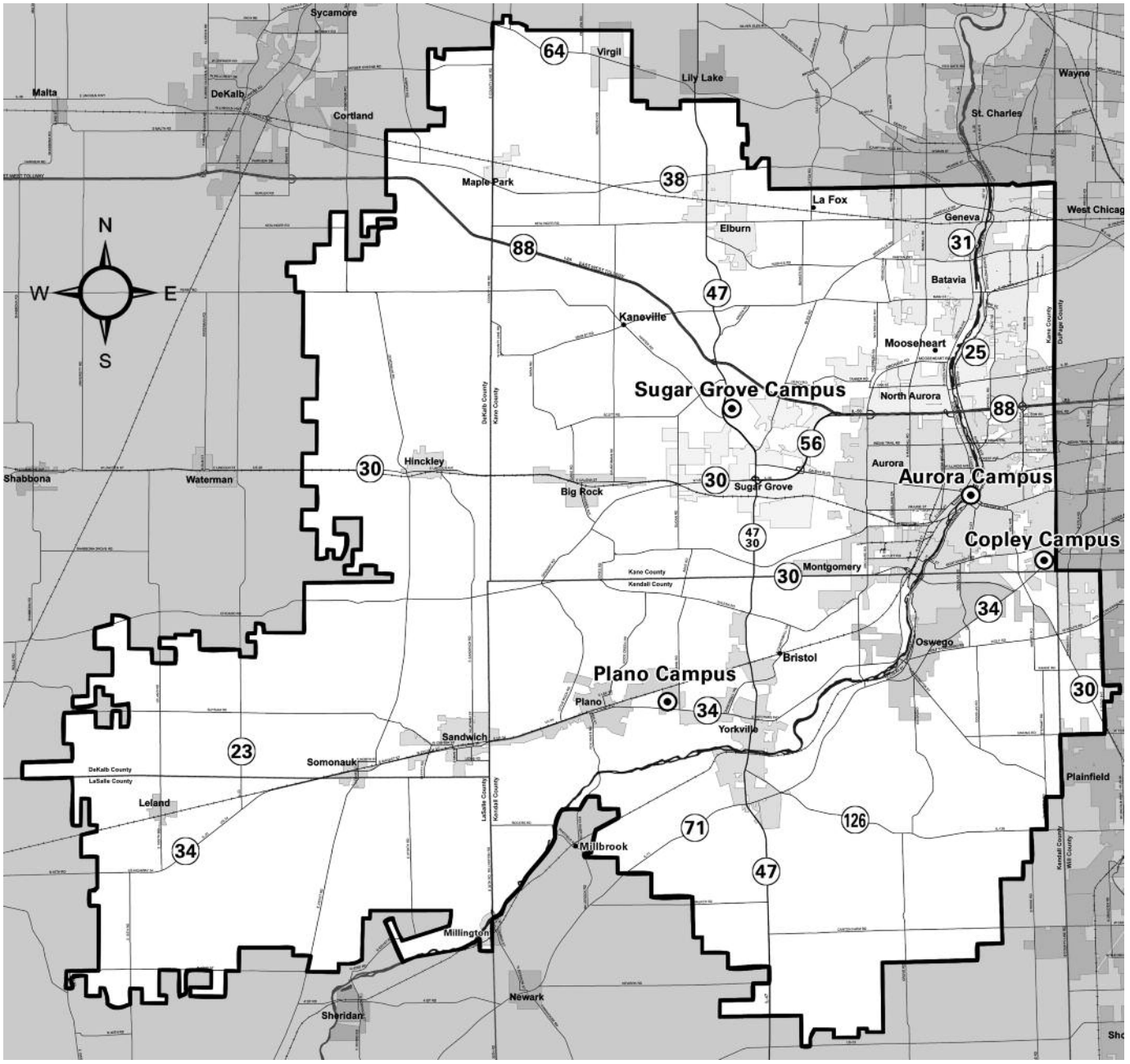
Waubonsee on the World Wide Web

Waubonsee's Web site at www.waubonsee.edu provides a wide range of important and timely information about the college. There 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 Web site 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 e-mail, get important announcements, view grades, pay account balances and more. In addition, mywcc makes class schedules, course materials and rosters available anytime, anywhere. Students are encouraged to sign-in regularly to discover frequent enhancements and new resources.

The college's Web site is designed to be accessible to people with disabilities using text only browsers. 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 Web site for more information, including a current schedule of online courses.



ILLINOIS COMMUNITY COLLEGE DISTRICT #516

District population 421,000
Projected population for the year 2020.....540,000

Illinois Community College District 516 encompasses almost 600 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 and a third permanent facility is located on the campus of the Rush-Copley Medical Center, Route 34, Aurora.

District 516 serves

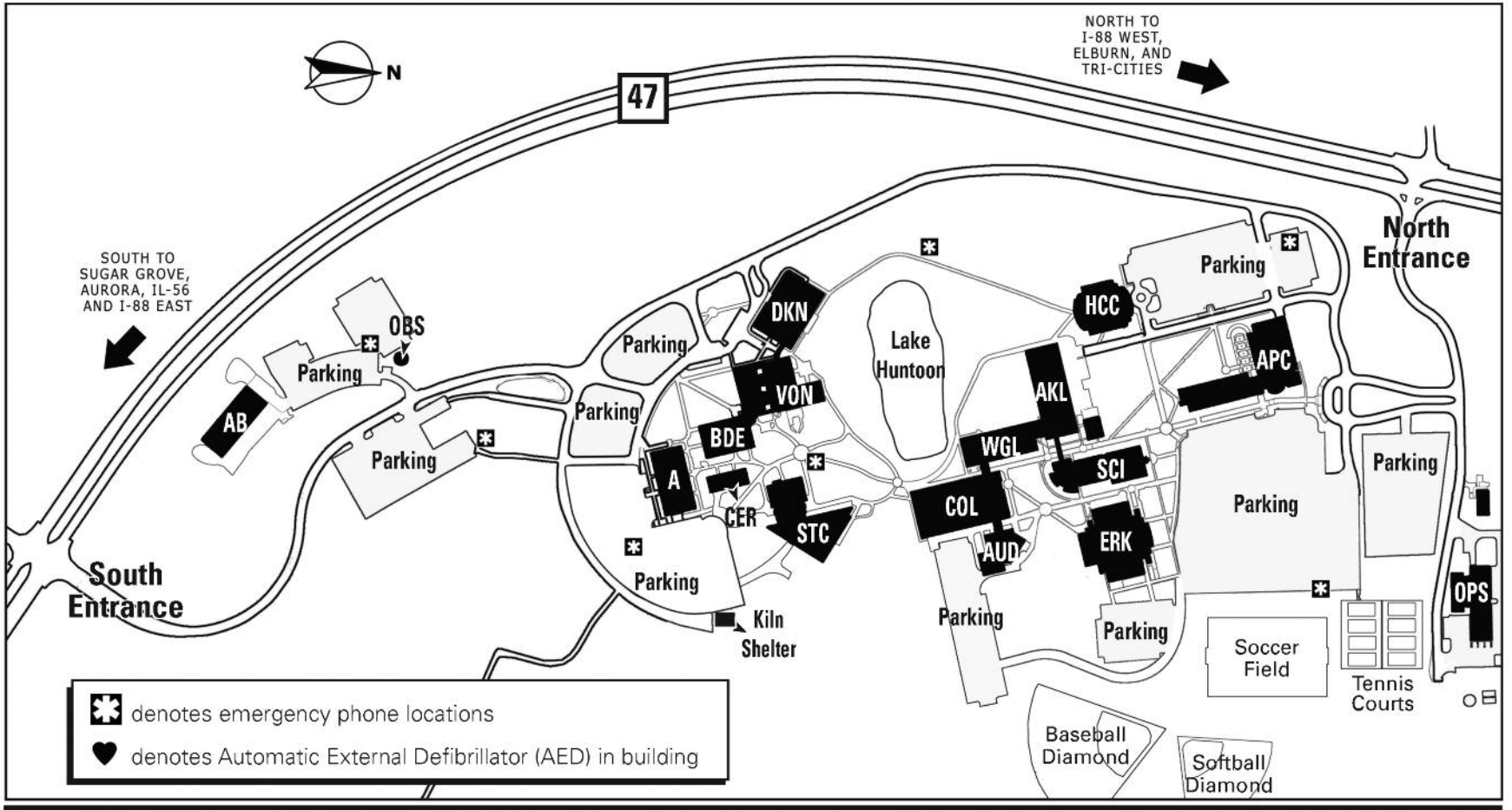
12 public high school districts
8 private high schools
22 municipalities

Download this map at www.waubonsee.edu/districtmap.

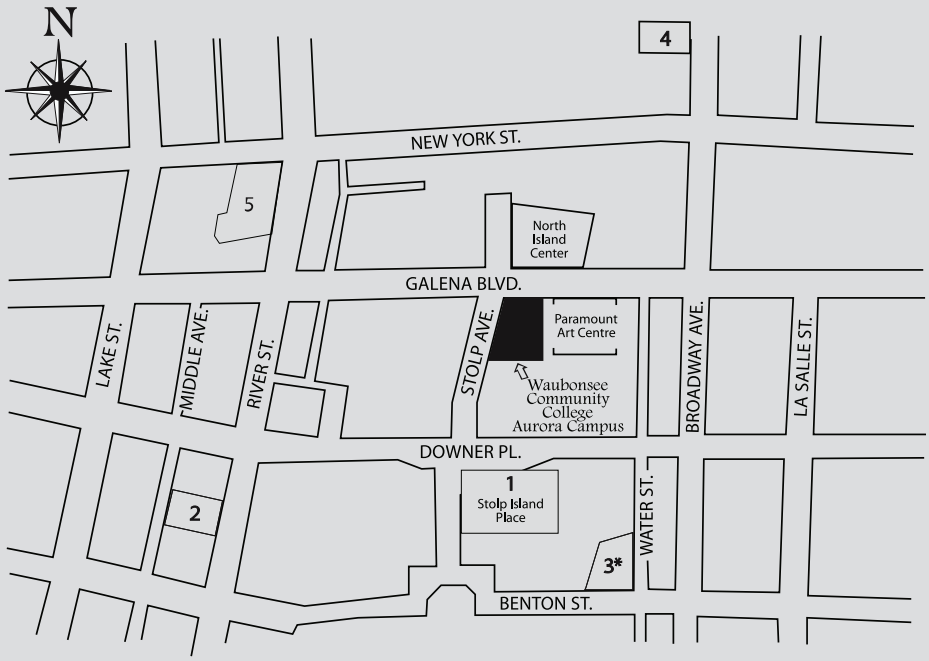
WAUBONSEE COMMUNITY COLLEGE

SUGAR GROVE CAMPUS

A	Building A ♥
AB	Auto Body
AKL	Akerlow Hall
APC	Academic and Professional Center ♥
AUD	Auditorium ♥
BDE	Bodie Hall ♥
CER	Ceramics
COL	Collins Hall ♥
DKN	Dickson Center ♥
ERK	Erickson Hall ♥
HCC	Henning Academic Computing Center
OBS	Observatory
OPS	Campus Operations
SCI	Science Building ♥
STC	Student Center ♥
VON	Von Ohlen Hall
WGL	Weigel Hall



ROUTE 47 AT WAUBONSEE DR. ■ SUGAR GROVE, IL 60554 ■ (630) 466-7900 ■ www.waubonsee.edu

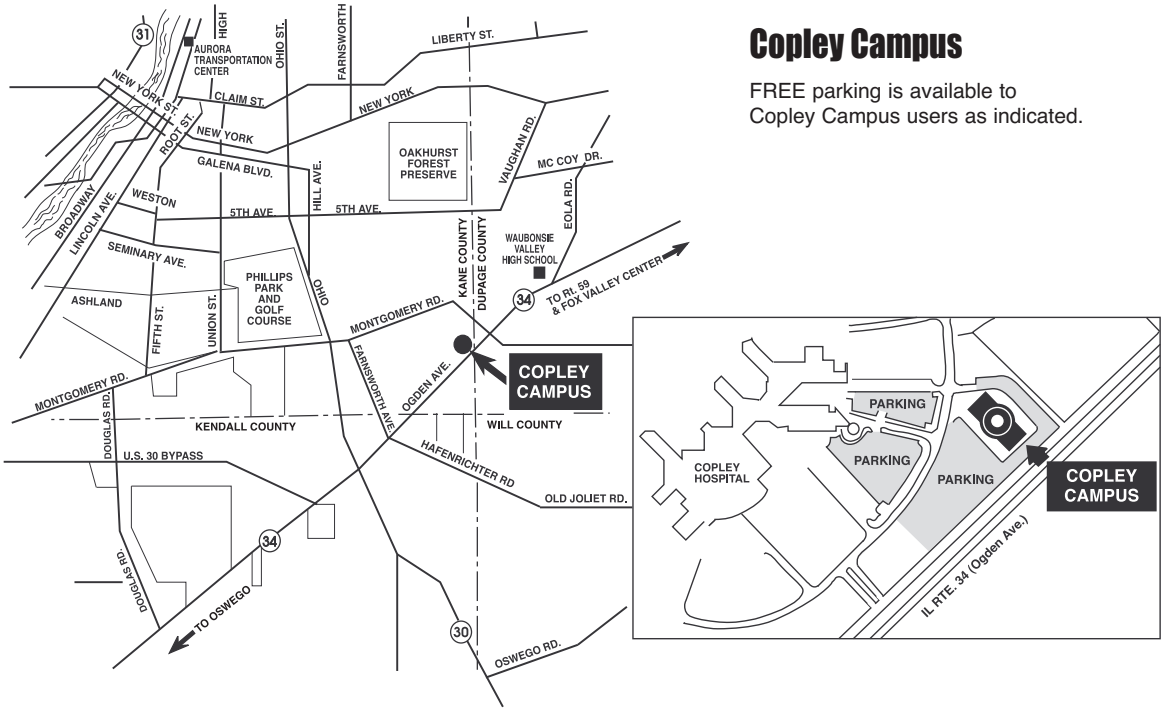


Aurora Campus

All students taking classes at the Aurora Campus may be issued special parking permits to receive a discount at Stolp Island Place. Check at the Registration desk for a permit.

Parking Garages:
1. Stolp Island Place

Metered Lots:
(10-hour maximum)
2. South River
3. Water Street *(2 hr max.)*
4. North Broadway
5. New York Street *(2 hr max.)*



Copley Campus

FREE parking is available to Copley Campus users as indicated.

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Glossary

Academic calendar - important dates for the semester; e.g., registration, add/drop, holidays and exams

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 at least 64 semester hours in a particular field of study. Waubonsee awards seven associate degrees: arts (AA), science (AS), fine arts (AFA), engineering science (AES), teaching (AAT), 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 no longer wanting to take a class he/she registered for

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 course work required for a degree. Students must petition for graduation.

IAI - Illinois Articulation Initiative; an agreement to ease 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; Social Science and Education; Technology, Mathematics and Physical Sciences; and Learning Enhancement.

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

RAP (Registration and Planning) - a program for all new regular students to assist in orientation and course selection

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	5 E. Galena Blvd. | Aurora, IL 60506-4178 | (630) 801-7900
Copley Campus	2060 Ogden Ave. | Aurora, IL 60504-7222 | (630) 585-7900

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 201	4119
Adult Education Learning Center	Aurora 310	4128
Adult Education Special Programs	Aurora 203	4176
Adult Literacy Project	Aurora 210	4106
Athletics	ERK 1st floor	2527
Basic Skills/GED	Aurora 206	4129
Bookstore	DKN 1st floor Aurora 174	2908 4174
Bursar	STC 2nd floor	2920, 5705
Business and Information Systems Division	APC 242	2263
Career and Technical Education	A 117	2963
Career Services Center	STC 103	2368
Center for Learning Assessment	STC 230/Aurora 110	5700/4182
Child Care	A 150 Aurora 024	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 303	5723/4124
Counseling Center	STC 262 Aurora 102 Copley by appt.	2361 4183 2800
Dean for Enrollment Management and Student Life	STC 241	5730
Distance Learning	COL 145	2402
Educational Affairs	COL 132	2352
English as a Second Language (ESL)	Aurora 202	4105
Financial Aid	STC 234 Aurora by appt.	5774

Department	Building	Extension
Fitness Center	ERK 1st floor	2530
Fund Development	DKN 2nd floor	2316
GED Testing Program	Aurora 111	4185
Graduate/Credentials Analyst	STC 275	2371
Health and Life Sciences Division	SCI 214	2350
Health Care Programs	WGL 234	2322
Honors Program	SCI 122	2945
Human Resources	A 104	2718
Humanities, Fine Arts and Languages Division	BDE 136	2921
Instruction	A 123	2378
Learning Enhancement Center and Division	COL 144 Aurora 326	5706 4227
Library	COL 2nd floor Aurora 303	2400 4125
Magnet Place Preschool	A 130	2275
Marketing & Communications	VON 209	2411
President's Office	DKN 2nd floor	2903
Public Safety	DKN 1st floor Aurora 1st floor	2552 4142
Registration & Records	STC 249	2370
Small Business Development Center	Aurora 130, 132	4143
Social Science and Education Division	APC 244	5734
Student Activities	STC 126	2317
Student Development	STC 134	2941
Student Newspaper (Insight)	VON 230	2555
Student Support Services	STC 262	5767
Technology/Math and Physical Sciences Division	AKL 228	2319
Tutoring	COL 157	2576
Workforce Development	Aurora 136	4152

Official Campus Hours

Sugar Grove Campus — 5:30 a.m. - Midnight, Monday - Friday | 6:30 a.m. - Midnight, Saturday | 8:00 a.m. - 10:00 p.m., Sunday

Aurora Campus — 6:45 a.m. - 10:00 p.m., Monday - Thursday | 6:45 a.m. - 5:00 p.m., Friday | 7:30 a.m. - 5:00 p.m., Saturday | Noon - 5:30 p.m., Sunday

Copley Campus — 7:30 a.m. - 10:00 p.m., Monday - Friday | 7:30 a.m. - 5:00 p.m., Saturday | 8:30 a.m. - 5:30 p.m., Sunday

Campus Closed

Official campus hours are hours the campuses are open to the public year-round.

The college is closed and services are not available on:

Saturday, July 4, 2009
Wednesday, November 25 - Sunday, November 29, 2009
Sunday, April 4, 2010
Monday, September 7, 2009
4:30 p.m. Wednesday, December 23, 2009 - Sunday, January 3, 2010
Monday, May 31, 2010 and Sunday, July 4, 2010

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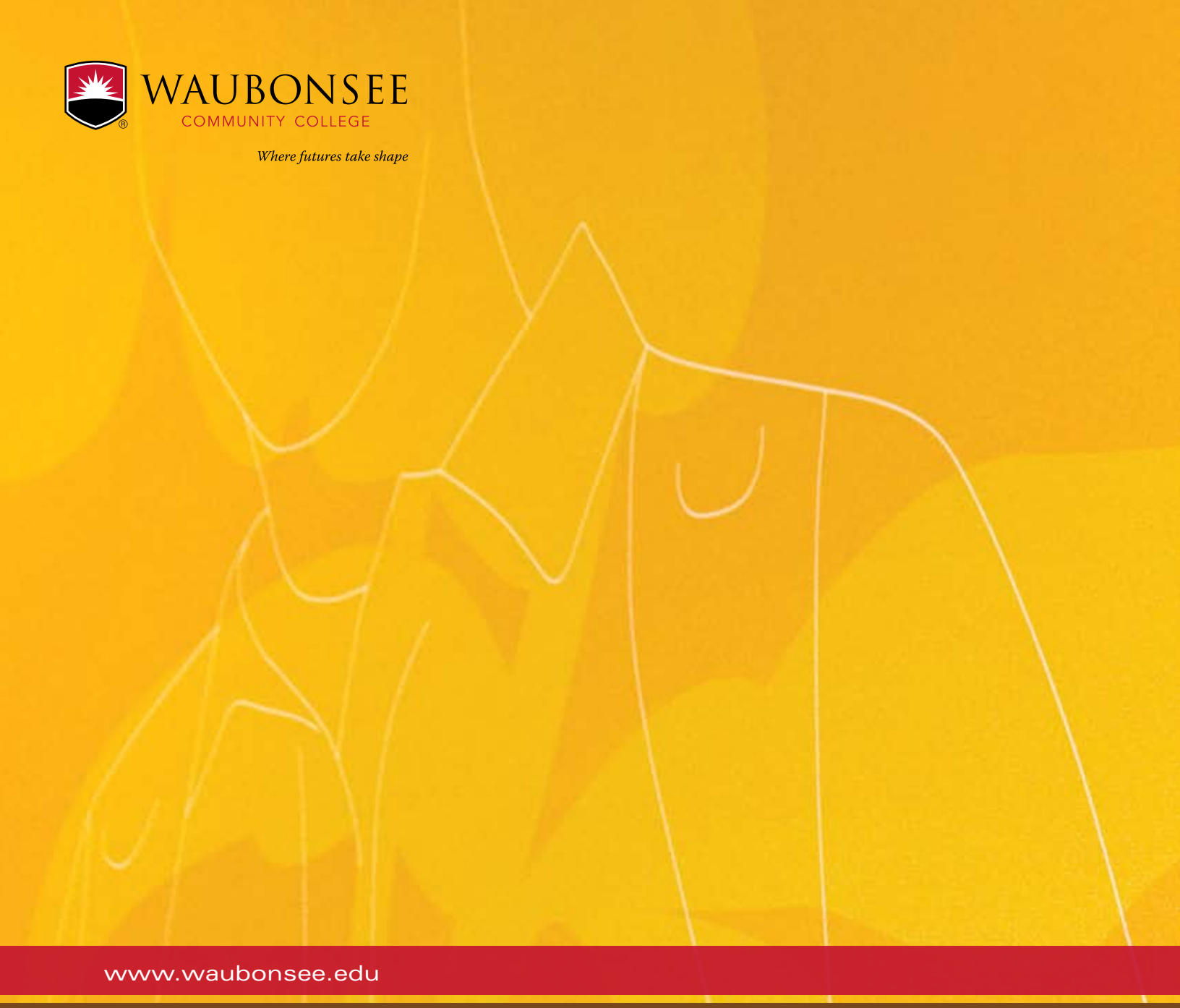
WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape



www.waubonsee.edu

Sugar Grove Campus
Route 47 at Waubonsee Dr.
Sugar Grove, IL 60554
(630) 466-7900

Aurora Campus
5 E. Galena Blvd.
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
Opening 2011