

# College Catalog 2021-2022



WAUBONSEE  
COMMUNITY COLLEGE

[www.waubonsee.edu](http://www.waubonsee.edu)



## ACCREDITATION

Waubonsee Community College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621-7440, and is recognized by federal and state agencies administering financial aid.

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

### Accredited Career Programs:

#### **Addictions Counseling**

**Accreditation:** Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA): preparatory and advanced accreditation

#### **Art**

**Accreditation:** National Association of Schools of Art and Design (NASAD)

#### **Auto Body Repair**

**Accreditation:** Automotive Service Excellence (ASE)

#### **Automotive Technology**

**Accreditation:** Automotive Service Excellence (ASE)

#### **Emergency Medical Technician - Paramedic**

**Accreditation:** Commission on Accreditation of Allied Health Education Programs (CAAHEP)

#### **Health Information Technology**

**Accreditation:** Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM)

#### **Heating, Ventilation and Air Conditioning**

**Accreditation:** HVAC Excellence

#### **Machine Tool Technology**

**Accreditation:** National Institute for Metalworking Skills (NIMS)

#### **Medical Assistant**

**Accreditation:** Commission on Accreditation of Allied Health Education Programs (CAAHEP)

#### **Nursing**

**Accreditation:** Accreditation Commission for Education in Nursing (ACEN)

### Illinois Community College District 516

*Circulation:* The Waubonsee Community College Catalog is published annually by the Marketing and Communications Department. For additional copies of this or other publications, call us at (630) 466-2411. We welcome comments and suggestions. This catalog is provided to you compliments of the college.

WAUBONSEE

*our programs and services*

# College Catalog 2021-2022

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 2021-2022.*

### OUR MISSION

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

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

### OUR VISION

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

### OUR VALUES

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

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

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

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

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

### Our Commitments

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

### Our Programs and Services

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

**Workforce Education:** Business, health care, technical and professional education programming designed for entry-level employment, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends. Education and training opportunities include courses, programs, and contract training designed to meet the workplace needs of both individuals and organizations with an emphasis on skill building and improved productivity.

**Pre-College Programs:** Courses, programs, and services designed to assist academically underprepared students to be successful in the next level of education, including reading, mathematics, writing, college success, literacy, high school equivalency exam preparation (HSE), General Education Diploma (GED), Adult Basic Education (ABE), and English Language Acquisition (ELA)/English as a Second Language (ESL).

**Student Services:** Services designed to meet the holistic development of all students including counseling, advising, transfer planning, admissions, registration and records, assessment, financial aid, scholarships, career development, student life programming, intercollegiate athletics, and assistance for students with disabilities.

### Our Program Support

**Instructional and Academic Support:** Services designed to facilitate and provide support to the instructional process, including new programs; alternative delivery systems such as online courses; tutoring; the use of instructional technology; the libraries; and learning laboratories.

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

**Community Support:** Service to communities and organizations may be provided by the college to meet local needs. These combined efforts may include collaborations and partnership activities which will improve the quality of life.

College Mission .....	2	History and New Directions.....	193
Board of Trustees .....	4	Federal Compliances.....	194
President’s Message.....	5	Staff.....	196
Academic Calendar .....	6	Facilities and Extension Locations.....	210
Getting Started at Waubonsee.....	8	Index.....	216
Educational Options.....	9	Glossary .....	220
Transfer Education .....	10		
Career and Technical Education.....	10	<b>Directory of Information</b> .....	inside back cover or visit <a href="http://www.waubonsee.edu/directory">www.waubonsee.edu/directory</a>
Adult Education .....	10		
Community Development .....	11		
Ways to Take Courses.....	12		
Internship/Externship Program .....	12		
Programs for High School Students .....	12	<b>Campus Safety</b>	
VALEES.....	13	Waubonsee Community College is committed to providing a safe and secure campus environment for all students, faculty, staff and community members.	
ROTC Transfer Option.....	14	<b>Emergency Preparedness and Safety: A Guide for Students and Community Members</b> provides basic information on what to do in a variety of possible emergency situations on campus. This guide is available for download at <a href="http://www.waubonsee.edu/safety">www.waubonsee.edu/safety</a> . Printed copies of the guide are also available from Academic and Career Advising; Admissions; and Registration and Records departments.	
Study Abroad.....	14		
Weekend Schedule .....	14		
Workforce Education.....	14		
Institutional Learning Outcomes.....	16	In case of emergency, please call 9-1-1. For non-emergency situations, Waubonsee Campus Police may be reached by calling (630) 466-2552 at the Sugar Grove, Aurora Fox Valley and Plano Campuses and (630) 906-4142 at the Aurora Downtown Campus. The Waubonsee Campus Police Office is located in Dickson Center on the Sugar Grove Campus and at the front desk at the Aurora Downtown Campus.	
Transfer Programs.....	19		
Transfer Degree Pathways.....	37		
General Studies Program .....	40		
Career and Technical Education.....	43		
Career and Technical Education Degrees and Certificates.....	49		
Course Descriptions.....	94		
Admissions and Registration .....	162	<b>ACCREDITATION:</b>	
Tuition and Fees .....	168	<i>Waubonsee Community College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621- 7440 and is recognized by federal and state agencies administering financial aid.</i>	
Financial Aid .....	172	<b>APPROVAL:</b>	
Academic Information and Regulations.....	176	<i>Waubonsee Community College is approved by the Illinois Community College Board, Illinois Board of Higher Education and the U.S. Department of Education.</i>	
Resources and Services .....	186		



***Rebecca D. Oliver***  
Sugar Grove  
Chair  
Board member 1997-2027  
Business Executive



***James K. Michels, P.E.***  
Sugar Grove  
Board member 1987-2023  
Retired Consulting Engineer



***Jimmie Delgado***  
Oswego  
Vice Chair  
Board member 2015-2023  
Water Reclamation Executive



***Greg Thomas***  
Aurora  
Board member 2018-2023  
Law Enforcement Executive



***Patrick Kelsey***  
Montgomery  
Secretary  
Board member 2015-2027  
Consulting Scientist



***Tina Willson***  
Montgomery  
Board member 2019-2025  
Writer and Instructional Designer



***Rick Guzman***  
Aurora  
Board member 2019-2025  
Non-profit Executive Director



***Priscila Vargas***  
Aurora  
Student Trustee 2021-2022



Christine J. Sobek, Ed.D.  
President

**W**elcome to Waubonsee Community College. We are so glad you are here! When I began my career, what seems like just a few short years ago, I wanted to work in higher education and specifically community colleges because I believe in the power of education to change lives. Now, after more than 40 years of working in community colleges in Illinois, I have witnessed that life-changing power many times.

You are an important part of our Waubonsee community. You belong here. Your success matters to us. And that is why our current Strategic Plan is focused on Student Equity and Success, Community Connections, and Employee and Organizational Excellence. Visit [www.waubonsee.edu/strategicplan](http://www.waubonsee.edu/strategicplan) to view the entire plan. Our support starts now by giving you information like this catalog to help you get a strong start.

Waubonsee is college. Even better, Waubonsee is **community** college. We're happy that you are a part of our community and we look forward to seeing you at one of our four campus locations or online, getting to know you, and learning what Waubonsee can do to help you take the next step to achieve your goals. Again, welcome to Waubonsee!

Sincerely,

A handwritten signature in cursive script that reads "Christine J. Sobek".

Christine J. Sobek, Ed.D.  
President

 @WCCPresident



**FALL SEMESTER 2021**

First day of fall registration.....	<b>May 3</b>
<b>First day of classes — Monday</b> .....	<b>Aug. 23</b>
Weekend classes begin — Saturday .....	<b>Aug. 28</b>
Labor Day break — Saturday through Monday .....	<b>Sept. 4-6</b>
<i>(Classes will not meet)</i>	
Mid-term — last day to change audit enrollment status .....	<b>Oct. 13</b>
Spring semester registration begins at 8 a.m. ....	<b>Nov. 1</b>
Last day to withdraw from 16-week fall semester classes .....	<b>Nov. 12</b>
<i>(See note below)</i>	
Thanksgiving break — Monday through Sunday .....	<b>Nov. 22-28</b>
<i>(Classes will not meet)</i>	
Semester ends .....	<b>Dec. 18</b>
Grades available to students — Wednesday .....	<b>Dec. 22</b>

*The above dates apply, in general, to traditional 16-week credit classes. Please refer to the Registration, Refund and Withdrawal Dates chart on the website or contact Registration and Records for details regarding registration deadlines, refund dates, and withdrawal dates for weekend classes and other classes shorter than 16 weeks in duration.*

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

Independence Day: .....	Monday, July 5, 2021
Labor Day: .....	Monday, Sept. 6, 2021
Thanksgiving Holiday:.....	Wednesday, Nov. 24 through Sunday, Nov. 28, 2021
Winter Break: .....	4:30 p.m., Thursday, Dec. 23, 2021 through Sunday, Jan. 2, 2022
Martin Luther King, Jr. Day: .....	Monday, Jan. 17, 2022
Easter: .....	Sunday, April 17, 2022
Memorial Day:.....	Monday, May 30, 2022
Independence Day: .....	Monday, July 4, 2022

**2021**

**August**

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

**September**

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

**October**

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

**November**

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

**December**

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

**2022**

**January**

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

**February**

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

**March**

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

**June**

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

**July**

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

**August**

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

**SPRING SEMESTER 2022**

First day of spring registration .....	Nov. 1, 2021
<b>First day of classes — Tuesday</b> .....	<b>Jan. 18</b>
Weekend classes begin — Saturday .....	<b>Jan. 22</b>
Summer semester registration begins at 8 a.m. ....	<b>March 7</b>
Mid-term — last day to change audit enrollment status .....	<b>March 9</b>
Spring break — Monday through Sunday.....	<b>March 14-20</b> <i>(Classes will not meet)</i>
Last day to withdraw from 16-week spring semester classes .....	<b>April 15</b> <i>(See note below)</i>
Easter Sunday <i>(College closed)</i> .....	<b>April 17</b>
Fall semester registration begins at 8 a.m. ....	<b>May 2</b>
Semester ends .....	<b>May 13</b>
Commencement .....	<b>May 14</b>
Grades available to students — Wednesday .....	<b>May 18</b>

*The above dates apply, in general, to traditional 16-week credit classes. Please refer to the Registration, Refund and Withdrawal Dates chart on the website or contact Registration and Records for details regarding registration deadlines, refund dates, and withdrawal dates for weekend classes and other classes shorter than 16 weeks in duration.*

**SUMMER SEMESTER 2022**

Summer semester registration begins at 8 a.m. ....	<b>March 7</b>
<b>First day of 11-week summer session classes – Monday (check individual course)</b> .....	<b>May 23</b>
Memorial Day break — Saturday through Monday.....	<b>May 28-30</b> <i>(Classes will not meet)</i>
Weekend classes begin — Saturday .....	<b>June 4</b>
First day of 8-week summer session.....	<b>June 13</b>
Independence Day — Monday <i>(College closed)</i> .....	<b>July 4</b>
Last day to withdraw from 11-week summer session classes .....	<b>July 11</b>
Last day to withdraw from 8-week summer session classes.....	<b>July 22</b>
End of Session .....	<b>Aug. 5</b>
Grades available to students — Wednesday .....	<b>Aug. 10</b>

Midterm .....determined by length (weeks) of course  
 Refunds .....determined by course beginning date and duration  
*(See the Registration, Refund and Withdrawal Dates chart on the website)*

*Summer classes are offered with a variety of beginning and ending dates. Please refer to each individual class within the schedule for the correct beginning and ending dates. Please refer to the Registration, Refund and Withdrawal Dates chart on the website or contact Registration and Records for details regarding registration deadlines, refund dates, and withdrawal dates.*

New students who have never attended Waubonsee before are required to complete the New Student Application found online at [www.waubonsee.edu/apply](http://www.waubonsee.edu/apply). Please refer to the following steps to complete enrollment.

## New Credit Students

### STEP 1. Apply

Submit our free New Student Application. It gets the process started by assigning you a student ID/X-number. It also allows us to better communicate with you throughout the enrollment process.

[www.waubonsee.edu/apply](http://www.waubonsee.edu/apply)

### STEP 2. Find Financial Resources

If interested, apply for financial aid as soon as possible. Waubonsee also offers a variety of scholarships that don't need to be paid back, but they do need to be applied for by the February deadline.

[www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid) or

[www.waubonsee.edu/scholarships](http://www.waubonsee.edu/scholarships)

### STEP 3. Get Placed Into the Right Courses

If you are seeking a degree, you will be placed into the right English and math courses based on your high school GPA; ACT/SAT/GED® or HiSet scores; placement testing results; previous coursework (including transitional high school courses); or other measures. [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement)

*Note: Some classes may require placement testing to meet prerequisite requirements. Students wishing to transfer credits to Waubonsee need to submit official transcripts and complete the online Transcript Evaluation Request Form (TERF) at [mywcc.waubonsee.edu/TERF](http://mywcc.waubonsee.edu/TERF).*

### STEP 4. Complete Pre-Registration Review

Complete the online Pre-Registration Review (PRR) tutorial, found in mywcc, where you'll learn to use your course placement info, the course catalog and course schedule to select and register for classes.

[mywcc.waubonsee.edu](http://mywcc.waubonsee.edu)

*Note: Pre-Registration Review (PRR) is very helpful, but our Admissions team can offer additional in-person expertise as you build your course schedule.*

### STEP 5. Register for Classes

You have several registration options, but the most popular is online through mywcc. Once you have registered for class, your Waubonsee email is activated. Check [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu) for official communications from the college such as messages about financial aid and your tuition/fees.

[www.waubonsee.edu/register](http://www.waubonsee.edu/register)

### STEP 6. Arrange for Payment

To hold your classes, make a tuition payment arrangement within roughly 48 hours (see [www.waubonsee.edu/paying](http://www.waubonsee.edu/paying) for exact schedule).

- Pay in full (required for less than \$200) or

- Enroll in an interest-free payment plan or

- Provide a verified source (financial aid, scholarships, veterans, or employer/3rd party)

[www.waubonsee.edu/paying](http://www.waubonsee.edu/paying)

### STEP 7. View Waubonsee 101 and Attend New Student Orientation

Get more information on how to succeed at Waubonsee by watching the Waubonsee 101 online presentation. Then meet new classmates as you learn about Waubonsee's campuses and get help finalizing your course schedule.

[mywcc.waubonsee.edu/101](http://mywcc.waubonsee.edu/101)

## Returning/Continuing Students

**STEP 1.** Meet with an Academic and Career Advisor prior to registering (*highly recommended*).

**STEP 2.** If it has been more than two years (six semesters) since you last attended, you will need to submit a Readmit Form before registering. Visit [www.waubonsee.edu/readmit](http://www.waubonsee.edu/readmit).

**STEP 3.** Register for courses in person, by mail, by fax, or online at [mywcc.waubonsee.edu/register](http://mywcc.waubonsee.edu/register). To hold your classes, make a tuition payment arrangement within roughly 48 hours (see [www.waubonsee.edu/paying](http://www.waubonsee.edu/paying) for exact schedule).

*Note: Some classes may require placement testing to meet prerequisite requirements.*

## New Noncredit Students

Students interested in Professional Development courses should complete the Noncredit Registration Form, which can be found online at [www.waubonsee.edu/register](http://www.waubonsee.edu/register).

### QUESTIONS? CALL (630) 466-7900

Academic and Career Advising .....ext. 2361

Admissions.....ext. 5756

Assessment.....ext. 5700

Financial Aid .....ext. 5774

Registration .....ext. 2370

WAUBONSEE

*our programs and services*

# **Educational Options**

## Educational Options

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

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

## Transfer Education

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

### *Additional Options*

Waubonsee also offers the Associate in General Studies (AGS) degree designed primarily for students who have chosen to pursue a broad general program rather than a specific occupational-oriented or baccalaureate-oriented program.

In addition, students also have the option of completing the General Education Core Curriculum Credential (GECC). This credential ensures a seamless transfer of lower-division general education requirements to four-year universities in the State of Illinois.

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 an Academic and Career Advisor. Students can complete Waubonsee's degree requirements and be in a favorable position to transfer to the university of their choice. Most universities award junior standing to students who have earned a transfer degree. For specific degree and program information, see the Transfer Degree Pathways section in this catalog.

See degree requirements page 22.

See credential requirements page 32.

See transfer degree pathways page 37.

## Career and Technical 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 courses to reinforce and improve skills they already possess. Others enroll in a two-year program leading to an Associate in Applied Science degree (AAS) or enter a shorter sequence leading to a Certificate of Achievement.

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

See degrees and certificates page 43.

## Adult Education

### *High School Equivalency*

The High School Equivalency (HSE) program is offered in both English and Spanish, to prepare adults planning to take the GED®, HiSet, or TASC high school equivalency exam. Classes are offered in the areas of Language Arts (Reading, Writing), Mathematics, Social Studies, and Science. Preparation for the Illinois U.S.

Constitution Test is also available. Morning and evening classes are offered at the Downtown Aurora Campus and at other sites throughout the community. There is no charge for this program. Students must be 16 years of age or older and not attending, or required to attend, a secondary school under state law. Students under the age of 18 must provide an official withdrawal letter for high school at the time of enrollment. Once a student passes all portions of the high school equivalency exam and achieves a passing score on the Illinois U.S. Constitution Exam, the State of Illinois will issue the High School Equivalency certificate to the student. The GED, HiSet, and the Illinois U.S. Constitution exams are administered through Waubonsee's Learning Assessment and Testing Services (See directory). For more information about classes and upcoming information sessions, please visit [www.waubonsee.edu/HSE](http://www.waubonsee.edu/HSE) or contact the Adult Education Office (see directory).

### *English Language Acquisition*

The English Language Acquisition (ELA) program offers non-native English speaking adults the opportunity to learn the English language and develop a stronger understanding of United States Civics and culture. Students will develop the reading, writing, listening, and speaking skills necessary for success in the workplace, community and prepare them for future educational aspirations. Supplemental grammar, conversation, and writing groups are also offered throughout the year. Morning and evening classes are offered at the Aurora Downtown Campus and at sites throughout the community. These classes are free and open to all students 16 years of age or older. Students must not be attending, or required to attend, high school or enrolled in college credit bearing classes. Individuals on student, tourist, or au-pair visas are not eligible by law to take ELA classes. For more information about classes and upcoming information sessions, please visit [www.waubonsee.edu/ELA](http://www.waubonsee.edu/ELA) or contact the Adult Education Office (see directory).

### ***Adult Education Computer Center (AECC)***

The AECC offers adult education students an opportunity to enhance their studies using computer-aided instruction guided by trained instructional aides. Supplemental instruction is available in the areas of basic skills enhancement, HSE preparation, English Language Acquisition, workforce preparation, and literacy. The AECC is located on the 4th floor of the Downtown Aurora Campus. Instructional aides are available during all hours of operation to assist students and develop an individualized plan of instruction. Students are able to utilize the AECC at any time, free of charge, when classes are in session. For more information contact the Adult Education Office (see directory).

### ***Adult Education Transition and Career Services***

Free transition and career services are offered to help Adult Education students transition into college-level courses or obtain gainful employment. Assistance includes: referrals to appropriate Waubonsee services (i.e. academic and career advising, financial aid, and career services), interviewing techniques, resume workshops, and electronic application assistance. The Waubonsee Adult Education program is a fully integrated partner of Illinois workNet and the American Job Centers. For more information contact the Adult Education Office (see directory).

### ***Adult Education Tutor Training Program***

The Adult Education Tutor Training Program trains and places volunteers seeking to provide adult students with supplemental instruction. Volunteer tutors assist students in strengthening their English language skills, writing skills, math skills, and conversation skills. Tutors assist students on an individual basis, in a group setting, or in the classroom with faculty. Training sessions are scheduled throughout the year to teach new volunteers the skills necessary to facilitate positive learning experiences for adult education students. The program is an accredited ProLiteracy Worldwide affiliate. For more information contact the Adult Education Office (see directory).

### ***Adult Education Waubonsee Works***

*(formerly Youth Services Programs)*

The Waubonsee Works program offers career exploration, internship, and job search/placement in the areas of Health Care, Automotive, Information Technology, and Manufacturing to eligible individuals between the ages of 17 to 24 years old. To qualify the individual must be eligible to work in the United States and currently not attending high school or enrolled in college-level courses. Individuals eligible for the program qualify for free tuition and fees, books, course materials, equipment, wrap-around student services, and internship-job placement assistance. Individuals lacking a high school diploma will be enrolled in free High School Equivalency (HSE) classes prior to enrollment in a certificate program. For more information or to apply for the program, visit [www.waubonsee.edu/freeworks](http://www.waubonsee.edu/freeworks) or contact the Adult Education Special Programs Office (see directory).

## **Community Development**

### ***Driver Safety Program***

Driver Safety offers the National Safety Council's widely acclaimed four-hour and eight-hour Defensive Driving courses, as well as the very popular "Alive at 25" program, at locations throughout Kane, Kendall and DeKalb Counties. These courses are approved by the 16th and 23rd Judicial Circuits for use in their court supervision program for minor traffic violations. The increasing number of drivers and vehicles on the road creates a continuing need for defensive driving training across all age groups. Our skilled instructors focus on practical strategies to prevent traffic citations and collision-related injuries and fatalities. The "Alive at 25" program is aimed at the most at-risk group, teen drivers. Traffic crashes are the number one cause of death for drivers under the age of 25. "Alive at 25" will help young drivers understand the consequences of the driving choices they make and why they often underestimate risks. Driver Safety is now also being offered in the community to organizations and businesses. This course may qualify you for a car insurance discount. For more information, visit [www.waubonsee.edu/driversafety](http://www.waubonsee.edu/driversafety) or by calling the Driver Safety Program office (see directory).

### ***Illinois Small Business Development Center (IL SBDC)***

The IL SBDC is a grant-funded program offering no-cost one-on-one assistance to entrepreneurs and small business owners in the community. The IL SBDC helps entrepreneurs navigate business formation options and regulations, prepare a business plan, and seek funding. Owners of established businesses may receive assistance to help manage and grow their business. Services include assistance with strategic planning, effective business operations, QuickBooks, financial forecasting, marketing strategies, employee hiring and management, buying or selling a business, and much more. In addition to one-on-one assistance, the IL SBDC also offers low-cost workshops on a wide variety of business topics. Entrepreneurs and business owners seeking assistance may call (630) 906-4143 to schedule an appointment with a business advisor.

### ***Lifelong Learning Institute***

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

## Ways to Take Courses

Waubonsee provides a variety of courses to students seeking a degree, individuals in the workplace and community members with special interests. Waubonsee offers students face-to-face courses as well as alternative learning formats that save them travel time and allow for flexible scheduling. Regardless of the learning format, students will receive equal hours of instruction, meet the same learning outcomes, and have access to student support services. Learn more at [www.waubonsee.edu/mychoice](http://www.waubonsee.edu/mychoice).

### *Face-to-Face*

Classes meet in a traditional classroom setting on one of Waubonsee's four campuses. Course materials and assignments may still be made available online for students through the Learning Management System. Some materials, such as the course syllabus, are expected to be available online for students.

### *Online*

Online courses are delivered in an asynchronous manner in which students learn 100% online through Waubonsee's Learning Management System.

### *Hybrid*

Hybrid classes meet in a traditional classroom setting on one of Waubonsee's four campuses and instruction also occurs online through Waubonsee's Learning Management System. Required Face-to-face sessions, days, and dates are identified in the syllabus. In general, at least  $\frac{1}{3}$  of the course is delivered online.

### *Sync Online*

Sync Online is similar to face-to-face learning except course instruction and student participation occurs through a video conferencing platform (such as Zoom) allowing students to engage with faculty and peers in real time. Required synchronous sessions, days, and dates are identified in the syllabus. In general, at least  $\frac{1}{3}$  of the course is delivered synchronously.

### *Flex*

All class sessions meet face-to-face in a Flex-equipped classroom and are simultaneously live-streamed and recorded through the Zoom video conferencing platform. After each class, the Zoom recording is posted in the Learning Management System so that students may view or review each session. For each session, students may engage in-person in the classroom, virtually via Zoom, or online asynchronously, according to their preferences and needs.

## Internship/Externship Program

Internships enable students to acquire professional work experience, establish references and begin a career. Students with a faculty advisor's consent can also earn up to three semester hours per term. Students are encouraged to research internship opportunities and Career Development is available to assist. Please contact [careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu) or the dean for the appropriate instructional division for more information.

## Programs for High School Students

### *Dual Credit*

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

Students who are able to demonstrate readiness for college-level work during the term they are registered for and have obtained permission from their high school may enroll in a credit course on one of the Waubonsee Community College campuses for which they have met the prerequisites. At the discretion of the high school, students may receive both college and high school credit (dual credit) for the course. Students who take a course in this manner must pay all tuition and fees and register using the High School Registration/Authorization Form, which requires the signature of a high school principal or counselor. (See page 165).

Dual credit courses taken through Waubonsee are recorded on the student's transcript and evaluated in determining academic standing and future eligibility for financial aid.

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

### *Summer Opportunity for Advancement and Recovery (SOAR)*

For students who need to recover high school course credits or for those who want to work ahead, the Waubonsee Community College High School SOAR 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 Aurora Downtown or Sugar Grove Campuses. A limited schedule of classes may be offered at the Aurora Fox Valley and/or Plano Campuses. Individual high schools determine the amount of credit students receive for courses. Registration begins annually in March. For more information, contact the School District Partnerships Center (see directory).

### ***TRIO/Upward Bound***

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

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

### **VALEES**

#### **Credit for High School Coursework**

Through an articulation agreement between the Valley Education for Employment System (VALEES) and Waubonsee Community College, credit may be awarded in college degree or certificate programs to students who have successfully completed articulated secondary courses.

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](http://www.valees.org), from high school guidance counselors, from Waubonsee's Academic and Career Advisors or at the VALEES Office (Building A, Room 161 on the Sugar Grove Campus). Next, students should request that an official high school transcript be forwarded directly to the VALEES Office at Waubonsee. Both forms need to be received in the VALEES Office for consideration of credit for high school coursework.

Specific requirements under this agreement include:

- Application for articulated credit must be made within two years from the date of high school graduation or last term of high school attendance.
- Students must record the articulated credit and enroll in a college class within two years from the date of high school graduation or last term of high school attendance.
- A grade of B (3.0 on a 4.0 scale) must be earned for each semester of high school coursework to be considered for college credit.
- Credit awarded under this agreement is recorded on a student's college academic record (transcript) as credit by proficiency and becomes part of the total number of credits required for program completion. A transaction fee of \$10 is charged for credit awarded.
- For a complete listing of articulated classes and an application, visit the VALEES website at [www.valees.org](http://www.valees.org).
- Credit will be recorded after the refund period of the student's first semester of enrollment.

### **VALEES Member Schools**

Batavia High School — District #101  
 Earlville High School — District #9  
 East Aurora High School — District #131  
 Fox Valley Career Center  
 Geneva High School — District #304  
 Hinckley/Big Rock High School — District #429  
 Indian Creek High School — District #425  
 Indian Valley Vocational Center  
 Kaneland High School — District #302  
 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 Area Special Education Cooperative  
 Plano High School — District #88  
 Sandwich High School — District #430  
 Serena High School — District #2  
 Somonauk High School — District #432  
 West Aurora High School — District #129  
 Yorkville High School — District #115

## ROTC Transfer Option

Students who intend to transfer to a four-year school that offers a Reserve Officers' Training Corps (ROTC) program may accomplish the basic coursework in their first two years at Waubonsee. The Military Science (MSC) curriculum is detailed in the Course Descriptions section. For more information, contact the Assistant Dean for Liberal Arts and Sciences or Academic and Career Advising Department (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, Ireland, Austria, Spain, Costa Rica, France and other countries for programs offering a comprehensive mix of study and cultural/social activities. For example, students might spend a summer session in the Spanish immersion program in Costa Rica or an entire fall or spring semester on campus in Canterbury, England, or Salzburg, Austria. For more information about the program requirements, visit Career Development's Web page at [www.waubonsee.edu/careerdevelopment](http://www.waubonsee.edu/careerdevelopment) and click on 'Study Abroad'. Interested students should inquire and apply early (at least six months in advance of program offerings).

## Weekend Schedule

Waubonsee Community College offers students an opportunity to take courses on the weekend. For students with commitments during the week, Waubonsee schedules selected classes on Saturdays at the Sugar Grove, Aurora Downtown, Aurora Fox Valley, and Plano Campuses. Please check [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses) for more information.

## Workforce Education

Workforce Education is committed to providing rigorous short-term programming to enhance employability and to be responsive to emerging employment trends. Programming aligns with Career and Technical Education which encompasses the skilled trades, applied sciences, and technology. Courses are designed to meet the needs of learners and to provide relevant conceptual knowledge with the real-world application of skills. Quality work-based learning opportunities include the Department of Labor Registered Apprenticeship Program, internships, and contract training.

### *Professional Development*

For individual learners requiring continuing education, professional development courses are offered for a wide range of professions to include industries such as business, healthcare, and manufacturing. Job seekers and career changers will earn certification and recertification for in-demand, high-wage, and high-growth professions.

### *Contract Training*

For organizations, flexible contract training courses are customized and offered to meet training mandates and specific workplace needs. Contract training courses are scheduled at the convenience of employers.

---

***Illinois Small Business Development Center  
(IL SBDC)***

The IL SBDC is a grant-funded program offering no-cost one-on-one assistance to entrepreneurs and small business owners in the community. The IL SBDC helps entrepreneurs navigate business formation options and regulations, prepare a business plan, and seek funding. Owners of established businesses may receive assistance to help manage and grow their business. Services include assistance with strategic planning, effective business operations, QuickBooks, financial forecasting, marketing strategies, employee hiring and management, buying or selling a business, and much more. In addition to one-on-one assistance, the IL SBDC also offers low-cost workshops on a wide variety of business topics. Entrepreneurs and business owners seeking assistance may call (630) 906-4143 to schedule an appointment with a business advisor.



***See directory inside back cover  
or visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory)***

WAUBONSEE

*what you can learn*

# **Institutional Learning Outcomes**

## Institutional Learning Outcomes

Higher education generates learning that prepares students to deal with a complex, diverse, and changing world while respecting individuals, cultural differences, and alternative views. **Waubonsee Community College** believes students must gain knowledge, skills, and abilities from the college experience beyond the specific content each class provides. These general education intellectual skills, called **Institutional Learning Outcomes**, are vital to success in education, careers, and in lifelong learning. Consistent with the institutional mission and vision, the college is committed to offering experiences, both inside and outside of the classroom, that allow students to acquire, develop, and demonstrate growth in these core proficiencies. "I Can" statements were developed to help students understand the knowledge, skills and abilities gained in each one of the Institutional Learning Outcomes. "I Can" statements are listed below each outcome. They are:

### ♦ CRITICAL THINKING:

Critical thinking is a habit of mind characterized by the thorough analysis of issues, ideas, artifacts, information or events to construct an argument or a solution.

**Outcome:** Analyze information in order to construct an argument or solution.

#### "I Can" Statements:

1. I can clearly describe a problem or issue so that I can understand all the facets.
2. I can select the most relevant ideas, concepts, theories, or practices to solve a problem or create an argument.
3. I can identify my own and others' assumptions and the context or background of a problem or argument.
4. I can create a solution or argument that takes into account all the complexities or other viewpoints.
5. I can come to a solution or conclusion that is logically tied to a range of information and other viewpoints in which consequences, implications, or outcomes are clearly identified.

### ♦ COMMUNICATION:

Communication is the ability to deliver clear, well-organized speeches, presentations, visuals or ideas appropriate to various contexts and audiences; and to write clear, concise communications appropriate to various contexts and audiences.

**Outcome:** Use clear language to communicate meaning appropriate to various contexts and audiences.

#### "I Can" Statements:

1. I can analyze purpose, audience, context, and conventions as I read, write, or orally deliver a variety of texts or presentations.
2. I can effectively use ideas and information in reading and understanding, composing a variety of texts, or write a presentation or speech.
3. I can place evidence and perspectives from other ideas and information I have collected in a logical order to support my thesis.
4. I can adapt my writing strategies to various writing tasks or my delivery techniques for various presentations.
5. I can effectively use edited U.S. English while paying attention to word choice, grammar, and spelling.
6. I can design documents, slides, or multimedia while paying attention to patterns of formatting in accordance with purpose, genre, content, voice, organization, graphics, and other elements required by rhetorical contexts.
7. I can listen actively and respond constructively in discussions.
8. I can work with peers, develop plans to accomplish a task or project, and report on process.

**• QUANTITATIVE LITERACY:**

Quantitative Literacy is the ability to acquire, analyze, use and represent mathematical and scientific data and information symbolically, visually, numerically and verbally to recognize and understand problems and trends, to conduct experiments and observations, to develop appropriate solutions and conclusions, and to understand the interrelatedness of quantitative reasoning and other disciplines.

**Outcome:** Make judgements or draw appropriate conclusions based on the quantitative analysis of data.

**"I Can" Statements:**

1. I can provide accurate interpretations of information presented in mathematical forms such as graphs or charts.
2. I can successfully make calculations and effectively represent them in visual representations.
3. I can explain how calculations and symbolic operations are used in visual representations of trends, relationships, or changes in status relevant to a given topic.
4. I can explain how visual representations of data support a solution or argument in a given discipline or field of study.

**• GLOBAL AWARENESS:**

Global Awareness is the ability to integrate diverse perspectives, cultivate compassion, and transcend borders to address complex issues.

**Outcome:** Describe the interconnectedness of issues, trends or systems using diverse perspectives.

**"I Can" Statements:**

1. I can explain and evaluate the sources of my own perspectives on issues in a discipline or field of study.
2. I can investigate other cultural perspectives with respect.
3. I can compare my perspectives with other cultural perspectives.
4. I can explain how knowledge from different cultural perspectives might affect interpretations or solutions to issues or problems in a particular discipline or field of study.
5. I can make arguments or propose solutions that take into account the complexities of a spectrum of cultural perspectives.

**• INFORMATION LITERACY:**

Information literacy is a set of integrated skills encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the ethical use of information in creating new knowledge.

**Outcome:** Use technology to ethically research, evaluate or create information.

**"I Can" Statements:**

1. I can determine what kinds of information is needed to thoroughly investigate my topic or support my thesis.
2. I can access needed information using a variety of search strategies, often refining my search or getting more information as the need arises for a project or assignment.
3. I can evaluate and choose a variety of information sources appropriate to the discipline or field of study that is relevant to the project or assignment.
4. I can organize and blend information from a variety of sources for my intended purposes.
5. I can use information ethically by citing sources whenever I quote, summarize, or paraphrase them.
6. I can fairly represent information sources by not taking information out of context.

WAUBONSEE

*what you can learn*

# Transfer Programs

## Transferring Credit from Waubonsee

### TRANSFER ADVISING AND PLANNING

To make the most of your time at Waubonsee, meet with an Academic and Career Advisor to discuss all the options available to you. Effective planning can help you transfer your credit to the four-year college or university of your choice. Waubonsee's website has transfer partnership agreements/articulation guides that explain how courses transfer into various programs at each university. Also, see [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) for more information including steps to planning your transfer, transfer agreements and 2+2 transfer guides, and transferology and iTransfer online databases.

### Purpose of the Transfer Degree Curriculum

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

**These associate degrees are designed to transfer to a four-year institution. However, since requirements can vary from one university to another, it is recommended that all students create an academic plan with a Waubonsee Academic and Career Advisor. Courses taken at other colleges and/or universities are evaluated upon request. See page 164 (Admission of Transfer Students) and page 177 (Transferring Credit to Waubonsee) for more information.**

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

### Transfer Partnership Agreements/ Articulation Compact

Waubonsee Community College participates in agreements with most state universities in Illinois that state: "A transfer student in good standing who has completed an associate degree based on baccalaureate-oriented sequences from an Illinois community college shall be considered: A) to have attained 'junior' standing; and B) to have met lower division general education requirements of senior institutions." The Compact Agreement applies to general education requirements, and if, while at Waubonsee, students have not taken lower division courses included in their major field requirements, they will be required to do so by the transfer institution. Also see the section on joint admission on page 166.

## 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 (GECC), 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.

### General Education Core Curriculum (GECC) Credential

The General Education Core Curriculum consists of 37-41 credits of Illinois Articulation Initiative (IAI) general education courses taken from five different categories including communications, mathematics, physical and life sciences, humanities and fine arts, and social and behavioral sciences. Successful completion of this credential ensures a seamless transfer of lower division general education requirements to four-year universities in the State of Illinois. Students must maintain a GPA of 2.0 or higher in all courses and are encouraged to consult with an Academic Advisor for course selection. The GECC credential can be included on official transcripts. The GECC is not considered a degree, certificate or industry-recognized credential.

### Transfer Guarantee

The Transfer Guarantee formally assures students that certain courses transfer to in-state colleges and universities. The college backs up the guarantee with a tuition refund if the course does not transfer. Students should be aware that because baccalaureate degree completion requirements change over time, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution. Students should contact an Academic and Career Advisor for assistance determining the transferability of courses to their chosen four-year institution.

To make a claim, students must notify Waubonsee's Vice President of Educational Affairs, 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 Academic and Career Advising at Waubonsee to discuss their particular circumstances (see directory).

Waubonsee does not guarantee that the letter grade earned in the Waubonsee 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 Vice President of Educational Affairs (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, Waubonsee graduates can complete their four-year degrees by taking classes at Waubonsee campuses, at other sites close to home, or even online. See [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) for more information.

## High School Requirements

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

### HIGH SCHOOL REQUIREMENTS

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

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

## Transfer Degree Requirements

### Associate in Arts (AA)

The Associate in Arts degree is designed for transfer to four-year institutions. See transfer degree pathways on page 38 for intended majors. **Consult with an Academic and Career Advisor for specific guidelines on choosing courses.**

#### I. College Requirements

##### A. Semester Hours

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

##### B. Grade Points

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

##### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubensee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

#### II. General Education Requirements

Waubensee's requirements conform to IAI General Education Core Curriculum guidelines. Courses listed in section II match Waubensee's IAI website as of March 2019. (Courses are 3 *sem hrs* unless indicated.)

**Associate in Arts (AA).....37 sem hrs**

##### A. Communications..... 9 sem hrs

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

##### B. Social and Behavioral Sciences..... 9 sem hrs

Select courses from at least two of the following disciplines. Courses in **bold** identify Non-Western or Diversity options: **N** indicates non-Western; **D** indicates diversity.

Anthropology: ANT **101 (N)**, 102, 110  
Economics: ECN 100, 201, 202  
Geography: GEO **120 (N)**, **220 (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  
Psychology: PSY 100, 205, 215, 220, 226, 235  
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

##### C. Physical and Life Sciences ..... 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)  
Chemistry: CHM 100, 101 (1-L), 102, 103 (1-L), 121 (4-L)  
Earth Science: ESC 100, 101 (1-L), 110, 120 (4-L), 125, 130  
Geography: GEO 121 (4-L)  
Geology: GLG 100, 101 (1-L), 102 (4-L), 103, 120  
Physics: PHY 103, 104 (1-L), 111 (4-L), 221 (5-L)

##### Life Sciences

Biology: BIO 100, 101 (1-L), 102, 103 (1-L), 110, 111 (1-L), 120 (4-L), 122 (4-L)

##### D. Mathematics ..... 3 sem hrs

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

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

Select at least one course from Humanities and one course from Fine Arts. Courses in **bold** identify Non-Western or Diversity options: **N** indicates non-Western; **D** indicates diversity.

##### Humanities

English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, **255 (D)**, **265 (D)**  
Film Studies: FLM 270\*\*\*  
French: FRE 202  
German: GER 202  
History\*\*: HIS 111, 112, 125  
Humanities\*\*\*: HUM 101, **102 (N)**, 112, 201, 202  
Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202  
Religious Studies: RLG **120 (N)**  
Spanish: SPN 202, 205, 215

##### Fine Arts

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

(continued on next page)

#### 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

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

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

College Success Topics: COL 100 (2), 101 (2), 102 (1), 105 (2), 110, 131 (1)  
Disability Studies: DIS 101, 110  
Foreign Language/Sign Language:  
CHN 101, 102; FRE 101, 102, 201, 202;  
GER 101, 102, 201, 202; JPN 101, 102;  
SGN 101, 102; SPN 101, 102, 201, 202, 205,  
211, 215  
Health Education: HED 100  
Kinesiology/Physical Education activity courses:  
KPE 108 –146 (0.5-1) *Note: Students who served in the Armed Services may be granted Kinesiology/Physical Education credit for the Social Awareness/Personal Growth requirement.*  
Music Ensembles: MUS 160, 161, 164, 166, 170, 171, 176, 266  
Peace Studies: IDS 210, 220  
Sustainability: SUS 101

#### B. Non-Western or Diversity

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

### IV. Area of Concentration/Elective Requirements

Associate in Arts..... 20-21 sem hrs

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

*Note: A maximum of four semester hours each of Independent Study (IND), College Success Topics (COL) or Kinesiology/Physical Education (KPE) activity courses may be applied toward a degree. The maximum semester hours for Kinesiology/Physical Education (KPE) credit may be waived for kinesiology or education majors.*

## Transfer Degree Requirements

### Associate in Science (AS)

The Associate in Science degree is designed for transfer to four-year institutions. See transfer pathways on page 38 for intended majors. **Consult with an Academic and Career Advisor for specific guidelines on choosing courses.**

#### I. College Requirements

##### A. Semester Hours

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

##### B. Grade Points

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

##### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubonsee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

#### II. General Education Requirements

Waubonsee's requirements conform to IAI General Education Core Curriculum guidelines. Courses listed in section II match Waubonsee's IAI website as of March 2019. (Courses are 3 *sem hrs* unless indicated.)

**Associate in Science (AS) ..... 31 sem hrs**

##### A. Communications..... 9 sem hrs

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

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

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

Anthropology: ANT **101 (N)**, 102, 110  
Economics: ECN 100, 201, 202  
Geography: GEO **120 (N)**, **220 (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  
Psychology: PSY 100, 205, 215, 220, 226, 235  
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

##### C. Physical and Life Sciences ..... 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)  
Chemistry: CHM 100, 101 (1-L), 102, 103 (1-L), 121 (4-L)  
Earth Science: ESC 100, 101 (1-L), 110, 120 (4-L), 125, 130  
Geography: GEO 121 (4-L)  
Geology: GLG 100, 101 (1-L), 102 (4-L), 103, 120  
Physics: PHY 103, 104 (1-L), 111 (4-L), 221 (5-L)

##### Life Sciences

Biology: BIO 100, 101 (1-L), 102, 103 (1-L), 110, 111 (1-L), 120 (4-L), 122 (4-L)

##### D. Mathematics ..... 3 sem hrs

Select one of the following courses.

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

##### E. Humanities and Fine Arts..... 6 sem hrs

Select at least one course from Humanities and one course from Fine Arts. Courses in **bold** identify Non-Western or Diversity options: **N** indicates non-Western; **D** indicates diversity.

##### Humanities

English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, **255 (D)**, **265 (D)**  
Film Studies: FLM 270\*\*\*  
French: FRE 202  
German: GER 202  
History\*\*: HIS 111, 112, 125  
Humanities\*\*\*: HUM 101, **102 (N)**, 112, 201, 202  
Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202  
Religious Studies: RLG **120 (N)**  
Spanish: SPN 202, 205, 215

##### Fine Arts

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

(continued on next page)

#### 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 an Academic and Career Advisor, as four-year schools have specific requirements.

#### **Associate in Science (AS)..... 6-8 sem hrs**

Select two courses: one additional math course and one additional physical or life science course.

#### **A. Physical and Life Sciences..... 3-4 sem hrs**

Consult with an Academic and Career Advisor 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)

Biology: BIO 100, 101 (1-L), 102, 103 (1-L), 110, 111 (1-L), 120 (4-L), 122 (4-L), 200, 250 (4-L), 270 (4-L), 272 (4-L)

Chemistry: CHM 100, 101 (1-L), 102, 103 (1-L), 121 (4-L), 122 (4-L), 202, 231 (4-L), 232 (4-L)

Earth Science: ESC 100, 101 (1-L), 110, 120 (4-L), 125, 130

Geography: GEO 121 (4-L)

Geology: GLG 100, 101 (1-L), 102 (4-L), 103, 120

Physics: PHY 103, 104 (1-L), 111 (4-L), 112 (4-L), 221 (5-L), 222 (5-L), 223 (4-L)

#### **B. Mathematics..... 3-4 sem hrs**

Consult with an Academic and Career Advisor to determine the appropriate choice based on your major and the four-year institution to which you intend to transfer.

Mathematics: MTH 101, 102, 107, 109, 129, 130, 131 (4), 132 (4), 201, 202, 210, 211 (4), 233 (4), 236 (4), 240

#### **C. Non-Western or Diversity**

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

### IV. Area of Concentration/Elective Requirements

**Associate in Science..... 21-23 sem hrs**

**Students should consult with an Academic and Career Advisor early in their program of studies to determine appropriate course choices, and transferability of courses based on their major and the four-year school to which they intend to transfer. Students may be required to enroll in two additional courses (one Humanities or Fine Arts course and one Social and Behavioral Sciences course) at their transfer institution.**

*Note: A maximum of four semester hours each of Independent Study (IND), College Success Topics (COL) or Kinesiology/Physical Education (KPE) activity courses may be applied toward a degree. The maximum semester hours for Kinesiology/Physical Education (KPE) credit may be waived for kinesiology or education majors.*

## Degree Requirements

### Associate in Engineering Science (AES)

#### (AES1) major code

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

#### I. College Requirements

##### A. Semester Hours

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

##### B. Grade Points

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

##### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubonsee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

#### II. General Education Requirements

Since completion of the Associate in Engineering Science (AES) degree does not fulfill the requirements of the IAI General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubonsee's IAI website as of March 2019. (Courses are 3 *sem hrs* unless indicated.)

##### Associate in Engineering Science

(AES)..... 31 *sem hrs*

##### A. Communications

AES.....6 *sem hrs*  
English: ENG 101\* and 102 \*

#### B. Social and Behavioral Sciences and Humanities and Fine Arts

AES..... 9 *sem hrs*

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

##### Social and Behavioral Sciences

Anthropology: ANT **101 (N)**, 102, 110  
Economics: ECN 100, 201\*\*, 202  
Geography: GEO **120 (N)**, **220 (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  
Psychology: PSY 100, 205, 215, 220, 226, 235  
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

##### Humanities and Fine Arts

Art: ART 100, 101, 102, **103 (N)**, 104, **105 (D)**, 106  
English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, **255 (D)**, **265 (D)**  
Film Studies: FLM 250, 260, 270  
French: FRE 202  
German: GER 202  
History\*\*\*: HIS 111, 112, 125  
Humanities: HUM 101, **102 (N)**, 112, 201, 202  
Music: MUS 100, **101 (N)**, 102  
Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202  
Religious Studies: RLG **120 (N)**  
Spanish: SPN 202, 205, 215  
Theatre: THE 100, **130 (D)**

#### C. Physical and Life Sciences

AES..... 4 *sem hrs*  
Chemistry: CHM 121 (4)

#### D. Mathematics

AES..... 12 *sem hrs*  
Math: MTH 131 (4), 132 (4), 233 (4)

#### III. Additional College Requirements

##### A. Non-Western or Diversity

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

#### Degree Requirements Footnotes

- \* IAI General Education requires a C or better in these courses.
- \*\* ECN201 is required in Industrial Engineering and recommended for other engineering specialties.
- \*\*\* No more than two history courses can be used to fulfill general education requirements.

(continued on next page)

**IV. Area of Concentration/Elective Requirements**

AES ..... 29 sem hrs

**A. Essential Prerequisite Courses**

AES..... 16 sem hrs

Computer Information Systems: CIS 115

Mathematics: MTH 240

Physics: PHY 221 (5), 222 (5)

**B. Engineering Specialty Courses**

AES..... 9-13 sem hrs

Students must select specialty courses based on their engineering major. Students should consult with an Academic and Career Advisor 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 an Academic and Career Advisor.

**Chemical Engineering:** CHM122 (4), 231 (4), 232 (4)**Civil Engineering:** EGR101, 220, 230**Computer Engineering:** CIS130 and 230,  
or CIS150 and 250**Electrical Engineering:** CIS130 and 230,  
or CIS150 and 250**Industrial Engineering:** EGR101, 220, 230**Mechanical Engineering:** EGR101, 220, 230**C. Elective Courses**

AES..... 0-4 sem hrs

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

## Degree Requirements

### Associate in Fine Arts (AFA)

#### Art

##### (AFA1) major code

The following sections list program requirements to achieve an Associate in Fine Arts (AFA) transfer degree with an emphasis in art at Waubensee. This degree is designed to provide students a smooth transition to a four-year baccalaureate art program.

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

#### I. College Requirements

##### A. Semester Hours

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

##### B. Grade Points

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

##### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubensee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

#### 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 Waubensee's IAI website as of March 2019. (Courses are *3 sem hrs* unless indicated.)

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

##### A. Communications

**AFA ..... 9 sem hrs**

Communications: COM 100

English: ENG 101\* and 102\*

#### B. Social and Behavioral Sciences

**AFA ..... 6 sem hrs**

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

Anthropology: ANT **101 (N)**, 102, 110

Economics: ECN 100, 201, 202

Geography: GEO **120 (N)**, **220 (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

Psychology: PSY 100, 205, 215, 220, 226, 235

Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

#### C. Physical and Life Sciences

**AFA ..... 7 sem hrs**

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

##### Physical Sciences

Astronomy: AST 100, 105 (4-**L**)

Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 121 (4-**L**)

Earth Science: ESC 100, 101 (1-**L**), 110, 120 (4-**L**), 125, 130

Geography: GEO 121 (4-**L**)

Geology: GLG 100, 101 (1-**L**), 102 (4-**L**), 103, 120

Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

##### Life Sciences

Biology: BIO 100, 101 (1-**L**), 102, 103 (1-**L**), 110,

111 (1-**L**), 120 (4-**L**), 122 (4-**L**)

(continued on next page)

#### 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.

**D. Mathematics****AFA** ..... **3 sem hrs**

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

**E. Humanities****AFA** ..... **6 sem hrs**Select two courses from the following list. Courses in **bold** identify Non-Western or Diversity options: **N** indicates non-Western; **D** indicates diversity.English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, **255 (D)**, **265 (D)**

Film Studies: FLM 270

French: FRE 202

German: GER 202

History\*\*: HIS 111, 112, 125

Humanities: HUM 101, **102 (N)**, 112, 201, 202Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202Religious Studies: RLG **120 (N)**

Spanish: SPN 202, 205, 215

**III. Additional College Requirements****A. Non-Western or Diversity**

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

**IV. Area of Concentration/Elective Requirements****Associate in Fine Arts (AFA)**..... **30 sem hrs****Required core art courses** ..... **21 sem hrs**

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

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

Select 9 semester hours from the following elective list; select courses from at least two media.

Ceramics: ART 130, 131

Graphic Design: ART 173

Painting: ART 260, 261

Photography: ART 140, 240

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

## Degree Requirements

### Associate in Fine Arts (AFA)

#### Music Performance

##### (AFA3) major code

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

#### I. College Requirements

##### A. Semester Hours

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

##### B. Grade Points

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

##### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubonsee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

#### II. General Education Requirements

Since completion of the Associate in Fine Arts (AFA) degree does not fulfill the requirements of the Illinois General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubonsee's IAI website as of March 2019. (Courses are 3 *sem hrs* unless indicated.)

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

#### A. Communications

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

#### B. Social and Behavioral Sciences

**AFA..... 3 sem hrs**  
Select course from the following list. Courses in **bold** identify Non-Western or Diversity options:  
**N** indicates non-Western; **D** indicates diversity.  
Anthropology: ANT **101 (N)**, 102, 110  
Economics: ECN 100, 201, 202  
Geography: GEO **120 (N)**, **220 (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  
Psychology: PSY 100, 205, 215, 220, 226, 235  
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

#### C. Physical and Life Sciences

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

##### Physical Sciences

Astronomy: AST 100, 105 (4-**L**)  
Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 121 (4-**L**)  
Earth Science: ESC 100, 101 (1-**L**), 110, 120 (4-**L**), 125, 130  
Geography: GEO 121 (4-**L**)  
Geology: GLG 100, 101 (1-**L**), 102 (4-**L**), 103, 120  
Physics: PHY 103, 104 (1-**L**), 111 (4-**L**), 221 (5-**L**)

##### Life Sciences

Biology: BIO 100, 101 (1-**L**), 102, 103 (1-**L**), 110, 111 (1-**L**), 120 (4-**L**), 122 (4-**L**)

#### D. Mathematics

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

(continued on next page)

#### Degree Requirements Footnotes

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

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

**E. Humanities****AFA** ..... **6 sem hrs**

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

English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, **255 (D)**, **265 (D)**

Film Studies: FLM 270

French: FRE 202

German: GER 202

History\*\*: HIS 111, 112, 125

Humanities: HUM 101, **102 (N)**, 112, 201, 202

Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202

Religious Studies: RLG **120 (N)**

Spanish: SPN 202, 205, 215

**III. Additional College Requirements****A. Non-Western or Diversity**

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

**IV. Area of Concentration/Elective Requirements****AFA** ..... **35 sem hrs****Required core music courses** ..... **23 sem hrs**

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

**Elective music courses** ..... **12 sem hrs**

Select 8 semester hours from the applied music courses and  
4 semester hours from the performing ensemble courses.

Applied Music Electives: MUS 280 (2), 281 (2), 282 (2),  
283 (2), 284 (2), 285 (2), 287 (2), 288 (2)

Performing Ensemble Electives: MUS 160 (1), 161 (1),  
164 (1), 166 (1), 170 (1), 171 (1), 176 (1)

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

## General Education Core Curriculum (GECC) Credential

The General Education Core Curriculum consists of 37-41 credits of Illinois Articulation Initiative (IAI) general education courses taken from five different categories including communications, social and behavioral sciences, physical and life sciences, mathematics, and humanities and fine arts. Successful completion of this credential ensures a seamless transfer of lower level general education requirements to four-year universities in the State of Illinois. Students must maintain a minimum cumulative GPA of 2.0 (C average) or higher in all courses and are encouraged to consult with an Academic Advisor for course selection.

Students must also meet the college's credit hour residency requirement: a minimum of 15 semester hours in 100 and 200 level courses applied toward this credential must be completed at Waubensee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency.

The GECC credential can be included on official transcripts. The GECC is not considered a degree, certificate or industry recognized credential.

### I. General Education Core Curriculum Requirements GECC Credential .....37-41 sem hrs

#### A. Communications..... 9 sem hrs

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

#### B. Social and Behavioral Sciences..... 9 sem hrs

Select courses from at least two of the following disciplines. Courses in **bold** identify Non-Western or Diversity options: **N** indicates non-Western; **D** indicates diversity.

Anthropology: ANT **101 (N)**, 102, 110  
Economics: ECN 100, 201, 202  
Geography: GEO **120 (N)**, **220 (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  
Psychology: PSY 100, 205, 215, 220, 226, 235  
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

#### C. Physical and Life Sciences ..... 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)  
Chemistry: CHM 100, 101 (1-L), 102, 103 (1-L), 121 (4-L)  
Earth Science: ESC 100, 101 (1-L), 110, 120 (4-L), 125, 130  
Geography: GEO 121 (4-L)  
Geology: GLG 100, 101 (1-L), 102 (4-L), 103, 120  
Physics: PHY 103, 104 (1-L), 111 (4-L), 221 (5-L)

##### Life Sciences

Biology: BIO 100, 101 (1-L), 102, 103 (1-L), 110,  
111 (1-L), 120 (4-L), 122 (4-L)

#### D. Mathematics ..... 3 sem hrs

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

(continued on next page)

### 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.

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

Select at least one course from Humanities and one course from Fine Arts. Courses in **bold** identify Non-Western or Diversity options: **N** indicates non-Western; **D** indicates diversity.

**Humanities**

English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 229, 230, 235, 240, 245, **255 (D)**, **265 (D)**

Film Studies: FLM 270\*\*\*

French: FRE 202

German: GER 202

History\*\*: HIS 111, 112, 125

Humanities\*\*\*: HUM 101, **102 (N)**, 112, 201, 202

Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202

Religious Studies: RLG **120 (N)**

Spanish: SPN 202, 205, 215

**Fine Arts**

Art: ART 100, 101, 102, **103 (N)**, 104, **105 (D)**, 106

Film Studies: FLM 250, 260, 270\*\*\*

Humanities\*\*\*: HUM 101, **102 (N)**, 201

Music: MUS 100, **101 (N)**, 102

Theatre: THE 100, **130 (D)**

## COURSE PLACEMENT INFORMATION

Students will be placed into courses based on their high school GPA; ACT, SAT, GED® or HiSet scores; placement testing results; previous coursework (including transitional high school courses); or other measures. Visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement) for more specific criteria and details.

Waubonsee's placement testing measures current skill levels in reading, writing and mathematics. A free online preparation tool is available at [www.waubonsee.edu/plato](http://www.waubonsee.edu/plato). Self-study materials may be purchased in the college bookstore or by visiting [accuplacer.collegeboard.org/student/practice](http://accuplacer.collegeboard.org/student/practice).

## TRANSITIONAL MATH GUIDE

The Postsecondary and Workforce Readiness Act (PWR Act) includes Transitional Math (TM), which is built around courses, standalone or embedded, that increase college readiness for high school students. Their key feature is the guaranteed placement a student receives upon successful completion at all Illinois community colleges and accepting Illinois universities. Community colleges and high schools work in partnership to create courses that incorporate the required competencies and policies. These courses emphasize authentic learning experiences aligned with careers as well as a student's life and future coursework. The information below is specific to students that intend to continue their education at Waubonsee Community College. Other colleges and universities should be consulted directly to inquire about their plans to use Transitional Math completion for student placement into college-level math.

Transitional Math Placement Guide	Transitional Math Course (Pathway)		
	STEM	Quantitative Literacy and Statistics	Technical Math
<b>Waubonsee Community College College Math Course</b>	<b>MTH 109</b> - Alg for Bus & Soc Science <b>MTH 129</b> - Pre-Calculus I <b>MTH 201</b> - Math for Elem Teachers I <b>MTH 101</b> - College Math <b>MTH 102</b> - Applied Practical Math <b>MTH 107</b> - Basic Statistics <b>MTH 103</b> - Technical Math	<b>MTH 101</b> - College Math <b>MTH 102</b> - Applied Practical Math <b>MTH 107</b> - Basic Statistics <b>MTH 103</b> - Technical Math	<b>MTH 103</b> - Technical Math
<b>Consequence for students changing transitional paths</b>	<b>None</b>	<b>Subject to college placement policies</b>	<b>Subject to college placement policies</b>
<b>Transitional Math Code</b>	<b>TM 001</b>	<b>TM 002</b>	<b>TM 003</b>

### Important Details:

1. In order to use the course for placement, the student must have an official high school transcript sent to the college or bring one to Registration and Records. The transcript must have the proper Portability Code and Date of Completion in the "Notes" section for the course.
2. Successful completion means that the student earned a "C" (70%) or better in each semester of the course.
3. Placement into college-level math expires 18 months following the date of graduation.



Illinois  
State Board of  
Education

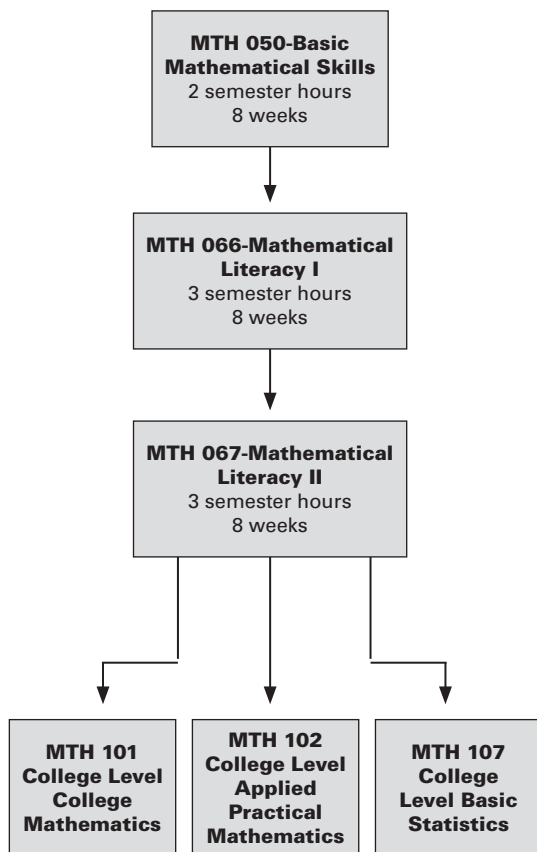


# MATH PATH

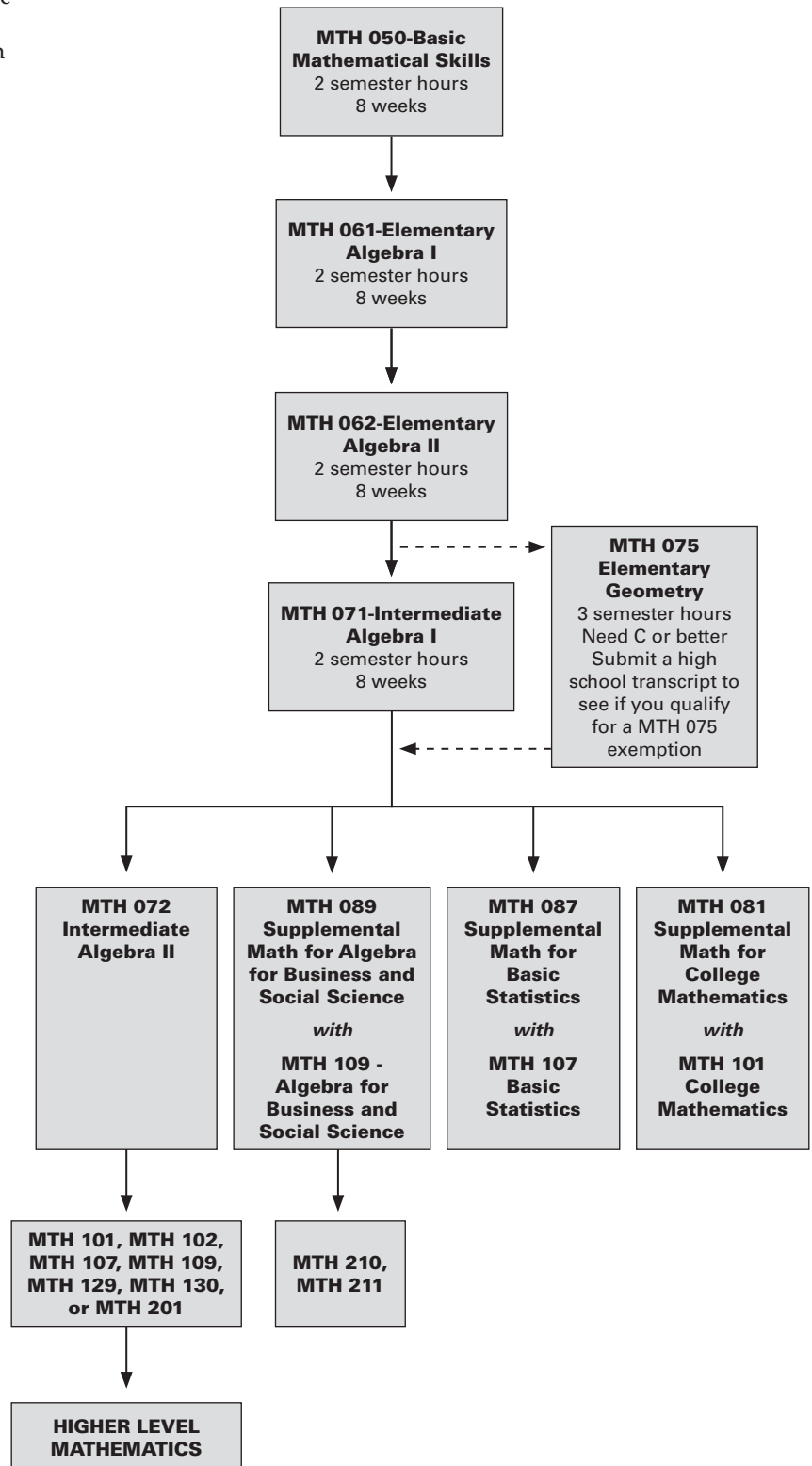
See an Academic and Career Advisor to determine which Math Path is right for you. The sequence of math courses you take depends on your program of study. You need a C grade or better to advance to the next level.

These diagrams show the sequence of math courses a student would take depending on their major. Where a student begins in the sequence will be based on their major and placement test results or other math readiness indicators.

## Liberal Arts, Social Sciences and Fine Arts Majors



## STEM, Business and Education Majors



For questions about test preparation, ACCUPLACER testing and scores, contact Learning Assessment and Testing Services at (630) 466-5700. Additional questions or don't see your path? Contact Academic and Career Advising at (630) 466-2361.

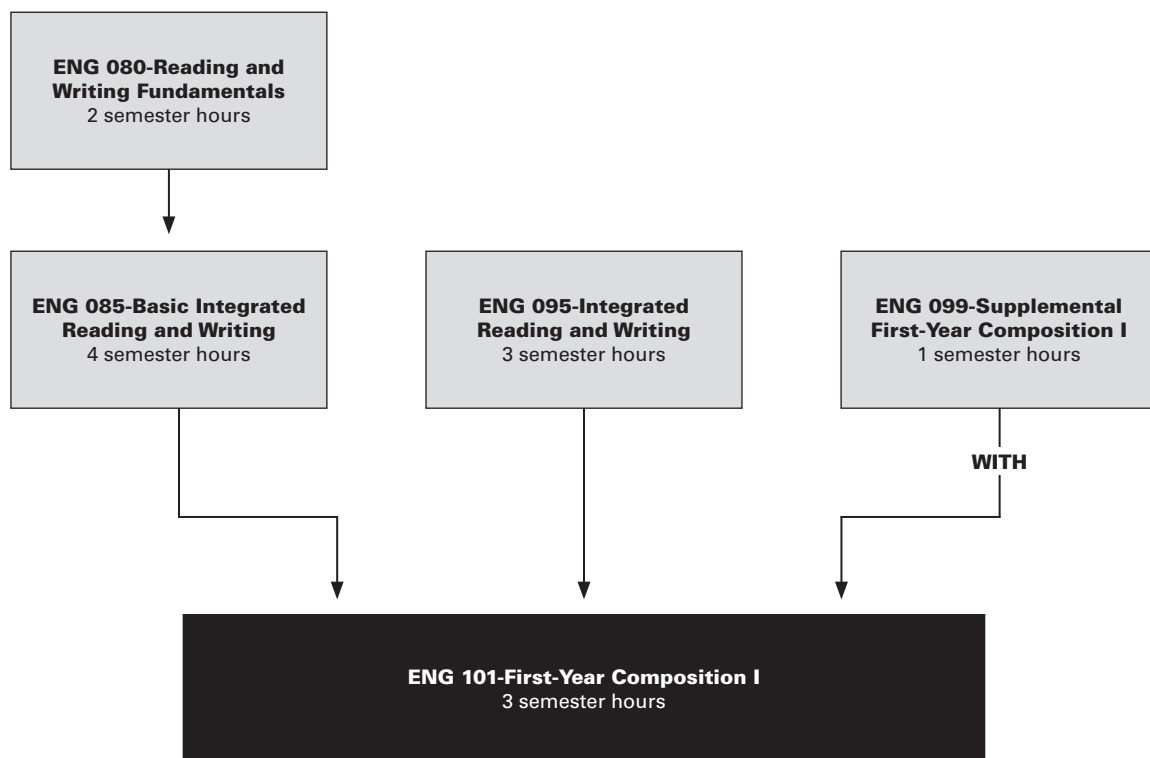
## INTEGRATED READING AND WRITING (IRW) PATH

See an Academic and Career Advisor to determine which IRW Path is right for you.

You need a C grade or better to advance to the next level.

This chart can help you determine the sequence of integrated reading and writing (IRW) courses you will take as well as the prerequisites required; however, you should see an Academic and Career Advisor for assistance. Where you start in the sequence will be based on your placement test results or other readiness indicators.

*Note: The courses in the gray boxes are Developmental Classes and do not apply towards any degree or certificate.*



Some students who place just below ENG 101 may choose to register for ENG 101 paired with ENG 099 (corequisite model) to accelerate the IRW Path.

**For questions about test preparation, ACCUPLACER testing and scores, contact Learning Assessment and Testing Services at (630) 466-5700 or visit [www.waubonsee.edu/assessment](http://www.waubonsee.edu/assessment)**

*Additional questions or don't see your path? Contact Academic and Career Advising at (630) 466-2361.*

WAUBONSEE

*what you can learn*

# Transfer Degree Pathways

## Purpose of Transfer Degree Pathways

The purpose of transfer degree pathways is to prepare the student for a major course of study at a transfer institution. **The Transfer Degree Pathways show *recommended* programs of study for certain majors; however, other individual programs can be devised to meet both Waubonsee's graduation requirements and those of the chosen transfer institution.** Visit [www.waubonsee.edu/pathways](http://www.waubonsee.edu/pathways) to view options.

Students who have decided upon a major to pursue at a transfer institution should see a Waubonsee Academic and Career Advisor to choose courses that provide a foundation for that major and provide additional guidance for this process.

Students who have not decided on a major 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. Academic and Career Advising 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.

## Transfer Degree Pathways

With planning, you can prepare for any four-year major at Waubonsee. Suggested degree pathways have been built for a variety of possible majors, including:

Transfer Degree Pathways			
Associate in Arts (AA)	Associate in Science (AS)	Engineering Science (AES)	Associate in Fine Art (AFA)
Art (AA)		Humanities - Multicultural Traditions (AA)	
Biochemistry (AS)		Humanities - Western Traditions (AA)	
Biology (AS)		Industrial Engineering (AES)	
Business (AA)		Journalism (AA)	
Chemistry (AS)		Kinesiology (AS)	
Clinical Laboratory Science (AS)		LatinX Studies (AA)	
Communications (AA)		Mass Communication (AA)	
Computer Science (AS)		Mathematics (AS)	
Criminal Justice (AA)		Mechanical Engineering (AES)	
Early Childhood Education (AS)		Music (AA)	
Economics (AA)		Music Performance (AFA)	
Electrical Engineering (AES)		Nursing (AS)	
Elementary Education (AS)		Philosophy (AA)	
English (AA)		Physical Education (AS)	
Fine Arts (AFA)		Physics (AS)	
General Science (AS)		Political Science (AA)	
Geography (AA)		Psychology (AA)	
Geology (AA)		Social Work (AA)	
History (AA)		Sociology (AA)	
		Special Education (AS)	

*Don't see your major? Waubonsee associate degrees transfer to several additional majors as well. Check with Academic and Career Advising for details.*

## How to Schedule Classes

To successfully complete an associate degree as a full-time or part-time student, students should work with an Academic and Career Advisor to plan their courses each semester. Academic and Career Advising 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 Academic and Career Advising to plan coursework each semester.
- Register early. Classes close when they fill up or can be canceled for insufficient enrollment.
- Summer session (even with limited class selection) allows students to take classes they can't fit in otherwise.
- When choosing courses, students should consult degree requirements and pathways, read program guidelines and course descriptions, fill out a Student Academic Plan worksheet, get information from their intended transfer school, and work with an Academic and Career Advisor. Many different programs are possible, not just the ones proposed in the pathways.
- Students should make early contact with Academic and Career Advising 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 graduation application, located on the Student tab of mywcc. (Students need to do this early in the semester before they intend to complete requirements.)

WAUBONSEE

*what you can learn*

# 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.

### I. College Requirements

#### A. Semester Hours

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

#### B. Grade Points

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

#### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubonsee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

### II. General Education Requirements

#### Associate in General Studies

**(AGS)** ..... 21 sem hrs  
(Courses are 3 sem hrs unless indicated.)

#### A. Communications..... 9 sem hrs

Communications: Any 100-level COM course  
English: Any 100-level ENG course

#### B. Social and

#### Behavioral Sciences..... 6 sem hrs

Anthropology: ANT 101, 102, 110  
Economics: ECN 100, 201, 202  
Geography: GEO 120, 220, 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, 230, 240

#### C. Physical and Life Sciences and

#### Mathematics ..... 3 sem hrs

Astronomy: AST 100, 105 (4)  
Biology: BIO 100, 101 (1), 102, 103 (1), 110, 111 (1), 120 (4), 122 (4), 200, 250 (4), 260 (4), 270, 272 (4)  
Chemistry: CHM 100, 101 (1), 102, 103 (1), 121 (4), 122 (4), 202, 231 (4), 232 (4)  
Earth Science: ESC 100, 101 (1), 110, 120 (4), 125, 130  
Geography: GEO 121 (4)  
Geology: GLG 100, 101 (1), 102 (4), 103, 120  
Mathematics: MTH 101, 102, 103, 104, 107, 109, 129, 130, 131 (4), 132 (4), 201, 202, 210, 211 (4), 233 (4), 236 (4), 240  
Physics: PHY 103, 104 (1), 111 (4), 112 (4), 221 (5), 222 (5), 223(4)

**D. Humanities and Fine Arts.....3 sem hrs**

Art: ART 100, 101, 102, 103, 104, 105, 106, 110, 111, 120, 121, 130, 131, 140, 142, 155, 222, 230, 231, 240, 241, 242, 243, 255, 260, 261, 262, 290, 293  
 Chinese: CHN 101, 102  
 English: ENG 204, 205, 206, 211, 212, 215, 220, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, 255, 265  
 Film Studies: FLM 250, 260, 270  
 French: FRE 101, 102, 201, 202  
 German: GER 101, 102, 201, 202  
 History: HIS 111, 112, 125  
 Humanities: HUM 101, 102, 112, 201, 202  
 Japanese: JPN 101, 102  
 Music: MUS 100, 101, 102, 110 (2), 120, 121 (4), 123, 124 (1), 151 (2), 154 (2), 160 (1), 161 (1), 164 (1), 166 (1), 170 (1), 171 (1), 176 (1), 200, 211, 213, 215, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 266 (1), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 287 (2), 288 (2)  
 Philosophy: PHL 100, 101, 105, 110, 120, 140, 201, 202  
 Religious Studies: RLG 120, 220, 230, 240  
 Sign Language: SGN 101, 102  
 Spanish: SPN 101, 102, 201, 202, 205, 211, 215  
 Theatre: THE 100, 110, 130, 201

**III. Elective Requirements..... 39 sem hrs**

Choose electives numbered 100-299 from any discipline.

**General Studies*****Certificate Requirements******(GS20) major code***

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

- complete at least 30 semester hours of credit courses numbered 100-299.
- achieve a minimum cumulative grade point average of 2.0 (C average) in all courses applied toward certificate completion.
- At least 15 credit hours in 100 and 200 level courses applied toward the certificate must be completed at Waubensee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.
- Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted if the coursework was previously completed.

WAUBONSEE

*what you can learn*

# Career and Technical Education

## Purpose of the Career and Technical Education Curriculum

Career and technical 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 transfer partnership/articulation agreements with a number of colleges and universities, and many of the Associate in Applied Science degrees may transfer. See Academic and Career Advising for more details.

## Career Program Guarantee

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

1. All coursework for the degree or certificate must have been completed at Waubonsee Community College.
2. The student must have graduated within four years of initial enrollment.
3. The student must be employed in a job directly related to his/her program of study within two years after graduation from a Waubonsee Community College Associate in Applied Science degree or certificate program.

4. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills as represented by the degree information printed in the college catalog.
5. The retraining is limited to courses regularly offered by the college.
6. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional administrator specifying the courses needed for retraining and the competencies to be mastered.
7. Prerequisites and other admission requirements for retraining courses must be met and are not included in the courses covered by this guarantee.
8. A maximum of 15 credit hours of career/occupational coursework is provided free of tuition under the terms of this guarantee. Lab fees and other course costs are not included.
9. All retraining must be completed within two calendar years after the claim is filed.

For further information concerning the Career Program Guarantee, contact the Vice President of Educational Affairs (see directory).

*Waubonsee's career programs support  
student participation in SkillsUSA activities.  
See an advisor or instructor for details.*



## Degree Requirements

### **Associate in Applied Science (AAS)**

The college recommends that all students create an academic plan with an Academic and Career Advisor . Courses numbered 100-299 may be counted toward this degree.

#### I. College Requirements

##### A. Semester Hours

A total of 60-69 semester hours as specified in the following sections.

##### B. Grade Points

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

##### C. Credit Hour Residency

Meet the college's credit hour residency requirement: a minimum of 15 credit hours in 100 and 200 level courses applied toward a degree must be completed at Waubonsee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

#### II. General Education Requirements

##### **Associate in Applied Science**

**AAS** ..... 15 sem hrs

(Courses are 3 sem hrs unless indicated.)

##### A. Communications.....6 sem hrs

Unless particular courses are specified in the curriculum, choose two of these courses:

English: ENG 101, 102, 152, 153

##### B. Social and Behavioral

**Sciences**.....3 sem hrs

Unless a particular course is specified in the curriculum, choose a course from below.

Anthropology: ANT 101, 102, 110

Economics: ECN 100, 201, 202

Geography: GEO 120, 220, 235

History: HIS 101, 102, 121, 122, 205, 215, 220, 225, 235, 245, 290

Political Science: PSC 100, 220, 240, 260, 280

Psychology: PSY 100, 200, 205, 215, 220, 226, 235, 240, 245, 250

Sociology: SOC 100, 120, 130, 210, 230, 240

##### C. Mathematics or

**Physical and Life Sciences** .....3 sem hrs

Unless a particular course is specified in the curriculum, choose a course or courses from below.

Astronomy: AST 100, 105 (4)

Biology: BIO 100, 101 (1), 102, 103 (1), 110, 111 (1), 122 (4), 200, 250 (4), 260 (4), 270 (4), 272 (4)

Chemistry: CHM 100, 101 (1), 102, 103 (1), 121 (4), 122 (4), 202, 231 (4), 232 (4)

Earth Science: ESC 100, 101 (1), 110, 120 (4), 125, 130

Geography: GEO 121 (4)

Geology: GLG 100, 101 (1), 102 (4), 103, 120

Mathematics: MTH 101, 102, 103, 104, 107, 109, 129, 130, 131 (4), 132 (4), 201, 202, 210, 211 (4) , 233 (4), 236, 240

Physics: PHY 103, 104 (1), 111 (4), 112 (4), 221 (5), 222 (5), 223 (4)

**D. Humanities and Fine Arts.....3 sem hrs**

Unless a particular course is specified in the curriculum, choose a course or courses from below.

Art: ART 100, 101, 102, 103, 104, 105, 106, 110, 111, 120, 121, 130, 140, 142, 155, 222, 230, 231, 240, 241, 242, 243, 255, 260, 261, 262, 290, 293

Chinese: CHN 101, 102

Communications: COM 100, 115, 120, 121, 150, 200

English: ENG 204, 205, 206, 211, 212, 215, 220, 221, 222, 225, 226, 228, 229, 230, 235, 240, 245, 255, 265

Film Studies: FLM 250, 260, 270

French: FRE 101, 102, 201, 202

German: GER 101, 102, 201, 202

History: HIS 111, 112, 125

Humanities: HUM 101, 102, 112, 201, 202

Japanese: JPN 101, 102

Music: MUS 100, 101, 102, 110 (2), 120, 121 (4), 123, 124 (1), 151 (2), 154 (2), 160 (1), 161 (1), 164 (1), 166 (1), 170 (1), 171 (1), 176 (1), 200, 211, 213, 215, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 266 (1), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 287 (2), 288 (2)

Philosophy: PHL 100, 101, 105, 110, 120, 140, 201, 202

Religious Studies: RLG 120, 220, 230, 240

Sign Language: SGN 101, 102

Spanish: SPN 101, 102, 201, 202, 205, 211, 215

Theatre: THE 100, 110, 130, 201, 202

**III. Major Field and Elective Requirements .... 45-54**

Students must satisfactorily complete all courses specified in the curriculum of their choice. See the individual career/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 often can be met in less than two years.

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

- complete one of the prescribed certificate curricula;
- achieve a minimum cumulative grade point average of 2.0 (C average) in all courses required for certificate. An "m" denotes major courses in which a minimum grade of C must be achieved;
- complete at least one-half of 100 and 200 level credit hours applied toward a certificate at Waubensee. Transfer credit and credit for prior learning assessment do not apply to the credit hour residency requirement.

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

## Career and Technical Education Program Descriptions

Each career and technical education program offered at the college is described in the following sections.

Although most Associate in Applied Science (AAS) degrees can be accomplished in two years of full-time study, some may require additional time because of class scheduling criteria or because of required practicums or additional coursework. Students should work closely with an Academic and Career Advisor to anticipate required coursework in each individual program they start.

The list below shows all Associate in Applied Science (AAS) degrees and Certificates of Achievement offered at Waubensee Community College. For AAS degree and certificate programs offered in cooperation with other community colleges, see Cooperative Agreement in the Tuition and Fees section of this catalog.

<b>Accounting.....</b>	<b>50</b>	<b>Computer Aided Design and Drafting.....</b>	<b>59</b>
Accounting AAS		Computer Aided Design and Drafting AAS	
Accounting Certificate		Computer Aided Drafting Certificate	
Payroll and Tax Accounting Certificate		Computer Aided Design and	
CPA Preparation Post-Baccalaureate Certificate		Drafting - Mechanical Certificate	
CMA Preparation Post-Baccalaureate Certificate		Computer Aided Design and	
<b>Auto Body Repair.....</b>	<b>52</b>	Drafting - Architectural Certificate	
Auto Body Repair AAS		<b>Computer Information Systems.....</b>	<b>61</b>
Basic Auto Body Repair Certificate		Computer Software Development AAS	
Advanced Auto Body Repair Certificate		Computer Software Development Certificate	
<b>Automation Technology.....</b>	<b>54</b>	Computer Support AAS	
Automation Technology AAS		Computer Support Certificate	
Automation Technology Certificate		Cybersecurity AAS	
<b>Automotive Technology.....</b>	<b>55</b>	Cybersecurity Certificate	
Automotive Technology AAS		Office Software Specialist Certificate	
Automotive Transportation Service Technology AAS		<b>Early Childhood Education.....</b>	<b>65</b>
Automotive Brake and Suspension Certificate		Early Childhood Education AAS	
Automotive Electrical/Electronics Certificate		Early Childhood Education Level 2 Certificate	
Automotive Maintenance Certificate		Early Childhood Education Level 3 Certificate	
Automotive Transmission and Driveline Certificate		ESL and Bilingual Level 2 Certificate	
Engine Performance Certificate		ESL and Bilingual Level 3 Certificate	
Automotive Recycling Certificate		Infant and Toddler Level 2 Certificate	
Light Duty Diesel Repair Certificate		Infant and Toddler Level 3 Certificate	
<b>Business Administration.....</b>	<b>58</b>	Child Care Worker Certificate	
Business Administration AAS		Director Level 1 Certificate	
Administrative Assistant Certificate		<b>Emergency Medical Technician.....</b>	<b>70</b>
Management Certificate		Emergency Medical Technician-Paramedic AAS	
		Emergency Medical Technician-Basic Certificate	
		Emergency Medical Technician-Paramedic Certificate	
		<b>Fire Science.....</b>	<b>73</b>
		Fire Science Technology AAS	
		Company Fire Officer Certificate	
		Firefighter Certificate	
		<b>Health Information Technology.....</b>	<b>75</b>
		Health Information Technology AAS	
		Medical Billing and Coding Certificate	
		<b>Heating, Ventilation and Air Conditioning.....</b>	<b>76</b>
		Heating, Ventilation and Air Conditioning AAS	
		Heating, Ventilation and Air Conditioning Certificate	
		<b>Human Services.....</b>	<b>77</b>
		Human Services AAS	
		Addictions Counseling Certificate	
		Alcohol and Drug Counselor	
		Post-Baccalaureate Certificate	

<b><i>Interpreter Training</i></b> .....	<b>79</b>
Interpreter Training AAS	
<b><i>Legal Interpreting</i></b> .....	<b>80</b>
Legal Interpreting: English/Spanish Certificate	
<b><i>Machine Tool Technology</i></b> .....	<b>81</b>
Advanced Manufacturing Technology AAS	
CNC Operator Certificate	
CNC Programmer Certificate	
<b><i>Management: Human Resources</i></b> .....	<b>82</b>
Human Resources Management AAS	
<b><i>Massage Therapy</i></b> .....	<b>83</b>
Massage Therapy Certificate	
<b><i>Medical Assistant</i></b> .....	<b>84</b>
Medical Assistant Certificate	
<b><i>Music</i></b> .....	<b>86</b>
Audio Production Technology Certificate	
<b><i>Nurse Assistant</i></b> .....	<b>87</b>
Basic Nurse Assistant Training Certificate	
<b><i>Nursing</i></b> .....	<b>88</b>
Nursing AAS	
<b><i>Paralegal</i></b> .....	<b>90</b>
Paralegal AAS	
Paralegal Post-Associate Degree Certificate	
<b><i>Phlebotomy Technician</i></b> .....	<b>91</b>
Phlebotomy Technician Certificate	
<b><i>Website Development</i></b> .....	<b>92</b>
Website Development AAS	
Web Authoring Certificate	
<b><i>Welding Technology</i></b> .....	<b>93</b>
Welding Technology AAS	
Welding Technology Certificate	
Advanced Welding Technology Certificate	

WAUBONSEE

*what you can learn*

**Career and  
Technical  
Education  
Degrees and Certificates**

# Accounting

## Accounting

### Associate in Applied Science Degree

(010A) major code

The Accounting Program provides students with fundamental skills in financial record keeping, report analysis and core business principles. This program exposes students to public, industrial, private and governmental agencies.

#### General Education Requirements ..... 15

COM 100	<b>or</b> 121 Communications.....	3
ENG 101	<b>or</b> 152 English.....	3
ENG 102	<b>or</b> 153 English.....	3
	Mathematics elective•.....	3
	Economics elective•.....	3

#### Accounting Major Program Requirements ..... 24

ACC 125	Accounting Information Systems.....	3
ACC 130	Payroll Accounting.....	3
ACC 202*	Financial Accounting.....	3
ACC 203	Managerial Accounting.....	3
ACC 215	Individual Tax Accounting.....	3
ACC 220	Intermediate Accounting I.....	3
ACC 221	Intermediate Accounting II.....	3
ACC 240	Cost Accounting.....	3

#### Additional Program Requirements ..... 15

BUS 100	Introduction to Business.....	3
BUS 210	Legal Environment of Business	
	<b>or</b>	
BUS 211	Business Law.....	3
CIS 110	Business Information Systems.....	3
CIS 112	Comprehensive Excel Spreadsheet.....	3
MGT 200	Principles of Management.....	3

#### Electives ..... 6

Select electives from: Accounting (ACC), Business Administration (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Finance (FIN), Management (MGT), Marketing (MKT), Website Development (WEB)

#### PROGRAM TOTAL ..... 60

\* Students with a grade point average below a 3.0 should consider taking ACC 101 Introduction to Accounting or MTH 104 Business Math before taking ACC 202. Students who choose ACC 101 may apply it as an elective in this program. CPA students must take COM 121 instead of COM 100.

- See course choices listed on pages 45-46.

## Accounting

### Certificate of Achievement

(013A) major code

This program provides students with fundamental skills in financial record keeping, report analysis and an opportunity to transition to completion of the Associate in Applied Science in Accounting.

#### Course Requirements

ACC 125	Accounting Information Systems.....	3
ACC 202	Financial Accounting.....	3
ACC 203	Managerial Accounting.....	3
ACC 215	Individual Tax Accounting	
	<b>or</b>	
ACC 235	Taxation of Limited Liability Companies (LLCs).....	3
ACC 220	Intermediate Accounting I.....	3
ACC 221	Intermediate Accounting II.....	3
ACC 240	Cost Accounting.....	3
BUS 210	Legal Environment of Business	
	<b>or</b>	
BUS 211	Business Law.....	3
CIS 112	Comprehensive Excel Spreadsheet.....	3

#### PROGRAM TOTAL ..... 27

## Payroll and Tax Accounting

### Certificate of Achievement

(015B) major code

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

#### Course Requirements

ACC 101	Introduction to Accounting.....	3
ACC 125	Accounting Information Systems.....	3
ACC 130	Payroll Accounting.....	3
ACC 215	Individual Tax Accounting.....	3
CIS 110	Business Information Systems.....	3
CIS 112	Comprehensive Excel Spreadsheet.....	3

#### PROGRAM TOTAL ..... 18

**Accounting**

**CPA Preparation  
Post-Baccalaureate**

**Certificate of Achievement**

*(017B) major code*

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

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

Please visit [www.ilboe.org](http://www.ilboe.org) for more information.

*Because Waubonsee Community College does not award bachelor's degrees, post-baccalaureate programs do not meet the U.S. Department of Education requirements for financial aid eligibility.*

**Course Requirements**

ACC 202	Financial Accounting.....	3
ACC 203	Managerial Accounting.....	3
ACC 215	Individual Tax Accounting.....	3
ACC 220	Intermediate Accounting I.....	3
ACC 221	Intermediate Accounting II.....	3
ACC 235	Taxation of Limited Liability Companies (LLCs).....	3
ACC 240	Cost Accounting.....	3
ACC 250	Auditing I.....	3
ACC 251	Auditing II.....	3
ACC 252	Accounting Research and Analysis.....	2
ACC 260	Advanced Accounting.....	3

**PROGRAM TOTAL .....32**

**CMA Preparation  
Post-Baccalaureate**

**Certificate of Achievement**

*(018B) major code*

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

Please visit [www.imanet.org](http://www.imanet.org) for more information.

*Because Waubonsee Community College does not award bachelor's degrees, post-baccalaureate programs do not meet the U.S. Department of Education requirements for financial aid eligibility.*

**Course Requirements**

ACC 202	Financial Accounting.....	3
ACC 203	Managerial Accounting.....	3
ACC 220	Intermediate Accounting I.....	3
ACC 221	Intermediate Accounting II.....	3
ACC 240	Cost Accounting.....	3
BUS 207	Business Statistics.....	3
BUS 210	Legal Environment of Business.....	3
ECN 201	Principles of Economics-Microeconomics.....	3
ECN 202	Principles of Economics-Macroeconomics.....	3
FIN 200	Principles of Finance.....	3

**PROGRAM TOTAL .....30**

# Auto Body Repair

## Auto Body Repair

### Associate in Applied Science Degree (700B) major code

The Auto Body Repair Program provides students hands-on skills in body repair, surface preparation, painting, and frame repair. Students who successfully complete this program are prepared to take the Automotive Service Excellence (ASE) Auto Body Certification exam and to begin their career as an auto body repair technician.

#### General Education Requirements ..... 15

COM 100	or 121	Communication.....	3
ENG 101	or 152	English .....	3
ENG 102	or 153	English .....	3
		Mathematics elective • .....	3
		Social and Behavioral Sciences elective • .....	3

#### Major Program Requirements -

##### Fall Semester ..... 16

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

##### Spring Semester..... 16

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

##### Summer Semester ..... 3

ABR 215	Advanced Auto Body Repair.....	3
---------	--------------------------------	---

##### Additional Program Requirements ..... 3

3 hours of ABR		
	internship credit (ABR297, ABR298, ABR299).....	3

##### Electives ..... 7

Select electives from: Automotive Technology (AUT), Business Administration (BUS), Computer Information Systems (CIS), Machine Tool Technology (MTT), Management (MGT), Marketing (MKT), Welding Technology (WLD)

#### PROGRAM TOTAL ..... 60

- See course choices listed on pages 45-46.

*Note: Students in the Auto Body Repair Program are required to register for all courses in a given semester. Please see the major program requirements for details.*

## Basic Auto Body Repair

### Certificate of Achievement (703B) major code

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

#### Course Requirements

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

#### PROGRAM TOTAL ..... 16

**Auto Body Repair**

**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 Automotive Service Excellence (ASE) Auto Body Certification exam and to begin their career as an auto body repair technician.

**Course Requirements**

**Fall Semester ..... 16**

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

**Spring Semester..... 16**

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

**Summer Semester ..... 6**

- ABR 215 Advanced Auto Body Repair ..... 3
- 3 hours of ABR internship credit  
(ABR 297, ABR 298, ABR 299)..... 3

**PROGRAM TOTAL ..... 38**

# Automation Technology

## Automation Technology

### Associate in Applied Science Degree (735A) major code

The Automation Technology Program provides technical skills in industrial motor controls, programmable logic controllers (PLCs), electrical principles, and hydraulics and pneumatics.

#### General Education Requirements ..... 15

COM 100	<b>or</b> 121 Communication.....	3
ENG 101	<b>or</b> 152 English .....	3
ENG 102	<b>or</b> 153 English .....	3
	Mathematics elective • .....	3
	Social and Behavioral	
	Sciences elective • .....	3

#### Core Program Requirements.....19

AMT 100	Intro to Mfg Automation Systems.....	3
CIS 110	Business Information Systems .....	3
EGR 101	Engineering Graphics .....	3
MTT 100	Safety Principles.....	1
MTT 108	Machining Fundamentals .....	3
MTT 110	Print Reading for the Trades .....	3
MTT 115	Manual Machine Shop Operations.....	3

#### Major Program Requirements..... 24

AMT 102	Basic Electricity.....	3
AMT 110	Machine Fundamentals .....	3
AMT 120	Automated Systems I.....	3
AMT 121	Automated Systems II.....	3
AMT 122	Automated Systems III.....	3
AMT 130	Fluid Power.....	3
AMT 200	Automated Programming I.....	3
AMT 201	Automated Programming II.....	3

#### Electives ..... 2

Select electives from: Auto Body Repair (ABR), Automation Technology (AMT), Automotive Technology (AUT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Construction Management (CMT), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD)

#### Program Total ..... 60

- See course choices listed on pages 45-46.

## Automation Technology

### Certificate of Achievement (736B) major code

The Automation Technology certificate is designed to provide students with knowledge and skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, instrumentation, workplace safety, problem solving, and teamwork.

#### Course Requirements

AMT 100	Intro to Mfg Automation Systems.....	3
AMT 102	Basic Electricity.....	3
AMT 110	Machine Fundamentals .....	3
AMT 120	Automated Systems I.....	3
AMT 121	Automated Systems II.....	3
AMT 122	Automated Systems III.....	3
AMT 130	Fluid Power.....	3
AMT 200	Automated Programming I.....	3
AMT 201	Automated Programming II.....	3
MTH 103	Technical Mathematics.....	3
MTT 100	Safety Principles.....	1

#### PROGRAM TOTAL ..... 31

# Automotive Technology

## Automotive Technology Associate in Applied Science Degree

(710A) major code

The Automotive Technology Program provides students hands-on skills to work as an automotive technician. Courses prepare students to take select Automotive Service Excellence (ASE) certification tests. Waubensee Community College's Automotive Technology Program is a Master ASE Certified program.

<b>General Education Requirements</b> .....	<b>15</b>
COM 100 <b>or</b> 121 Communications.....	3
ENG 101 <b>or</b> 152 English.....	3
ENG 102 <b>or</b> 153 English.....	3
Mathematics elective •.....	3
Social and Behavioral Sciences elective •.....	3
<b>Note:</b> Transfer students should consult with Academic and Career Advising to select electives	

### Major Program Requirements - First Year ..... 26

AUT 100 Maintenance and Light Repair.....	2
AUT 110 Engine Service I.....	3
AUT 111 Automotive Power Trains.....	3
AUT 112 Automotive Brake Systems.....	3
AUT 113 Automotive Electrical/Electronic Systems.....	3
AUT 120 Engine Service II.....	3
AUT 122 Automotive Suspension and Wheel Alignment.....	3
AUT 123 Automotive Ignition Systems.....	3
AUT 124 Automotive Fuel and Emission Systems.....	3

### Major Program Requirements - Second Year ..... 24

AUT 116 Automotive Service Adviser.....	3
AUT 231 Automatic Transmissions/Transaxles.....	3
AUT 232 Advanced Brakes and Suspension Systems.....	3
AUT 233 Applied Automotive Fuels and Electricity.....	3
AUT 240 Service Shop Operations.....	3
AUT 243 Advanced Engine Control Systems.....	3
AUT 245 Automotive Heating and Air Conditioning.....	3
AUT 246 Automotive Accessories and Diagnostics.....	3

### PROGRAM TOTAL .....65

- See course choices listed on pages 45-46.

NOTE: All students enrolled in the Automotive Technology Program are required to provide their own hand tools, safety glasses, protective clothing and safety shoes.

## Automotive Transportation Service Technology

### Associate in Applied Science Degree (711A) major code

The Automotive Transportation Service Technology Program provides hands-on skills and knowledge related to service management, parts management, specialty vehicle maintenance, alternative fuel technology, service training and prepares students to take specific Automotive Service Excellence (ASE) certification exams sponsored by the National Institute for Automotive Service Excellence (ASE). Waubensee Community College's Automotive Technology Program is Master ASE Certified.

<b>General Education Requirements</b> .....	<b>15</b>
COM 100 <b>or</b> 121 Communications.....	3
ENG 101 <b>or</b> 152 English.....	3
ENG 102 <b>or</b> 153 English.....	3
Mathematics elective •.....	3
Social and Behavioral Sciences elective •.....	3
<b>Note:</b> Transfer students should consult with Academic and Career Advising to select electives.	

### Major Program Requirements - First Year ..... 24

AUT 100 Maintenance and Light Repair.....	2
AUT 110 Engine Service I.....	3
AUT 112 Automotive Brake Systems.....	3
AUT 113 Automotive Electrical/Electronic Systems.....	3
AUT 116 Automotive Service Adviser.....	3
AUT 117 Automotive Parts Specialist.....	3
AUT 122 Automotive Suspension and Wheel Alignment.....	3
AUT 124 Automotive Fuel and Emission Systems.....	3
MTT 100 Safety Principles.....	1

### Major Program Requirements - Second Year ..... 15

AUT 105 Automotive Recycling.....	3
AUT 248 Classic Car Care and Service.....	3
AUT 249 Hybrid and Alternative Fuel Vehicles.....	3
AUT 250 Light Duty Diesel Vehicle Engine Service I.....	3
AUT 251 Light Duty Diesel Vehicle Engine Service II.....	3

### Electives ..... 6

Select electives from: Auto Body Repair (ABR), Automation Technology (AMT), Automotive Technology (AUT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Construction Management (CMT), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD).

### PROGRAM TOTAL .....60

- See course choices listed on pages 45-46.

## Automotive Brake and Suspension

### Certificate of Achievement

(716A) major code

The Automotive Brake and Suspension Program provides students hands-on skills and prepares students to take the Automotive Service Excellence (ASE) Brakes and the Suspension and Steering Exam.

#### Course Requirements

AUT 100	Maintenance and Light Repair	2
AUT 112	Automotive Brake Systems	3
AUT 122	Automotive Suspension and Wheel Alignment	3
AUT 232	Advanced Brakes and Suspension Systems	3

**PROGRAM TOTAL** ..... 11

## Automotive Electrical/Electronics

### Certificate of Achievement

(715A) major code

The Automotive Electrical and Electronics Program provides hands-on skills and prepares students to take the Automotive Service Excellence (ASE) Electrical Systems Exam.

#### Course Requirements

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

**PROGRAM TOTAL** ..... 15

## Automotive Maintenance

### Certificate of Achievement

(713A) major code

The Automotive Maintenance Program provides students basic knowledge to diagnose and repair automotive systems. Students are prepared to take eight Automotive Service Excellence (ASE) certification exams.

#### Course Requirements

**First Year** ..... 26

AUT 100	Maintenance and Light Repair	2
AUT 110	Engine Service I	3
AUT 111	Automotive Power Trains	3
AUT 112	Automotive Brake Systems	3
AUT 113	Automotive Electrical/Electronic Systems	3
AUT 120	Engine Service II	3
AUT 122	Automotive Suspension and Wheel Alignment	3
AUT 123	Automotive Ignition Systems	3
AUT 124	Automotive Fuel and Emission Systems	3

**Second Year** ..... 24

AUT 116	Automotive Service Adviser	3
AUT 231	Automatic Transmissions/Transaxles	3
AUT 232	Advanced Brakes and Suspension Systems	3
AUT 233	Applied Automotive Fuels and Electricity	3
AUT 240	Service Shop Operations	3
AUT 243	Advanced Engine Control Systems	3
AUT 245	Automotive Heating and Air Conditioning	3
AUT 246	Automotive Accessories and Diagnostics	3

**PROGRAM TOTAL** ..... 50.

**Automotive Technology**

**Automotive Transmission and Driveline**

**Certificate of Achievement**

*(717B) major code*

The Automotive Transmission and Driveline Program provides hands-on skills to accurately diagnose and troubleshoot while preparing students to take the Automotive Service Excellence (ASE) Automatic Transmission and Transaxle Exam and the Manual Drive Train and Axle Exam.

**Course Requirements**

AUT 100	Maintenance and Light Repair .....	2
AUT 110	Engine Service I .....	3
AUT 111	Automotive Power Trains .....	3
AUT 231	Automotive Transmissions/Transaxles .....	3
AUT 232	Advanced Brakes and Suspension Systems .....	3
AUT 240	Service Shop Operations .....	3

**PROGRAM TOTAL .....** 17

**Engine Performance**

**Certificate of Achievement**

*(714A) major code*

The Engine Performance Program provides hands-on skills and knowledge from fuel injection to computer controls, and prepares students to take the Automotive Service Excellence (ASE) Engine Performance Exam.

**Course Requirements**

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

**PROGRAM TOTAL .....** 24

**Automotive Recycling**

**Certificate of Achievement**

*(718A) major code*

The Automotive Recycling Program develops dismantling, parts grading, and quality control skills. Coursework also focuses on following environmental best practices during automotive recycling.

**Course Requirements**

AUT 105	Automotive Recycling .....	3
---------	----------------------------	---

**PROGRAM TOTAL .....** 3

**Light Duty Diesel Repair**

**Certificate of Achievement**

*(712A) major code*

The Light Duty Diesel Repair Program provides students the technical knowledge and skills to diagnose, adjust, repair and overhaul light duty diesel vehicles under one ton classification.

**Course Requirements**

AUT 100	Maintenance and Light Repair .....	2
AUT 110	Engine Service I .....	3
AUT 113	Automotive Electrical/ Electronic Systems.....	3
AUT 250	Light Duty Diesel Vehicle Engine Service I.....	3
AUT 251	Light Duty Diesel Vehicle Engine Service II.....	3

**PROGRAM TOTAL .....** 14

# Business Administration

## Business Administration

### Associate in Applied Science Degree (130C) major code

The Business Administration Program allows students to focus on management or marketing covering a broad spectrum of business principles and concepts.

#### General Education Requirements ..... 15

COM 100	<b>or</b> 121 Communications.....	3
ENG 101	<b>or</b> 152 English.....	3
ENG 102	<b>or</b> 153 English.....	3
	Economics elective • .....	3
	Mathematics elective • .....	3

#### Management Major Program Requirements .....33

ACC 101	Introduction to Accounting	
	<b>or</b>	
ACC 202	Financial Accounting.....	3
ACC 125	Accounting Information Systems	
	<b>or</b>	
ACC 203	Managerial Accounting.....	3
BUS 100	Introduction to Business .....	3
BUS 210	Legal Environment of Business	
	<b>or</b>	
BUS 211	Business Law.....	3
BUS 215	Business Ethics.....	3
BUS 220	Leadership in Business .....	3
CIS 110	Business Information Systems .....	3
CIS 112	Comprehensive Excel Spreadsheet .....	3
MGT 200	Principles of Management .....	3
MKT 200	Principles of Marketing.....	3
	Economics elective (recommend ECN201 or ECN202) .....	3

#### Electives and Emphasis Areas ..... 12

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

#### Management

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

#### Marketing

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

#### Electives

Electives may be selected from: Accounting (ACC), Business Administration (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Finance (FIN), Internship (ITS), Management (MGT), Marketing (MKT), Website Development (WEB), PSY 245.

#### PROGRAM TOTAL ..... 60

## Administrative Assistant

### Certificate of Achievement (077A) major code

The Administrative Assistant Program provides essential office skills, software knowledge, project management skills, and customer service with an emphasis on teamwork.

#### Course Requirements

BUS 100	Introduction to Business .....	3
BUS 130	Customer Service .....	3
CIS 106	PowerPoint and Publisher for Business... 3	
CIS 108	Comprehensive Word Processing .....	3
CIS 112	Comprehensive Excel Spreadsheet .....	3
CIS 114	Comprehensive Access Database.....	3

#### PROGRAM TOTAL ..... 18

## Management

### Certificate of Achievement (138B) major code

This certificate program provides a foundation in supervisory, human resource and business leadership principles.

#### Course Requirements

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

#### PROGRAM TOTAL ..... 18

- See course choices listed on pages 45-46.

# Computer Aided Design and Drafting

## Computer Aided Design and Drafting

### Associate in Applied Science Degree (200A) major code

The Computer Aided Design and Drafting (CAD) Program provides essential skills in print reading, geometric dimensioning and tolerancing, 2-D design, 3-D modeling and 3-D printing.

#### General Education Requirements ..... 15

COM 100	or 121	Communications	3
ENG 101	or 152	English	3
ENG 102	or 153	English	3
		Mathematics elective*	3
		Social and Behavioral Sciences elective •	3

#### Core Program Requirements ..... 9

CAD 102	AutoCAD I	3
CAD 120	AutoCAD II	3
EGR 101	Engineering Graphics	3

#### Electives and Emphasis Areas ..... 36

Select electives from: Automation Technology (AMT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Engineering (EGR), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD).

Students wanting to specialize in an architectural, design or mechanical drafting area should select electives from a specific emphasis area.

#### Architectural

CAD 125	Microstation I	3
CAD 127	Residential Architecture	3
CAD 129	Commercial Architecture	3
CAD 131	Civil Engineering	3
CIS 110	Business Information Systems	3
CMT 101	The Construction Industry	3
CMT 105	Print Reading for Construction	3
CMT 111	Construction Materials and Methods I	3
CMT 115	Construction Materials and Methods II	3

#### Design

CAD 122	Geometric Dimensioning and Tolerancing	2
CAD 125	Microstation I	3
CAD 127	Residential Architecture	3
CAD 129	Commercial Architecture	3
CAD 240	Introduction to Parametric Modeling Using SolidWorks	3
CAD 241	Introduction to Parametric Modeling Using Inventor	3
CAD 242	Advanced Parametric Modeling Using SolidWorks	3
CAD 243	Advanced Parametric Modeling Using Inventor	3
CAD 131	Civil Engineering	3
CIS 110	Business Information Systems	3

#### Mechanical

AMT 100	Intro to Mfg Automation Systems	3
CAD 122	Geometric Dimensioning and Tolerancing	2
CAD 240	Introduction to Parametric Modeling Using SolidWorks	3
CAD 241	Introduction to Parametric Modeling Using Inventor	3
CAD 242	Advanced Parametric Modeling Using SolidWorks	3
CAD 243	Advanced Parametric Modeling Using Inventor	3
CIS 110	Business Information Systems	3
MTT 100	Safety Principles	1
MTT 115	Manual Machine Shop Operations	3

#### PROGRAM TOTAL ..... 60

\* See Academic and Career Advising for additional elective recommendations.

• See course choices listed on pages 45-46.

## Computer Aided Design and Drafting

### Certificate of Achievement

(209F) Major Code

This program prepares students for entry level computer aided drafting positions in a variety of fields. Students learn to create 2-D CAD and 3-D CAD using Geometric Dimensioning and Tolerancing standards.

#### Course Requirements

CAD 102	AutoCAD I	3
CAD 120	AutoCAD II	3
CAD 125	Microstation I	3
EGR 101	Engineering Graphics	3
MTT 100	Safety Principles	1
MTT 110	Print Reading for Machine Trades	3

**PROGRAM TOTAL** ..... 16

## Computer Aided Design and Drafting - Mechanical

### Certificate of Achievement

(211B) Major Code

This program builds on the Computer Aided Design and Drafting (CAD) certificate and provides students with advanced computer aided design and drafting skills, including parametric modeling.

#### Course Requirements

CAD 102	AutoCAD I	3
CAD 120	AutoCAD II	3
CAD 122	Geometric Dimensioning/Tolerancing	2
CAD 240	Intro-Parametric Modeling/SolidWorks	3
CAD 241	Intro-Parametric Modeling/Inventor	3
CAD 242	Adv Parametric Modeling/SolidWorks	3
CAD 243	Adv Parametric Modeling/Inventor	3
EGR 101	Engineering Graphics	3

**PROGRAM TOTAL** ..... 23

## Computer Aided Design and Drafting - Architectural

### Certificate of Achievement

(212A) Major Code

This architectural certificate is designed to provide students with knowledge and skills to work productively as a draftsman, technician, and/or designer in the architectural and civil engineering fields.

#### Course Requirements

EGR 101	Engineering Graphics	3
CAD 102	AutoCAD I	3
CAD 120	AutoCAD II	3
CAD 125	Microstation I	3
CAD 127	Residential Architecture	3
CAD 129	Commercial Architecture	3
CAD 131	Civil Engineering	3

**PROGRAM TOTAL** ..... 21

# Computer Information Systems

## Computer Software Development

### Associate in Applied Science Degree

(220D) major code

The Computer Software Development Program provides students concepts and principles in computer programming with an emphasis on logic, data organization and problem solving.

#### General Education Requirements..... 15

COM 121	or 100 Communications.....	3
ENG 101	or 152 English.....	3
ENG 102	or 153 English.....	3
	Economics elective •.....	3
	Mathematics elective •.....	3

#### CIS Core Program Requirements..... 15

CIS 110	Business Information Systems.....	3
CIS 115*	Introduction to Programming.....	3
CIS 170	Networking Essentials.....	3
CIS 205	Information Technology Project Management.....	3
WEB 110	Web Development with HTML.....	3

#### Computer Software Development

#### Major Program Requirements..... 27

BUS 100	Introduction to Business.....	3
CIS 116*	Dev Tools/Structured Program Design.....	3
CIS 150	Computer Science I: Java Programming.....	3
CIS 180	Linux/UNIX Operating System.....	3
CIS 202	Data Management.....	3
	Two Languages – 1st and 2nd Semester (see options list on next page).....	12

#### Electives..... 3

Select electives from: Business Administration (BUS), Computer Information Systems (CIS), Internship (ITS), Website Development (WEB).

#### Language options

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

#### C++ Programming Language

CIS 130	Computer Science I: C++ Programming.....	3
CIS 230	Computer Science II: C++ Programming.....	3

#### Java Language

CIS 250	Computer Science II: Java Programming.....	3
CIS 252	Mobile Device Application Programming.....	3

#### Web Language

CIS 142	JavaScript Programming.....	3
CIS 261	PHP Web Server Programming.....	3

#### PROGRAM TOTAL..... 60

\* *Students with limited exposure to computer concepts are encouraged to take CIS 110 before taking CIS 115 and CIS 116.*

• *See course choices listed on pages 45-46.*

## Computer Software Development

### Certificate of Achievement

(228B) major code

The Computer Software Development Program provides students basic knowledge, skills and the option to focus on select programming languages.

#### Course Requirements ..... 15

CIS 110	Business Information Systems	3
CIS 115	Introduction to Programming	3
CIS 116	Dev Tools/Structured Program Design	3
1 Language	- 1st and 2nd semester (see options)	6

#### Language options

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

#### C++ Programming Language

CIS 130	Computer Science I: C++ Programming	3
CIS 230	Computer Science II: C++ Programming	3

#### Java Language

CIS 150	Computer Science I: Java Programming	3
CIS 250	Computer Science II: Java Programming	3
<b>or</b>		
CIS 252	Mobile Device Application Programming	3

#### Web Language

CIS 142	JavaScript Programming	3
CIS 261	PHP Web Server Programming	3

**PROGRAM TOTAL ..... 15**

## Computer Support

### Associate in Applied Science Degree

(223A) major code

The Computer Support Program provides students a background in computer operating systems, applications and networks necessary to perform computer support work within a variety of industries.

#### General Education Requirements ..... 15

COM 121	Communication in the Workplace	3
ENG 101	<b>or</b> 152 English	3
ENG 102	<b>or</b> 153 English	3
	Economics elective•	3
	Mathematics elective•	3

#### CIS Core Program Requirements ..... 15

CIS 110	Business Information Systems	3
CIS 115	Introduction to Programming	3
CIS 170	Networking Essentials	3
CIS 205	Information Technology Project Management	3
WEB 110	Web Development with HTML	3

#### Computer Support

#### Major Program Requirements ..... 24

BUS 100	Introduction to Business	3
BUS 130	Customer Service	3
CIS 112	Comprehensive Excel Spreadsheet	3
CIS 114	Comprehensive Access Database	3
CIS 118	Information Technology Professional	3
CIS 125	Information Technology Code of Ethics and Compliance	3
CIS 180	Linux/UNIX Operating System	3
CIS 207	Security Awareness	3

#### Electives ..... 6

Select electives from: Computer Information Systems (CIS), Internship (ITS), Website Development (WEB)

**PROGRAM TOTAL ..... 60**

- See course choices listed on pages 45-46.

## Computer Information Systems

### Computer Support

#### Certificate of Achievement

(243B) major code

The Computer Support certificate program provides students fundamental skills in computer-based support with an emphasis in software applications.

##### Course Requirements

BUS	130	Customer Service .....	3
CIS	110	Business Information Systems .....	3
CIS	112	Comprehensive Excel Spreadsheet .....	3
CIS	114	Comprehensive Access Database.....	3
CIS	118	Information Technology Professional .....	3
CIS	125	Information Technology Code of Ethics and Compliance .....	3
CIS	170	Networking Essentials .....	3
CIS	207	Security Awareness .....	3
WEB	110	Web Development with HTML .....	3

**PROGRAM TOTAL .....**27

### Cybersecurity

#### Associate in Applied Science Degree

(250A) major code

This program is designed to provide entry-level skills in managing information security, consists of preserving information confidentiality and protection, risk management, data and system integrity. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's Information Technology Security Professionals. Graduates will be qualified for entry-level careers in cybersecurity and information assurance in federal, state and local agencies, and the private sector as Information Technology Security Specialists, Firewall and VPN Specialists and Data Assurance Specialists. In addition, students will be prepared for industry recognized credentials and certifications.

##### General Education Requirements .....

COM	100	<b>or</b> 121 COM .....	3
ENG	101	<b>or</b> 152 English .....	3
ENG	102	<b>or</b> 153 English .....	3
		Mathematics elective• .....	3
		Social and Behavioral Sciences elective• .....	3

##### Core Program Requirements.....

CIS	110	Business Information Systems .....	3
CIS	115	Introduction to Programming .....	3
CIS	118	Information Technology Professional .....	3
CIS	137	CISCO I .....	3
CIS	150	Computer Science I: Java Programming.....	3
CIS	170	Networking Essentials .....	3
CIS	180	Linux/UNIX Operating System .....	3
CIS	187	Introduction to Scripting.....	3

##### Major Program Requirements.....

CIS	206	Managing Network Environments .....	3
CIS	207	Security Awareness .....	3
CIS	208	Penetration Testing .....	3
CIS	209	Cloud Technology.....	3
CIS	210	Ethical Hacking .....	3
CIS	211	Firewalls and VPNs.....	3
CIS	237	CISCO II .....	3

**PROGRAM TOTAL .....**60

- See course choices listed on pages 45-46.

**Cybersecurity****Certificate of Achievement***(251A) major code*

This program is designed to provide fundamental skills in managing information security. Students will be prepared for several industry recognized credentials required for entry-level opportunities within Information Security.

**Course Requirements**

CIS	110	Business Information Systems .....	3
CIS	115	Introduction to Programming .....	3
CIS	118	Information Technology Professional .....	3
CIS	137	CISCO I .....	3
CIS	150	Computer Science I: Java Programming.....	3
CIS	170	Networking Essentials .....	3
CIS	180	Linux/UNIX Operating System .....	3
CIS	187	Introduction to Scripting.....	3

**PROGRAM TOTAL .....24****Office Software Specialist****Certificate of Achievement***(245A) major code*

This program provides students with skills word processing, spreadsheet, database, and presentation graphics.

**Course Requirements**

CIS	106	PowerPoint and Publisher for Business...	3
CIS	108	Comprehensive Word Processing .....	3
CIS	112	Comprehensive Excel Spreadsheet .....	3
CIS	114	Comprehensive Access Database.....	3

**PROGRAM TOTAL ..... 12**

# Early Childhood Education

## Early Childhood Education Associate in Applied Science Degree (570B) major code

The Early Childhood Education Program is designed to prepare professionals for a variety of positions within the field, from caring for and educating infants, toddlers and preschoolers to managing a child care center or preschool program. It also prepares students to serve as a teacher's aide in a public school. Students in other disciplines, such as Education or the Health Professions, as well as parents and prospective parents may also elect to take courses in the Early Childhood Education curriculum.

### Illinois Gateways to Opportunity Credentials

As an Illinois Gateways entitled institution, Waubonsee Community College has aligned its Early Childhood Education coursework with the requirements students need to apply for Illinois Gateways to Opportunity Credentials. Illinois Gateways credentials, which are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development, show professional achievement, knowledge, skills and experience in caring for and educating children. Employers can use these credentials to help them in their hiring decisions. Waubonsee Community College's Early Childhood Education program offers the coursework to attain the following Gateways credentials: Early Childhood Education Level 2 through 4, Infant and Toddler Level 2 through 4, and ESL/Bilingual Level 2 through 4. In addition to these credentials, students may pursue the Director Level 1 certification by completing the AAS in Early Childhood Education, additional courses and an internship. Students who complete the requisite Waubonsee coursework are eligible to apply through Gateways for the corresponding level credential. Application fees may apply.

Waubonsee's Early Childhood Education Program certificates can stand alone or can be "stacked" together to earn more advanced certificates and, eventually, the AAS degree in Early Childhood Education.

For further information regarding the attainment of the Gateways credentials or other program questions, contact the Early Childhood Education Department at (630) 906-4117.

General Education Requirements.....	15
COM 100 Fund. of Speech Communication .....	3
ENG 101 First-Year Composition I .....	3
ENG 102 First-Year Composition II .....	3
Mathematics elective* .....	3
Social and Behavioral Sciences elective .....	3

### Early Childhood Education Major Program Requirements..... 36

Students pursuing the ECE Credential Level 4, the Infant and Toddler Credential Level 4 or the ESL/Bilingual Credential Level 4 are required to complete this core group of courses:

m	ECE	101	Introduction to Early Childhood Education .....	3
m	ECE	106	Guiding Young Children .....	3
m	ECE	115	Child Growth and Development.....	3
m	ECE	120	Health, Safety and Nutrition .....	3
m	ECE	125	Child, Family and Community .....	3
m	ECE	130	Observation and Assessment .....	2
m	ECE	140	Inclusion in Early Childhood: Birth Through Age Eight .....	3
m	ECE	198	Curriculum for Early Childhood Programs .....	3
m	ECE	210	Language Arts for the Young Child .....	3
m	ECE	215	Creative Activities for the Young Child....	3
m	ECE	220	Mathematics and Science for the Young Child.....	3
m	ECE	250	Early Childhood Education Practicum.....	4

**(continued on next page)**

**Electives and Emphasis Areas .....9**

Students pursuing the ECE Credential Level 4, the Infant and Toddler Credential Level 4 or the ESL/Bilingual Credential Level 4 through Gateways should complete the electives/emphasis area courses as detailed below:

**Early Childhood Education Level 4 Emphasis**

Complete three of the following courses:

m	ECE	145	Multiculturalism in Early Childhood .....	3
m	ECE	204	Infant and Toddler Curriculum.....	3
m	ECE	212	Foundations of a Multilingual ECE Classroom .....	3
m	ECE	230**	Early Childhood Center Administration...	3
m	ECE	237***	ECE Multilingual Classroom- Methods and Strategies.....	3

**Infant and Toddler Level 4 Emphasis**

Complete this course:

m	ECE	204	Infant and Toddler Curriculum.....	3
---	-----	-----	------------------------------------	---

and also complete two of the following:

m	ECE	145	Multiculturalism in Early Childhood .....	3
m	ECE	212	Foundations of a Multilingual ECE Classroom .....	3
m	ECE	230**	Early Childhood Center Administration...	3
m	ECE	237***	ECE Multilingual Classroom- Methods and Strategies.....	3

**ESL/Bilingual Level 4 Emphasis**

Complete these three courses:

m	ECE	145	Multiculturalism in Early Childhood .....	3
m	ECE	212	Foundations of a Multilingual ECE Classroom .....	3
m	ECE	237***	ECE Multilingual Classroom- Methods and Strategies.....	3

**PROGRAM TOTAL .....60**

m *Major course requires minimum grade of C.*

\* *Any mathematics course 100 level or above will meet this requirement. Transfer students are encouraged to meet with an Academic and Career Advisor for course selection.*

\*\* *If planning to continue on after earning the AAS to complete the Director Level I credential, select ECE230 as one of the chosen electives.*

\*\*\* *Students must take ECE 212 Foundations of a Multilingual ECE Classroom prior to taking ECE 237 Multilingual Classroom-Methods and Strategies.*

Upon completion of the courses previously listed and receiving a "C" or better for the major courses, a student may receive an AAS in ECE and then may apply to Gateways for the Early Childhood Education Level 4 Credential or the Infant Toddler Level 4 Credential.

Upon completion of the courses previously listed and receiving a "C" or better for the major courses, if the student has taken ECE 230 and continues beyond the AAS degree EITHER to complete ECE299, Early Childhood Education Administration Internship, OR to complete the verification of 1200 Work experience hours in an administrative role, they can also apply for the Director Level 1 Gateways credential.

## Early Childhood Education Level 2 Certificate of Achievement (573D) major code

This certificate/credential provides students the essential knowledge, skills and experience necessary to provide quality programming for children birth through age 8. With this certificate, students are eligible to apply for the Gateways ECE Level 2 credential (an application fee may be required). Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

**Course Requirements**

m	ECE	101*	Introduction to Early Childhood Education.....	3
m	ECE	106	Guiding Young Children .....	3
m	ECE	115	Child Growth and Development .....	3
m	ECE	120	Health, Safety and Nutrition .....	3
m	ECE	125	Child, Family and Community .....	3

**PROGRAM TOTAL ..... 15**

m *Major course requires minimum grade of C.*

\* *10 Observation Hours included in ECE101.*

**Early Childhood Education**

**Early Childhood Education Level 3**

**Certificate of Achievement**

*(580A) major code*

This certificate provides students the essential knowledge, skills and experience necessary to provide quality programming for children birth through age 8. With this certificate, students are eligible to apply for the Gateways ECE Level 3 credential (an application fee may be required). Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

**Course Requirements**

ENG	101	First-Year Composition I .....	3
		<b>or</b>	
ENG	102	First-Year Composition II .....	3
		Mathematics elective .....	3
		Social and Behavioral	
		Sciences elective .....	3
ECE	101	Introduction to Early Childhood Education.....	3
ECE	106	Guiding Young Children .....	3
ECE	115	Child Growth and Development .....	3
ECE	120	Health, Safety and Nutrition .....	3
ECE	125	Child, Family and Community .....	3
ECE	130	Observation and Assessment .....	2
ECE	198	Curriculum for Early Childhood Programs .....	3

**PROGRAM TOTAL .....**29

**ESL and Bilingual Level 2**

**Certificate of Achievement**

*(583A) major code*

This certificate provides students with the knowledge, skills and experience necessary to implement key strategies to help support multicultural and multilingual students in ways that value bilingualism and biliteracy. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

**Course Requirements**

m	ECE	101*	Introduction to Early Childhood Education.....	3
m	ECE	106	Guiding Young Children .....	3
m	ECE	115	Child Growth and Development.....	3
m	ECE	120	Health, Safety and Nutrition .....	3
m	ECE	125	Child, Family and Community .....	3
m	ECE	145	Multiculturalism in Early Childhood.....	3
m	ECE	210	Language Arts for the Young Child .....	3

**PROGRAM TOTAL .....**21

m *Major course requires minimum grade of C.*

\* *10 Observation Hours included in ECE101.*

**ESL and Bilingual Level 3**

**Certificate of Achievement**

*(584A) major code*

This certificate provides students with the knowledge, skills and experience necessary to implement key strategies to help support multicultural and multilingual students in ways that value bilingualism and biliteracy. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

**Course Requirements**

ENG	101	First-Year Composition I .....	3	
		<b>or</b>		
ENG	102	First-Year Composition II .....	3	
		Mathematics elective .....	3	
		Social and Behavioral		
		Sciences elective .....	3	
m	ECE	101*	Introduction to Early Childhood Education.....	3
m	ECE	106	Guiding Young Children .....	3
m	ECE	115	Child Growth and Development.....	3
m	ECE	120	Health, Safety and Nutrition .....	3
m	ECE	125	Child, Family and Community .....	3
m	ECE	130	Observation and Assessment.....	2
m	ECE	145	Multiculturalism in Early Childhood.....	3
m	ECE	198	Curriculum for Early Childhood Programs .....	3
m	ECE	210	Language Arts for the Young Child .....	3
m	ECE	212	Foundations of a Multilingual Early Childhood Classroom .....	3

**PROGRAM TOTAL .....**38

m *Major course requires minimum grade of C.*

\* *10 Observation Hours included in ECE101.*

**Infant and Toddler Level 2****Certificate of Achievement***(574D) major code*

This certificate/credential provides students who wish to specialize in working with infants and toddlers the essential knowledge, skills and experience necessary to provide quality programming. This this certificate and 200 hours of documented work experience in an infant and toddler program within a two year time period, students are eligible to apply for the Gateways Infant and Toddler Level 2 credential (an application fee may be required). Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

**Course Requirements**

m	ECE	101*	Introduction to Early Childhood Education.....	3
m	ECE	106	Guiding Young Children .....	3
m	ECE	115	Child Growth and Development .....	3
m	ECE	120	Health, Safety and Nutrition .....	3
m	ECE	125	Child, Family and Community .....	3
m	ECE	204*	Infant and Toddler Curriculum.....	3
<b>PROGRAM TOTAL .....</b>				<b>18</b>

m *Major course requires minimum grade of C.*

\* *10 Observation Hours included in ECE101.*

**Infant and Toddler Level 3****Certificate of Achievement***(581A) major code*

This certificate provides students the essential knowledge, skills and experience necessary to provide quality programming for infants and toddlers. With this certificate, students are eligible to apply for the Gateways Infant and Toddler Level 3 credential (an application fee may be required). Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

**Course Requirements**

ENG	101	First-Year Composition I .....	3	
<b>or</b>				
ENG	102	First-Year Composition II .....	3	
		Mathematics elective.....	3	
		Social and Behavioral Sciences elective .....	3	
ECE	101	Introduction to Early Childhood Education.....	3	
ECE	106	Guiding Young Children .....	3	
ECE	115	Child Growth and Development .....	3	
ECE	120	Health, Safety and Nutrition .....	3	
ECE	125	Child, Family and Community .....	3	
ECE	130	Observation and Assessment.....	2	
ECE	198	Curriculum for Early Childhood Programs.....	3	
ECE	204	Infant and Toddler Curriculum.....	3	
<b>PROGRAM TOTAL .....</b>				<b>32</b>

**Early Childhood Education**

**Director Level 1**

**Certificate of Achievement**

*(582A) major code*

This certificate provides students with additional skills for managing child care and preschool programs. Credentials are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. Students must apply to Gateways to receive this credential.

In addition to completion of an Associate of Applied Science degree in Early Childhood Education, the Director Level 1 certificate also requires the following specialized courses.

**Course Requirements**

BUS 100	Introduction to Business.....	3
ECE 230*	Early Childhood Center Administration	3
ECE 299**	Early Childhood Education Administration Internship.....	3

**PROGRAM TOTAL .....9**

\* *Students may choose to take ECE230 as one of the elective/ emphasis area courses in the AAS degree when their emphasis area is either ECE level 4 or Infant and Toddler level 4. This course will then count as part of their AAS degree and as a requirement for the Director level 1 credential.*

\*\* *Students may substitute the verification of 1200 work experience hours in and administrative role for ECE 299.*

**Child Care Worker**

**Certificate of Achievement**

*(572B) major code*

The Child Care Worker certificate prepares students to work as teachers, teacher's aides, or other assistants in a variety of early childhood education settings. The coursework aligns with the State of Illinois Department of Children and Family services licensing standards for child care staff, and students with the certificate and the requisite number of contact hours with children may be qualified, subject to the requirements of individual programs, for positions as early childhood education teachers in licensed facilities.

**Course Requirements**

m	ECE 101	Introduction to Early Childhood Education .....	3
m	ECE 106	Guiding Young Children .....	3
m	ECE 115	Child Growth and Development.....	3
m	ECE 120	Health, Safety and Nutrition .....	3
m	ECE 125	Child, Family and Community .....	3
m	ECE 130	Observation and Assessment .....	2
m	ECE 140	Inclusion in Early Childhood: Birth Through Age Eight .....	3
m	ECE 198	Curriculum for Early Childhood Programs.....	3
m	ECE 210	Language Arts for the Young Child .....	3
m	ECE 215	Creative Activities for the Young Child.....	3
m	ECE 220	Mathematics and Science for the Young Child.....	3

**PROGRAM TOTAL .....32**

m *Major course requires minimum grade of C.*

# Emergency Medical Technician

## Emergency Medical Technician – Paramedic

### Associate in Applied Science Degree (400B major code)

The Emergency Medical Technician – Paramedic degree represents collaboration between Waubensee Community College and the Southern Fox Valley Emergency Medical Services System (SFVEMSS) Paramedic Training Program based at Northwestern Medicine-Delnor Hospital. This degree program prepares individuals for employment as paramedics in fire departments, hospitals, ambulance services, and other pre-hospital settings.

#### General Education Requirements ..... 15

COM 100	or COM 121	Communications	3
ENG 101	or ENG 152	English	3
ENG 102	or ENG 153	English	3
		Social and Behavioral Sciences elective (SOC120 recommended)	3
		Math or Physical and Life Sciences elective (BIO100 recommended)	3

#### EMT-Paramedic Major Program Requirements ..... 47

m	EMT 120	EMT-Basic	9
m	EMT 124	Survey of Paramedic Skills	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 130	In-Hospital Clinical Experience for the Paramedic I	3
m	EMT 131	Field Clinical Experience for the Paramedic I	2
m	EMT 230	In-Hospital Clinical Experience for the Paramedic II	1
m	EMT 231	Field Clinical Experience for the Paramedic II	1
m	EMT 299	Paramedic Internship	3

#### PROGRAM TOTAL ..... 62

*Veterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 164.*

m *Major course requires minimum grade of C.*

## Procedure for Entering the Emergency Medical Technician Program – Paramedic

The Emergency Medical Technician Program – Paramedic is offered in a 12-month program format which runs from January through December. The program has a special application process and requirements. Students seeking admission to the paramedic program are required to:

1. 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.
2. Complete EMT120 and have an EMT-B license prior to the program application date.
3. Complete the special application required for entry into the program, which is available after June 1 each year in the Health Professions and Public Service office or visit [www.waubensee.edu/EMT](http://www.waubensee.edu/EMT) to download the form. You may find additional information about the application process and the Southern Fox Valley EMS System at [www.sfvemss.com](http://www.sfvemss.com). This application must be returned by July 13 with appropriate documents, including the New Student Application Form.
4. Prospective students that have submitted the application and the New Student Application Form will receive a testing ticket via written mail that will outline the testing process. The testing will include the Paramedic Entrance Exam, reading, writing, and/or math assessments required. Placement in the program is based on multiple criteria, including a successful score of 75% on the Paramedic Entrance Exam.
5. All applicants will be notified by written mail of their tentative acceptance status.

**Emergency Medical Technician**

**Emergency Medical Technician-Basic Certificate of Achievement**

(402A) major code

This certificate program prepares individuals for employment as primary medical responders or as ambulance personnel. Those receiving the certificate are prepared to take the National Registry of Emergency Medical Technician Examination for employment as an Emergency Medical Technician-Basic (EMT-B) in the state of Illinois. Additional education and experience offer the EMT-B certificate-holder an opportunity for employment in a variety of occupations, including Paramedic. The course is taught to the National EMS Education Standards and the Illinois Department of Public Health (IDPH) Scope of Practice.

Students are eligible to take the national exam after successful completion of this certificate program. Students are required to possess a high school diploma or high school equivalency 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.

**Course Requirements**

m	EMT 120	Emergency Medical Technician-Basic.....	9
		<b>PROGRAM TOTAL .....</b>	<b>9</b>
m	<i>Major course requires minimum grade of C.</i>		

**Procedure for Entering the Emergency Medical Technician Program**

The ability to register for the program is based on a grade of C or better in ENG 085 or placement by appropriate measures into ENG 095 or higher. Students should contact Learning Assessment and Testing Services (see directory) for details.

**Requirements for Entering the Program:**

- Have a current American Heart Association Basic Life Support (BLS) for Health Care Providers certification.
- Proof of up-to-date immunizations and 2-step tuberculosis testing required prior to emergency room experience.

**Program Costs**

In addition to tuition and regular fees, the Emergency Medical Technician student has the following minimum fees and expenses:

Textbook .....	\$140
CPR/BLS Certification .....	\$80
IDPH Examination Fee.....	\$20
Stethoscope .....	\$15
Immunizations/TB Testing.....	per health care provider
EMT Uniform Shirt.....	\$20
<b>Total Estimated Costs</b> (excluding medical requirements).....	<b>\$275</b>

**NOTE:** These fees and expenses are *approximate costs* and are subject to change without prior notice to the student.

## Emergency Medical Technician-Paramedic Certificate of Achievement

(405A) major code

This certificate program prepares individuals for employment as a paramedic. Those receiving the certificate are prepared to take the National Registry of Emergency Medical Technician Examination for employment as an Emergency Medical Technician-Paramedic in the state of Illinois.

This certificate is offered through a collaboration between Waubensee Community College and the Southern Fox Valley Emergency Medical Services System (SFVEMSS) Paramedic Training Program based at Northwestern Medicine-Delnor Hospital.

### Course Requirements

EMT 124	Survey of Paramedic Skills .....	6
EMT 125	Paramedic I .....	6.5
EMT 126	Paramedic II .....	6.5
EMT 127	Paramedic III .....	4.5
EMT 128	Paramedic IV .....	4.5
EMT 130	In-Hospital Clinical Experience for the Paramedic I .....	3
EMT 131	Field Clinical Experience for the Paramedic I .....	2
EMT 230	In-Hospital Clinical Experience for the Paramedic II .....	1
EMT 231	Field Clinical Experience for the Paramedic II .....	1
EMT 299	Paramedic Internship .....	3

**PROGRAM TOTAL .....**38

# Fire Science

## Fire Science Technology Associate in Applied Science Degree (610A) major code

This degree is designed for individuals seeking a career in fire science. All fire science courses at Waubonsee are approved by the Office of the Illinois State Fire Marshal.

The Fire Science Program partners with local fire department agencies to provide unique training opportunities and highly specialized training often at off-site fire departments. Students may be expected to travel to other locations.

General Education Requirements.....		15
COM 100	<b>or</b> 121 Communications.....	3
ENG 101	<b>or</b> 152 English .....	3
ENG 102	<b>or</b> 153 English .....	3
	Mathematics elective .....	3
	Social and Behavioral Sciences elective (PSY100 recommended).....	3
Fire Science Technology Major Program Requirements.....		27
m	FSC 105 Basic Operation Firefighter Module A .....	4
m	FSC 115 Basic Operation Firefighter Module B .....	4
m	FSC 118 Basic Operation Firefighter Module C .....	4.5
m	FSC 120 Hazardous Materials Operations .....	3
m	FSC 125 Advanced Technician Firefighter .....	4
m	FSC 140 Fire Apparatus Engineer .....	4
m	FSC 150 Vehicle and Machinery Operations.....	3
m	FSC 215 Vehicle Operations .....	0.5
Electives.....		18
Select electives from the courses listed.		
m	EMT 120 Emergency Medical Technician-Basic .....	9
m	EMT 125 Paramedic I .....	6.5
m	FSC 160 Tactics and Strategy .....	4
m	FSC 170 Fire Science Instructor I .....	3
m	FSC 220 Company Officer Principles .....	3
m	FSC 231 Company Officer Leadership.....	3
	ITS 297 Internship .....	1
	ITS 298 Internship .....	2
	ITS 299 Internship .....	3
<b>PROGRAM TOTAL .....</b>		<b>60</b>
m	<i>Major course requires minimum grade of C.</i>	

### Program Costs

In addition to tuition and fees, the Fire Science Technology student has the following minimum fees and expenses:

Textbooks .....	\$110
Uniform.....	\$50
Physical Exam.....	Per healthcare provider

### Total Estimated Costs

(excluding medical requirements)..... \$ 160

**NOTE:** These fees and expenses are *approximate costs* and are subject to change without prior notice to the student.

### Procedure for Entering the Fire Science Technology Program

Students need to provide proof of physical exam including approval to use respirator, proof of health and medical insurance. Students should refer to the current Fire Science Technology Student Handbook for appropriate waivers for participation.

**Firefighter****Certificate of Achievement***(612A) major code*

This certificate is for those interested in completing the requirements for Basic Operations Certification.

**Course Requirements**

m	FSC	105	Basic Operation Firefighter Module A .....	4
m	FSC	115	Basic Operation Firefighter Module B .....	4
m	FSC	118	Basic Operation Firefighter Module C .....	4.5
m	FSC	120	Hazardous Materials Operations .....	3
m	FSC	215	Vehicle Operations .....	0.5
<b>PROGRAM TOTAL .....</b>				<b>16</b>
m	<i>Major course requires minimum grade of C.</i>			

**Company Fire Officer****Certificate of Achievement***(613D) major code*

This certificate is designed for those wishing to pursue a career in fire science as an officer.

**Course Requirements**

m	FSC	105	Basic Operation Firefighter Module A .....	4
m	FSC	115	Basic Operation Firefighter Module B .....	4
m	FSC	118	Basic Operation Firefighter Module C .....	4.5
m	FSC	120	Hazardous Materials Operations .....	3
m	FSC	125	Advanced Technician Firefighter .....	4
m	FSC	140	Fire Apparatus Engineer .....	4
m	FSC	150	Vehicle and Machinery Operations .....	3
m	FSC	160	Tactics and Strategy .....	4
m	FSC	170	Fire Science Instructor I .....	3
m	FSC	215	Vehicle Operations .....	0.5
m	FSC	220	Company Officer Principles .....	3
m	FSC	231	Company Officer Leadership .....	3
<b>PROGRAM TOTAL .....</b>				<b>40</b>
m	<i>Major course requires minimum grade of C.</i>			

# Health Information Technology

## Health Information Technology Associate in Applied Science Degree (110D) major code

The Health Information Technology degree is designed to meet the needs of individuals seeking employment in the field of health information management. The degree provides a comprehensive set of courses to learn the technical side of managing health information: collecting, organizing, analyzing, maintaining, protecting, and reporting. The skills and competencies learned in this degree can apply to a variety of areas in health information management: coding, reimbursement and insurance, computer information systems, and data retrieval.

The Waubensee Community College Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), on recommendation of the American Health Information Management Association (AHIMA).

CAHIIM - Commission on Accreditation for Health Informatics and Information Management Education  
233 N. Michigan Ave., 21st Floor  
Chicago, IL 60601  
(312) 233-1100 Phone  
(312) 233-1948 Fax  
www.cahiim.org

AHIMA - American Health Information Management Association  
233 N. Michigan Ave., 21st Floor  
Chicago, IL 60601  
(312) 233-1100 Phone  
(312) 233-1090 Fax  
www.ahima.org

### General Education Requirements ..... 16

BIO	260	Human Structure and Function.....	4
COM	100	<b>or</b> 121 Communications.....	3
ENG	101	<b>or</b> 152 English.....	3
ENG	102	<b>or</b> 153 English.....	3
		Social Science Elective.....	3

### Health Information Technology

#### Core Program Requirements..... 16

m	CIS	110	Business Information Systems.....	3
m	HIT	101	Introduction to Health Information Management.....	4
m	HIT	110	Medical Terminology.....	3
m	HIT	142	Legal and Ethical Issues in Healthcare....	3
m	MTH	107	Basic Statistics.....	3

### Health Information

#### Technology Major Program Requirements ..... 28

m	HIT	210	ICD Coding.....	3
m	HIT	212	Inpatient Medical Coding.....	3
m	HIT	215	CPT Coding.....	3
m	HIT	216	Advanced Clinical Classification Systems.....	3
m	HIT	218	Reimbursement Systems.....	3
m	HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional.....	3
m	HIT	242	Healthcare Computer Applications.....	3
m	HIT	246	Healthcare Statistics and Data Analysis.....	3
m	HIT	252	Organizational Management and Leadership.....	3
m	HIT	299	Professional Practice Experience.....	1

#### PROGRAM TOTAL ..... 60

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

## Medical Billing and Coding Certificate of Achievement (118E) major code

The Medical Billing and Coding Certificate is designed to meet the needs of individuals seeking employment in medical billing and coding. The certificate provides a comprehensive curriculum for the skills needed to code, bill, and process healthcare claims. Medical coding and billing opportunities exist in physician offices, billing companies, insurance companies and in the home.

### Course Requirements

BIO	260	Human Structure and Function.....	4
CIS	110	Business Information Systems.....	3
HIT	110	Medical Terminology.....	3
HIT	120	Medical Office Procedures.....	3
HIT	130	Medical Insurance and Reimbursement.....	3
HIT	142	Legal/Ethical Issues in Health Care.....	3
HIT	210	ICD Coding.....	3
HIT	215	CPT Coding.....	3
HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional.....	3

#### PROGRAM TOTAL ..... 28

# 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 with essential skills in air conditioning and furnace installation, maintenance, and repair.

#### General Education Requirements ..... 15

COM 100	or 121	Communications	3
ENG 101	or 152	English	3
ENG 102	or 153	English	3
		Mathematics elective •	3
		Social and Behavioral Sciences elective •	3

#### HVAC Major Program Requirements ..... 24

CIS 110	Business Information Systems	3
HVA 110	Introduction to HVAC/R	3
HVA 120	HVAC/R Electrical Systems	3
HVA 130	Residential Air Conditioning Systems	3
HVA 140	Residential Heating Systems	3
HVA 150	Basic Sheet Metal Fabrication and Print Reading	3
HVA 160	EPA Refrigerant Certification	1
HVA 165	HVAC/R Safety	2
HVA 180	HVAC/R Electrical Systems and Troubleshooting	3

#### Select from the following courses ..... 12

HVA 200	Sheet Metal Fabrication/Installation	3
HVA 205	Residential/Commercial Heat Pumps	3
HVA 215	Commercial HVAC Systems	3
HVA 230	Commercial HVAC Controls	3
HVA 245	Load Calculations and Duct Design	3
HVA 250	Residential Hydronic Technology	3
HVA 255	Commercial Refrigeration	3

#### Electives ..... 9

Select electives from: Auto Body Repair (ABR), Automation Technology (AMT), Automotive Technology (AUT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Engineering (EGR), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD).

#### PROGRAM TOTAL ..... 60

- See course choices listed on pages 45-46.

## Heating, Ventilation and Air Conditioning

### Certificate of Achievement (804C) major code

This certificate takes the student from the most basic through the most advanced courses in Heating, Ventilation and Air Conditioning (HVAC). Students completing the certificate are qualified to install and service residential as well as light commercial HVAC equipment.

#### Course Requirements

HVA 110	Introduction to HVAC/R	3
HVA 120	HVAC/R Electrical Systems	3
HVA 130	Residential Air Conditioning Systems	3
HVA 140	Residential Heating Systems	3
HVA 150	Basic Sheet Metal Fabrication and Print Reading	3
HVA 160	EPA Refrigerant Certification	1
HVA 165	HVAC/R Safety	2
HVA 180	HVAC/R Electrical Systems and Troubleshooting	3

#### PROGRAM TOTAL ..... 21

# 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 ..... 15

COM 100	Fundamentals of Speech Communication .....	3
ENG 101	First-Year Composition I .....	3
ENG 102	First-Year Composition II .....	3
	Social and Behavioral Sciences elective (PSY100 recommended).....	3
	Mathematics/Science elective • .....	3

#### Human Services

#### Major Program Requirements..... 16

HSV 105	Survey of Human Services.....	3
HSV 110	Group Dynamics.....	3
HSV 115	Crisis Intervention .....	3
HSV 120	Introduction to Substance Use Disorder .....	3
HSV 140	Assessment and Treatment of the Dual-Disordered Client .....	4

#### Electives and Emphasis Area .....29

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

#### Addictions Counseling Emphasis

HSV 125	Counseling Theories and Strategies .....	3
HSV 210	Psychopharmacology and the Addictive Process.....	3
HSV 220	The Role of Professional Addiction Counselors .....	3
HSV 225	Clinical Skills for Addiction Counselors....	3
HSV 230	Addictions Counseling Seminar and Field Experience I.....	3
HSV 240	Addictions Counseling Seminar and Field Experience II.....	3

#### Electives

Electives may be selected from the courses listed, or from the following disciplines: Criminal Justice (CRJ), Human Services (HSV), Psychology (PSY), Sociology (SOC).

HSV 205	PTSD-Modern Letters for an Ancient Condition.....	1
HSV 215	Introduction to Social Work .....	3
HSV 296	Special Topics for Public/Social Services III.....	1-3
KPE 211	First Aid and Emergency Care.....	3
PSY 215	Adulthood and Aging.....	3
PSY 220	Child Psychology .....	3
PSY 235	Social Psychology.....	3
SGN 101	American Sign Language I .....	3
SGN 102	American Sign Language II .....	3
SOC 100	Introduction to Sociology .....	3
SPN 101	Elementary Spanish I .....	3

#### PROGRAM TOTAL .....60

- See course choices listed on pages 45-46.

## Addictions Counseling Certificate of Achievement

(652B) 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

HSV	105	Survey of Human Services.....	3
HSV	110	Group Dynamics.....	3
HSV	115	Crisis Intervention .....	3
HSV	120	Introduction to Substance Use Disorder .....	3
HSV	125	Counseling Theories and Strategies .....	3
HSV	210	Psychopharmacology and the Addictive Process.....	3
HSV	220	The Role of Professional Addiction Counselors .....	3
HSV	225	Clinical Skills for Addiction Counselors....	3
HSV	230	Addictions Counseling Seminar and Field Experience I.....	3
HSV	240	Addictions Counseling Seminar and Field Experience II.....	3

**PROGRAM TOTAL .....**30

## Alcohol and Drug Counselor Post-Baccalaureate Certificate of Achievement

(655B) major code

This certificate prepares individuals with prior and/or additional relevant education for employment as alcohol or other drug abuse (AODA) counselors in a variety of agencies and programs that serve persons with substance use disorders. With classroom instruction to supplement previous coursework and field experience, students are able to complete the certification requirements of the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA) to become Certified Alcohol and Drug (CADC) counselors.

*Because Waubensee Community College does not award bachelor's degrees, post-baccalaureate programs do not meet the U.S. Department of Education requirements for financial aid eligibility.*

HSV	120	Introduction to Substance Use Disorder .....	3
HSV	210	Psychopharmacology and the Addictive Process.....	3
HSV	220	The Role of Professional Addiction Counselors .....	3
HSV	225	Clinical Skills for Addiction Counselors....	3
HSV	235	Human Services Seminar and Field Experience .....	4

**PROGRAM TOTAL .....**16

# Interpreter Training

## Interpreter Training

### Associate in Applied Science Degree (660B) major code

Interpreter training is an Associate in Applied Science degree that prepares people to be sign language interpreters for the Deaf. Interpreter training was the first program of its kind established in Illinois in 1975. Waubonsee's program provides students with the opportunity to become proficient in American Sign Language and gain knowledge of Deaf culture.

<b>First Semester</b> .....	<b>15</b>
ENG 101 First-Year Composition I .....	3
SGN 101 American Sign Language I .....	3
SGN 104 Signs of Everyday Use .....	3
SGN 105 Linguistics of ASL I.....	3
Social and Behavioral Sciences elective (PSY100 recommended).....	3
<b>Second Semester</b> .....	<b>15</b>
ENG 102 First-Year Composition II .....	3
SGN 102 American Sign Language II .....	3
SGN 106 Linguistics of ASL II.....	3
SGN 108 Conceptually Accurate Signed English ....	3
SGN 110 Introduction to American Deaf Culture .....	3
<b>Third Semester</b> .....	<b>18</b>
<b>(All third-semester ITP courses must be taken concurrently.)</b>	
COM 100 Fund. of Speech Communication .....	3
ITP 200 Introduction to Interpreting .....	3
ITP 210 Etymology for Interpreters .....	3
ITP 211 Transliterating I .....	3
ITP 221 Interpreting I .....	3
ITP 231 Sign to Voice I .....	3
<b>Fourth Semester</b> .....	<b>18</b>
<b>(All fourth-semester ITP courses must be taken concurrently and after successful completion of all third semester ITP courses.)</b>	
ITP 212 Transliterating II .....	3
ITP 222 Topics in Interpreting .....	3
ITP 223 Interpreting II .....	3
ITP 230 Specialized Areas of Interpreting .....	3
ITP 232 Sign to Voice II .....	3
Math or Physical and Life Sciences elective • .....	3
<b>Fifth Semester</b> .....	<b>3</b>
ITP 290 The Interpreter as Practitioner + .....	3
<b>PROGRAM TOTAL</b> .....	<b>69</b>

- See course choices listed on pages 45-46.

### **Procedure for Entering the Interpreter Training Program**

Waubonsee offers an Interpreter Training Program (ITP) that must be completed in a block fashion. Students are eligible to register for ITP courses after completing the following steps:

1. Meet with Academic and Career Advising to establish a schedule for taking the Sign Language (SGN) courses.
2. Complete all SGN courses with a grade of C or better; also, a grade of C or better AND cumulative grade point average of 3.0 or higher in SGN104, SGN105, SGN106 and SGN108 is required.
3. Submit an ITP application by April 1.

### **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.
3. Complete all practicum hours.

ITP courses are only offered during the day. Students may repeat a course only once.

# Legal Interpreting

## Legal Interpreting: English/Spanish

### Certificate of Achievement

*(621C) major code*

Legal interpreting is a certificate of achievement that provides English/Spanish bilingual individuals the knowledge and skills to interpret successfully in legal settings. Students learn the procedures and processes of the American justice system, specialized legal vocabulary, and the legal interpreter's code of ethics and standards. Students also receive targeted practice with the three modes of legal interpreting: consecutive, simultaneous and sight translation.

Structured written and oral screening tests are conducted to determine proficiency in both English and Spanish. Students must be 18 years of age or older at the time of assignment to a practicum site.

#### Course Requirements

CRJ	120	The American Court System .....	3
LGI	100	Introduction to Legal Interpreting: English/Spanish .....	3
LGI	105	Legal System and Terminology: English/Spanish.....	3
LGI	110	Legal Interpreting: Simultaneous, Consecutive and Sight: English/Spanish .....	3
LGI	120	Introduction to Legal Translation: English/Spanish .....	3
LGI	290	Legal Interpreting Seminar and Field Experience: English/Spanish .....	1.5

**PROGRAM TOTAL .....** 16.5

# Machine Tool Technology

## Advanced Manufacturing Technology

### Associate in Applied Science Degree (840A) major code

The Machine Tool Technology program prepares students for an exciting career working with Computer Numerical Control (CNC) and Manual Machine equipment and tools. In this hands-on program, students will learn how to operate, set-up, and program these machines for automated purposes. Maintenance, safety, blueprint reading, metrology, and properties of materials are also covered.

#### General Education Requirements ..... 15

COM 100	or 121	Communication.....	3
ENG 101	or 152	English.....	3
ENG 102	or 153	English.....	3
		Mathematics elective •.....	3
		Social and Behavioral Sciences elective •.....	3

#### Core Program Requirements ..... 19

AMT 100	Intro to Mfg Automation Systems.....	3
CIS 110	Business Information Systems.....	3
EGR 101	Engineering Graphics.....	3
MTT 100	Safety Principles.....	1
MTT 108	Machining Fundamentals.....	3
MTT 110	Print Reading for Machine Trades.....	3
MTT 115	Manual Machine Shop Operations.....	3

#### Major Program Requirements..... 16

MTT 111	Metrology/Mechanical Inspection.....	2
MTT 112	Properties of Materials.....	3
MTT 120	Introduction to Computer Numerical Control.....	2
MTT 125	CNC Mill Operations and Programming.....	3
MTT 126	CNC Lathe Operations and Programming.....	3
MTT 200	Advanced CNC Programming.....	3

#### Electives ..... 10

Select electives from: Auto Body Repair (ABR), Automation Technology (AMT), Automotive Technology (AUT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Engineering (EGR), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD).

#### PROGRAM TOTAL ..... 60

- See course choices listed on pages 45-46.

## CNC Operator

### Certificate of Achievement

(843B) major code

This program will provide students with the skills to set up, program and operate Computer Numeric Control (CNC) machines.

#### Course Requirements

MTH 103	Technical Mathematics.....	3
MTT 100	Safety Principles.....	1
MTT 108	Machining Fundamentals.....	3
MTT 110	Print Reading for Machine Trades.....	3
MTT 111	Metrology/Mechanical Inspection.....	2
MTT 115	Manual Machine Shop Operations.....	3
MTT 120	Introduction to Computer Numerical Control.....	2
MTT 125	CNC Mill Operations and Programming.....	3
MTT 126	CNC Lathe Operations and Programming.....	3

#### PROGRAM TOTAL ..... 23

## CNC Programmer

### Certificate of Achievement

(844B) major code

This certificate is designed to provide students with the knowledge to write programs to machine parts using Computer Numeric Control (CNC) Mills and Lathes.

#### Course Requirements

MTH 103	Technical Mathematics.....	3
MTT 100	Safety Principles.....	1
MTT 108	Machining Fundamentals.....	3
MTT 110	Print Reading for Machine Trades.....	3
MTT 115	Manual Machine Shop Operations.....	3
MTT 120	Introduction to Computer Numerical Control.....	2
MTT 125	CNC Mill Operations and Programming.....	3
MTT 126	CNC Lathe Operations and Programming.....	3
MTT 200	Advanced CNC Programming.....	3

#### PROGRAM TOTAL ..... 24

# Management: Human Resources

## Human Resources Management

### Associate in Applied Science Degree

(131B) major code

This degree program provides students with core business principles and skills to plan, lead and organize in a human relations and personnel environment.

#### General Education Requirements..... 15

COM 121	<b>or</b> 100 Communications.....	3
ENG 101	<b>or</b> 152 English .....	3
ENG 102	<b>or</b> 153 English .....	3
	Economics elective• .....	3
	Mathematics elective • .....	3

#### Human Resources Management Major Program Requirements..... 33

ACC 101	Introduction to Accounting	
	<b>or</b>	
ACC 202	Financial Accounting.....	3
ACC 125	Accounting Information Systems	
	<b>or</b>	
ACC 203	Managerial Accounting.....	3
BUS 100	Introduction to Business .....	3
BUS 210	Legal Environment of Business	
	<b>or</b>	
BUS 211	Business Law .....	3
BUS 220	Leadership in Business .....	3
BUS 225	Organizational Behavior.....	3
CIS 110	Business Information Systems .....	3
CIS 112	Comprehensive Excel Spreadsheet .....	3
MGT 200	Principles of Management .....	3
MGT 215	Human Resources Management I .....	3
MGT 220	Human Resources Management II .....	3

#### Electives..... 12

Select electives from: Accounting (ACC), Business Administration (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Finance (FIN), Internship (ITS), Management (MGT), Marketing (MKT), Website Development (WEB)

#### PROGRAM TOTAL..... 60

- See course choices listed on pages 45-46.

# Massage Therapy

## Massage Therapy Certificate of Achievement

(472B) major code

The certificate program in Massage Therapy prepares the student to work in the wellness area of professional massage therapy with clients who seek massage for pleasure, relaxation and general health maintenance. Graduates are eligible to take the Massage and Bodywork Licensing Examination (MBLEx).

	<b>Program Prerequisite Courses</b> .....	<b>4</b>
m	BIO 260 Human Structure and Function.....	4
	<b>Fall Semester</b> .....	<b>15</b>
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 136 Clinical Preparation.....	2
m	TMS 140 Massage Clinical I (Second 8 weeks) .....	2
m	TMS 162 Neuromuscular for Massage Therapy.....	3
	<b>Spring Semester</b> .....	<b>13</b>
m	TMS 130 Massage Techniques III .....	5
m	TMS 146 Massage Clinical II .....	2
m	TMS 150 Business Practices for Massage Therapists .....	3
m	TMS 164 Pathology for the Massage Therapist.....	3
	<b>PROGRAM TOTAL</b> .....	<b>32</b>
+	<i>Program admission required for enrollment. Veterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 164.</i>	
m	<i>Major course requires minimum grade of C.</i>	

### Procedure for Entering the Massage Therapy Program

Students seeking admission to the Massage Therapy Program are required to:

1. Meet with Academic and Career Advising (see directory) to establish a schedule for taking prerequisite and program courses.
2. See application to obtain specific admission information.
3. Complete the special application required for entry into the program, which is available from the Office of Health Professions and Public Service, Academic and Career Advising, or online at [www.waubonsee.edu/healthcareers](http://www.waubonsee.edu/healthcareers). Enrollment is limited to 14 students per cohort in order to provide the best possible educational experience for students. Students desiring to enter the program for fall must make application by April 1.
4. Complete each prerequisite course with a minimum grade of C.
5. Understand that the massage therapy application, completion of prerequisite courses, and previous transcripts are required for admission to the program.
6. Complete prerequisite course (BIO 260 Human Structure and Function) with a minimum grade of C.

### Program Costs

In addition to tuition and regular fees, the massage therapy student has the following minimum fees and expenses:

Textbooks for TMS classes .....	\$400
Uniform/shoes .....	\$80
Massage table .....	\$450
Massage supplies.....	\$100
Four professional massages .....	\$240
Physical exam, immunizations, TB testing.....	per health care provider

### Total Estimated Costs

(excluding medical requirements)..... \$1270

**NOTE:** These fees and expenses are *approximate costs* and are subject to change without prior notice to the student.

# 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 Waubensee Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP - Commission on Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater, FL 33756  
(727) 210-2350 Phone  
(727) 210-2354 Fax  
www.caahep.org

MAERB - Medical Assisting Education Review Board  
20 N. Wacker Drive, Suite 1575  
Chicago, IL 60606  
(800) 228-2262 Phone  
(312) 899-1259 Fax  
www.maerb.com

Graduates of the program who meet CAAHEP requirements are eligible to take the national certification exam for Certified Medical Assistants, CMA. Students who are able to meet American Society of Clinical Pathologists (ASCP) requirements will be eligible to take the national certification exam for Phlebotomy Technician, PBT (ASCP).

*Note: This sequence is intended for full-time students in the Medical Assistant Program.*

Prerequisite Courses.....		7
m	BIO 260 Human Structure and Function.....	4
m	HIT 110 Medical Terminology.....	3
Core Courses .....		19
m	MLA 150 Basic Administrative Procedures for the Medical Assistant.....	3
m	MLA 171 Medical Assistant Clinical I .....	3.5
m	MLA 172 Medical Assistant Clinical II .....	3.5
m	MLA 210 Laboratory Procedures/Med. Assist. ....	4
m	MLA 220 Pharmacology/Med. Assist. ....	2
m	MLA 230 Medical Law and Ethics .....	1
m	MLA 298 Medical Assistant Externship .....	2

General Education Courses.....		6
m	CIS 110 Business Information Systems .....	3
m	PSY 100 Introduction to Psychology .....	3

**PROGRAM TOTAL .....** 32

*Veterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 164.*

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 Academic and Career Advising (see directory) to establish a schedule for taking program courses.
2. See application to obtain specific admission information.
3. Complete the special application required for entry into the program, which is available in the Health Professions and Public Service Office, Academic and Career Advising, or online at [www.waubensee.edu/healthcareers](http://www.waubensee.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 taking courses with the MLA prefix in the summer must make application by April 1.
4. Complete required pre-entrance criteria pathway using either Route A or B.
  - A. Pre-Admission Exam (PAX) assessment test  
Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 50 percent as well as composite of 60 percent.  
Eight weeks must elapse between testing sessions for the PAX assessment. Due to the eight-week retest policy, students should plan accordingly for the initial test and possible retest. Guidance is provided by the Learning Assessment and Testing Services Office for students who do not meet these entry requirements. Test scores are only valid for 24 months.
  - B. Documentation of completion of BIO260 Human Structure and Function and HIT110 Medical Terminology with a C or better.

**(continued on next page)**

## Medical Assistant

5. Understand that the medical assistant application, previous transcripts, and program assessment testing in math and reading are required for admission to the program.  
It is the responsibility of the applicant to make sure the following required documents are received by Registration and Records: Waubonsee New Student Application Form; high school transcript or high school equivalency certificate; transcripts from other colleges or vocational schools attended.
6. Follow the program sequence once a student is accepted into the program. Students may opt to complete any or all of the CIS, BIO, HIT or PSY courses prior to submitting an application to the medical assistant program.  
For continuation in the Medical Assistant Program, a 2.0 or better GPA must be received in each of the major courses. Please contact the Offices of Health Professions and Public Service for specific course information.
7. Submit documentation of a physical examination, immunizations and 2-step tuberculosis (TB) test upon acceptance into the 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).....	\$300
Uniform/white shoes .....	\$80
Stethoscope .....	\$70
Physical exam, immunizations, TB testing .....	per health care provider

### Total Estimated Costs

(excluding medical requirements).....	\$450
---------------------------------------	-------

**NOTE:** These fees and expenses are *approximate costs* and are subject to change without prior notice to the student.

### Advanced Placement

Applicants who wish to transfer medical assistant courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (e.g. transcripts, course descriptions) be submitted along with the medical assistant application.

This program does not grant credit for life or work experience.

# Music

## Audio Production Technology

### Certificate of Achievement

*(986A) major code*

This certificate is intended for individuals interested in working in the field of electronic music production in a variety of venues including radio, television, recording studios, internet broadcasting and live sound reinforcement. Using a variety of software audio applications, students gain knowledge and practice in digital audio recording and editing, digital sampling, audio mixing console operations, fundamentals in electronics and fundamentals of music theory. Students also gain experience in small entrepreneurial endeavors to be applied in music business practices.

#### Course Requirements

MCM 130	Introduction to Mass Communication....	3
MUS 211	Introduction to the Recording Studio .....	3
MUS 213	Audio Synthesis and MIDI Sequencing..	3
MUS 215	Electronics for Audio Production .....	3

BUS 140 Introduction to Entrepreneurship (3)

**or**

MUS 110 Careers in Music (2) ..... 2-3

MUS 120 Basic Elements of Music (3)

**or**

MUS 121 Theory of Music I (4) ..... 3-4

**PROGRAM TOTAL** ..... **17**

# Nurse Assistant

## Basic Nurse Assistant Training Certificate of Achievement

(427B) 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 State of Illinois Nurse Assistant/Nurse Aide Competency Examination after successful completion of this course.

### Course Requirements

m NAS 101 Basic Nurse Assistant Training.....6

**PROGRAM TOTAL** .....6

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. Complete a mandatory orientation and fingerprint session prior to registering.
2. The ability to register for the program is based on a grade of C or better in ENG 075 or ENG 080 or placement by appropriate measures into ENG 085 or higher. Students should contact Learning Assessment and Testing Services (see directory) for details.
3. Be at least 16 years of age or older.
4. Pass the 21 manual skills mandated by IDPH.
5. Attend the required number of hours mandated by the Illinois Department of Public Health (IDPH). 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.

### Program Costs

In addition to tuition and regular fees, the nurse assistant student has the following minimum fees and expenses:

Textbooks .....	\$150
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): .....\$206

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.

# Nursing

## Nursing

### Associate in Applied Science Degree

(430B) 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 approved by the Illinois Department of Financial and Professional Regulation. This program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

<b>General Education Requirements</b> .....				<b>27</b>
m	BIO	250	Microbiology.....	4
m	BIO	270	Anatomy and Physiology I.....	4
m	BIO	272	Anatomy and Physiology II.....	4
m	COM	100	Fundamentals 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
<b>Nursing Major Program Requirements</b> .....				<b>40</b>
m	NUR	105	Introduction to Professional Nursing.....	5
m	NUR	110	Concepts of Mental Health Nursing.....	5
m	NUR	120	Basic Concepts of Nursing.....	5
m	NUR	150	Concepts of Nursing I.....	5
m	NUR	200	Nursing Concepts of the Childbearing Family.....	5
m	NUR	205	Concepts of Nursing II.....	5
m	NUR	250	Concepts of Nursing III.....	5
m	NUR	275	Advanced Concepts of Nursing.....	5
<b>PROGRAM TOTAL</b> .....				<b>67</b>

*Veterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 164.*

*Due to 'other practical training' utilized for this program, student veterans utilizing educational benefits may be certified using semester hours or clock hours, whichever is most advantageous to the student. Please contact the Veterans Services department for questions.*

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 Application Form to Admissions.
2. Meet with Academic and Career Advising to establish a schedule for taking prerequisite courses.
3. Obtain specific admission information by contacting the Health Care Programs Office, (630) 870-3901.
4. Complete required Test of Essential Academic Skills (ATI TEAS). Note: Acceptance into the program is based on assessment results, with documentation of Reading, Mathematics, Science and English and Language usage of 58 percent or higher as well as a composite score of 58 percent or higher for the ATI TEAS.  
If a student fails to successfully meet assessment requirements on their first attempt, eight weeks must elapse between testing sessions for the ATI TEAS assessments. Test scores are valid for two years after an attempt.
5. Complete and submit the nursing application required for entry into the program. Application to the program must be made prior to the deadline for the semester the student desires to enter:

- **March 15** for August enrollment
- **June 15** for October enrollment
- **September 15** for January enrollment
- **December 15** for March enrollment

*NOTE: Students will be required to verify residency at the time of application submission to the Registration and Records office. Applications will not be accepted without the residency verification documents.*

Enrollment is limited in the nursing (NUR) courses in order to provide the best possible educational experience for students.

6. Attain a cumulative GPA of 2.7 or higher for prerequisite courses.

**(continued on next page)**

**Nursing**

7. Understand that all of the following documentation must be submitted in order to be considered for acceptance into the program:
  - New Student Application Form;
  - Nursing Program application;
  - ORIGINAL residency documents (see #10)
  - successful completion of prerequisite courses or recording of any prior learning assessments;
  - nursing assessment entrance testing;
  - transcripts from other colleges/universities.
8. Once accepted into the program, the student must:
  - attend the mandatory new student orientation to the Nursing Program;
  - submit documentation of a physical and dental examination, current immunizations, and a 2-step tuberculosis (TB) test - none of which should be more than one year old at the time of entry;
  - follow the program sequence for all NUR courses;
  - attain a 2.0 (C) or better GPA in each of the nursing courses.
9. Official written notification of acceptance into the program will be received via certified mail. Students not accepted must reapply.
10. 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.
11. Are you a veteran or military service member that has current eligibility for either federal VA Education benefits or Illinois military grants? Federal VA Education programs include: Chapter 30, 31, 33, and 1606. State grants are the Illinois Veterans Grant (IVG) or Illinois National Guard (ING).

If yes, please attach a copy of your benefits Certificate of Eligibility to your application. Our office will confirm your benefit eligibility by contacting the Waubonsee Financial Aid Office's VA School Certifying Official.

**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, (630) 870-3901.

**Program Costs**

In addition to tuition and regular fees, the nursing student has the following minimum fees and expenses:

Textbooks for NUR classes (excludes general education courses).....	\$100
BLS certification.....	\$80
Uniform/shoes .....	\$80
Nursing supplies (e.g. watch, stethoscope).....	\$100
NCLEX-RN licensure exam fee .....	\$200
State of Illinois criminal background check fee .....	\$50
Physical examination, immunizations, TB testing.....	per health care provider

**Total Estimated Costs**

(excluding medical requirements):..... \$610

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.

# Paralegal

## Paralegal

### Associate in Applied Science Degree (560A) major code

This degree is an educational experience focusing on the practical skills needed to succeed as a paralegal. This program includes legal fundamentals and core paralegal skills as well as substantive topics of law, including torts, contracts, business organization and corporate law. Paralegals and legal assistants play an integral role in assisting lawyers and their clients with a variety of tasks. From conducting research and preparing legal documents for hearings, trials or corporate meetings to being involved in courts, law firms and government agencies, paralegals and legal assistants are part of an important, fast-paced team within the legal system.

#### General Education Requirements ..... 18

ENG 101	or 152	English	..... 3
ENG 102	or 153	English	..... 3
COM 100	or 121	Communications	..... 3
		Social and Behavioral Sciences elective (PSC 100 recommended)	..... 3
		Math	or
		Physical and Life Science elective	..... 3
		Humanities elective (PHL 100 or PHL 105 recommended)	.... 3

#### Paralegal

#### Major Program Requirements..... 21

PLG 100	Intro to the Paralegal Profession	..... 3
PLG 105	The Legal Process and Litigation	..... 3
PLG 110	Legal Research and Writing I	..... 3
PLG 115	Legal Technology	..... 3
PLG 200	Prof. Responsibility/Legal Ethics	..... 3
PLG 210	Legal Research and Writing II	..... 3
CRJ 220	Criminal Law	..... 3

#### Additional Program Requirements (Choose 3)..... 9

PLG 205	Environmental Law	..... 3
PLG 215	Immigration Law	..... 3
PLG 220	Real Estate Law	..... 3
PLG 225	Family Law	..... 3
PLG 230	Tort, Injury, and Insurance Law	..... 3
ITS 299	Internship	..... 3

#### Electives ..... 12

Select electives from: Computer Information Systems (CIS), Criminal Justice (CRJ), Human Services (HSV), Legal Interpreting (LGI), Psychology (PSY), Business (BUS), Management (MGT), Sociology (SOC)  
(CRJ 120, CRJ 226, and CRJ 250 recommended)

#### PROGRAM TOTAL ..... 60

## Paralegal Post-Associate Degree

### Certificate of Achievement (562A) major code

Paralegals play an integral role in assisting lawyers and their clients with a variety of tasks including conducting research and preparing legal documents for hearings or trials to being involved in courts, law firms and government agencies. The certificate program focuses on the essential competencies required in the paralegal profession. Research, writing, technology and legal principals across a variety of areas of law will be emphasized. This certificate is intended for a student who already earned an A.A. or A.S. degree from an accredited educational institution.

#### Certificate Requirements ..... 21

CRJ 220	Criminal Law	..... 3
PLG 100	Intro to the Paralegal Profession	..... 3
PLG 105	The Legal Process and Litigation	..... 3
PLG 110	Legal Research and Writing I	..... 3
PLG 115	Legal Technology	..... 3
PLG 200	Prof. Responsibility/Legal Ethics	..... 3
PLG 210	Legal Research and Writing II	..... 3

#### Additional Certificate Requirements (Choose 3) ..... 9

PLG 205	Environmental Law	..... 3
PLG 215	Immigration Law	..... 3
PLG 220	Real Estate Law	..... 3
PLG 225	Family Law	..... 3
PLG 230	Tort, Injury, and Insurance Law	..... 3
ITS 299	Internship	..... 3

#### PROGRAM TOTAL ..... 30

# Phlebotomy Technician

## Phlebotomy Technician Certificate of Achievement

(435B) major code

The Phlebotomy Technician Certificate Program prepares students for all aspects of phlebotomy in a health care setting, including collection procedures, safety guidelines, patient rights, test requirements and equipment basics. Students will be able to accurately perform venous collection, explain the proper steps for collection, and identify the supplies needed for collection.

This program also provides a foundation for possible transition into other health care careers.

### Course Requirements

m	HIT	110	Medical Terminology.....	3
m	PBT	105	Theoretical and Clinical Aspects of Phlebotomy .....	4.5
m	PBT	297	Phlebotomy Externship .....	1.5

**PROGRAM TOTAL .....**9

m Major course requires minimum grade of C.

### Procedure for Enrolling in Phlebotomy Technician (PBT) Courses

Program assessment testing in reading and writing are required for enrollment in PBT courses. The ability to register for the program is based on a grade of C or better in ENG 085 or placement by appropriate measures into ENG 095 or higher. Students should contact Learning Assessment and Testing Services (see directory) for details.

For continuation in the Phlebotomy Technician Program, a 2.0 or better GPA must be received in each of the major courses.

Current American Heart Association Basic Life Support (BLS) for Health Care Providers, completed health form, documented immunizations, and 2-step tuberculosis (TB) test are required prior to the start of PBT 297 Phlebotomy Externship. Each student is required to carry a personal health insurance policy while enrolled in the Phlebotomy Technician Program.

### 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).....	\$100
BLS Certification .....	\$80
Uniform.....	\$50
Physical exam, immunizations, TB testing.....	per health care provider

### Total Estimated Costs

(excluding medical requirements).....\$230

**NOTE:** These fees and expenses are *approximate costs* and are subject to change without prior notice to the student.

# Website Development

## Website Development

### Associate in Applied Science Degree (331B) major code

This degree prepares students for constructing, 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 Developer.

#### General Education Requirements..... 15

ENG 101	<b>or</b> 152 English	3
ENG 102	<b>or</b> 153 English	3
	Communications (COM) elective •	3
	Mathematics elective •	3
	Social and Behavioral	
	Sciences elective •	3

#### CIS Core Program Requirements..... 15

CIS 110	Business Information Systems	3
CIS 115	Introduction to Programming	3
CIS 170	Networking Essentials	3
CIS 205	Information Technology	
	Project Management	3
WEB 110	Web Development	
	with HTML	3

#### Website Development

#### Major Program Requirements..... 18

CIS 142	JavaScript Programming	3
CIS 202	Database Management	3
CIS 261	PHP Web Server Programming	3
WEB 170	Web Prototyping	3
WEB 230	Dreamweaver	3
WEB 250	Advanced Website Development	3

#### Electives..... 12

Select electives from: Computer Information Systems (CIS), Internship (ITS), Website Development (WEB)

#### PROGRAM TOTAL .....60

- See course choices listed on pages 45-46.

## Web Authoring

### Certificate of Achievement (337A) major code

This certificate is intended for individuals interested in developing, constructing and maintaining websites. Graduates are able to develop, construct and maintain websites with graphic and animated content.

#### Course Requirements

CIS 115	Introduction to Programming	3
CIS 142	JavaScript Programming	3
CIS 261	PHP Web Server Programming	3
WEB 110	Web Development with HTML	3
WEB 170	Web Prototyping	3
WEB 230	Dreamweaver	3
WEB 250	Advanced Website Development	3

#### PROGRAM TOTAL .....21

# Welding Technology

## Welding Technology

### Associate in Applied Science Degree (890A) major code

The Welding Technology Program provides students practical skills in print reading, Pipe Welding, Metal Inert Gas (MIG) Welding, Stick Welding and Tungsten Inert Gas (TIG) Welding. Students are prepared for American Welding Society (AWS) certifications.

#### General Education Requirements ..... 15

COM 100	<b>or</b> 121	Communications.....	3
ENG 101	<b>or</b> 152	English.....	3
ENG 102	<b>or</b> 153	English.....	3
		Mathematics elective •.....	3
		Social and Behavioral Sciences elective •.....	3

#### Welding Technology

#### Major Program Requirements..... 27

WLD 101	Blueprint Reading for Welders.....	3
WLD 115	Oxy-Fuel Welding and Cutting.....	3
WLD 120	Shielded Metal Arc Welding I.....	3
WLD 125	Gas Metal Arc and Flux Cored Arc Welding.....	3
WLD 130	Gas Tungsten Arc Welding.....	3
WLD 200	Fabrication and Weld Design.....	3
WLD 220	Shielded Metal Arc Welding II.....	3
WLD 223	Shielded Metal Arc Pipe Welding.....	3
WLD 226	Gas Tungsten Arc Pipe Welding.....	3

#### Electives ..... 18

Select electives from: Accounting (ACC), Auto Body Repair (ABR), Automation Technology (AMT), Automotive Technology (AUT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Engineering (EGR), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Management (MGT), Marketing (MKT), Welding (WLD)

#### PROGRAM TOTAL ..... 60

- See course choices listed on pages 45-46.

## Welding Technology

### Certificate of Achievement (893C) major code

The Welding Technology certificate provides the student with entry-level skills to weld a variety of metals using the major welding processes in all positions.

#### Course Requirements

WLD 101	Blueprint Reading for Welders.....	3
WLD 115	Oxy-Fuel Welding and Cutting.....	3
WLD 120	Shielded Metal Arc Welding I.....	3
WLD 125	Gas Metal Arc and Flux Cored Arc Welding.....	3
WLD 130	Gas Tungsten Arc Welding.....	3

#### PROGRAM TOTAL ..... 15

## Advanced Welding Technology

### Certificate of Achievement (895B) major code

This Advanced Welding Technology certificate includes the entry level and advanced courses in the major welding processes, fabrication, design and Pipe welding.

#### Course Requirements

WLD 101	Blueprint Reading for Welders.....	3
WLD 115	Oxy-Fuel Welding and Cutting.....	3
WLD 120	Shielded Metal Arc Welding I.....	3
WLD 125	Gas Metal Arc and Flux Cored Arc Welding.....	3
WLD 130	Gas Tungsten Arc Welding.....	3
WLD 200	Fabrication and Weld Design.....	3
WLD 220	Shielded Metal Arc Welding II.....	3
WLD 223	Shielded Metal Arc Pipe Welding.....	3
WLD 226	Gas Tungsten Arc Pipe Welding.....	3

#### PROGRAM TOTAL ..... 27

WAUBONSEE

*what you can learn*

# 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 Education 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.

### 900-999

Workforce Education. Vocational update/skills courses. Do not apply to any college certificate or degree.

## 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.

## 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)  
 Anthropology (ANT)  
 Art (ART)  
 Astronomy (AST)  
 Auto Body Repair (ABR)  
 Automation Technology (AMT)  
 Automotive Technology (AUT)  
 Biology (BIO)  
 Business Administration (BUS)  
 Chemistry (CHM)  
 Chinese (CHN)  
 College Success Topics (COL)  
 Communications (COM)  
 Computer Aided Design and Drafting (CAD)  
 Computer Information Systems (CIS)  
 Construction Management (CMT)  
 Criminal Justice (CRJ)  
 Disability Studies (DIS)  
 Early Childhood Education (ECE)  
 Earth Science (ESC)  
 Economics (ECN)  
 Education (EDU)  
 Emergency Medical Technician (EMT)

Engineering (EGR)  
 English (ENG)  
 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)  
 Health Education (HED)  
 Health Information Technology (HIT)  
 Heating, Ventilation and Air Conditioning (HVA)  
 History (HIS)  
 Human Services (HSV)  
 Humanities (HUM)  
 Independent Study (IND)  
 Insurance (INS)  
 Interdisciplinary Studies (IDS)  
 Internship (ITS)  
 Interpreter Training (ITP)  
 Japanese (JPN)  
 Kinesiology/Physical Education (KPE)  
 Legal Interpreting (LGI)  
 Machine Tool Technology (MTT)  
 Management (MGT)  
 Marketing (MKT)  
 Mass Communication (MCM)  
 Mathematics (MTH)  
 Medical Assistant (MLA)

Military Science (MSC)  
 Music (MUS)  
 Nurse Assistant (NAS)  
 Nursing (NUR)  
 Paralegal (PLG)  
 Philosophy (PHL)  
 Phlebotomy (PBT)  
 Physics (PHY)  
 Political Science (PSC)  
 Psychology (PSY)  
 Religious Studies (RLG)  
 Sign Language (SGN)  
 Social Science (SSC)  
 Sociology (SOC)  
 Spanish (SPN)  
 Sustainability (SUS)  
 Theatre (THE)  
 Therapeutic Massage (TMS)  
 Website Development (WEB)  
 Welding Technology (WLD)

## 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 pathways list specific courses conforming to IAI core curriculum; see the appropriate section in this catalog. See page 20 for an explanation of the initiative.

<b>Communications:</b>		<b>IAI Code:</b>				<b>Mathematics:</b>		<b>IAI Code:</b>	
COM 100	Speech Communication	C2 900	ENG 245	World Literature	H3 906	MTH 101	College Math	M1 901	
ENG 101	First-Year Composition I	C1 900	ENG 255	Women's Literature	H3 911D	MTH 102	Applied Practical Math	M1 904	
ENG 102	First-Year Composition II	C1 901R	ENG 265	Latinx Literatures of the U.S.	H3 910D	MTH 107	Basic Statistics	M1 902	
<b>Fine Arts:</b>			FLM 270	Film and Literature	HF 908	MTH 131	Calculus With Analytic Geometry I	M1 900-1	
ART 100	Art Appreciation	F2 900	FRE 202	Intermediate French II	H1 900	MTH 132	Calculus With Analytic Geometry II	M1 900-2	
ART 101	History of Western Art- Ancient to Medieval	F2 901	GER 202	Intermediate German II	H1 900	MTH 202	Mathematics for Elementary Teachers II	M1 903	
ART 102	History of Western Art- Ren. to Modern Art	F2 902	HIS 111	Western Civilization to 1648	H2 901	MTH 210	Finite Math	M1 906	
ART 103	History of Non-Western Art	F2 903N	HIS 112	Western Civilization Since 1648	H2 902	MTH 211	Calculus for Business and Social Sciences	M1900-B	
ART 104	History of Photography	F2 904	HIS 125	American Culture: Colonial Period to Present	H2 904	MTH 233	Calculus With Analytic Geometry III	M1 900-3	
ART 105	Gender and Art	F2 907D	HUM 101	Survey of the Humanities	HF 900	<b>Physical Science:</b>			
ART 106	Contemporary Art- 1945 to Present	F2 902	HUM 102	The Global Village	HF 904N	AST 100	Introduction to Astronomy	P1 906	
FLM 250	Film as Art: A Survey of Film	F2 908	HUM 112	Greek and Roman Mythology	H9 901	AST 105	Astronomy	P1 906L	
FLM 260	History of Film	F2 909	HUM 201	Modern Culture and the Arts	HF 903	CHM 100	Introduction to Chemistry	P1 902	
FLM 270	Film and Literature	HF 908	HUM 202	Current Trends in Digital Humanities	H9 900	CHM 101	Introduction to Chemistry- Laboratory	P1 902L	
HUM 101	Survey of the Humanities	HF 900	PHL 100	Introduction to Philosophy	H4 900	CHM 102	Introduction to Organic Chemistry	P1 904	
HUM 102	The Global Village	HF 904N	PHL 101	Introduction to Logic	H4 906	CHM 103	Introduction to Organic Chemistry- Laboratory	P1 904L	
HUM 201	Modern Culture and the Arts	HF 903	PHL 105	Introduction to Ethics	H4 904	CHM 121	General Chemistry	P1 902L	
MUS 100	Music: Art of Listening	F1 900	PHL 110	Introduction to Critical Thinking	H4 906	ESC 100	Survey of Earth Science	P1 905	
MUS 101	Musics of the World	F1 903N	PHL 120	Introduction to World Religions	H5 904N	ESC 101	Survey of Earth Science- Laboratory	P1 905L	
MUS 102	Music in America	F1 904	PHL 201	History of Philosophy I	H4 901	ESC 110	Climate and Global Change	P1 905	
THE 100	Theatre Appreciation	F1 907	PHL 202	History of Philosophy II	H4 902	ESC 120	Introduction to Meteorology	P1 905L	
THE 130	Diversity in American Theatre	F1 909D	RLG 120	Introduction to World Religions	H5 904N	ESC 125	Severe and Unusual Weather	P1 905	
<b>Humanities:</b>			SPN 202	Intermediate Spanish II	H1 900	ESC 130	Introduction to Oceanography	P1 905	
ENG 211	American Literature to 1865	H3 914	SPN 205	Spanish for Native Speakers	H1 900	GEO 121	Physical Geography	P1 909L	
ENG 212	American Literature From 1865	H3 915	SPN 215	Introduction to Hispanic Literature	H3 916	GLG 100	Introduction to Physical Geology	P1 907	
ENG 215	Masterpieces of American Literature	H3 915	<b>Life Science:</b>		<b>IAI Code:</b>		GLG 101	Introduction to Physical Geology Laboratory	P1 907L
ENG 220	Multicultural Literatures of the U.S.	H3 910D	BIO 100	Introduction to Biology	L1 900	GLG 102	Historical Geology	P1 907L	
ENG 221	British Literature to 1800	H3 912	BIO 101	Introduction to Biology- Laboratory	L1 900L	GLG 103	Environmental Geology	P1 908	
ENG 222	British Literature From 1800	H3 913	BIO 102	Human Biology	L1 904	GLG 120	Geology of the National Parks	P1 907	
ENG 225	Masterpieces of British Literature	H3 913	BIO 103	Human Biology Laboratory	L1 904L	PHY 103	Concepts of Physics	P1 900	
ENG 226	Introduction to Shakespeare	H3 905	BIO 110	Introduction to Environmental Biology	L1 905	PHY 104	Concepts of Physics- Laboratory	P1 900L	
ENG 228	Children's Literature	H3 918	BIO 111	Introduction to Environmental Biology- Laboratory	L1 905L	PHY 111	Introduction to Physics I	P1 900L	
ENG 229	Introduction to Literature	H3 900	BIO 120	Principles of Biology I	L1 900L	PHY 221	General Physics I	P2 900L	
ENG 230	Introduction to Poetry	H3 903	BIO 122	Principles of Biology II	L1 910L				
ENG 235	Introduction to Fiction	H3 901							
ENG 240	Intro. to Drama as Literature	H3 902							

<b>Social and Behavioral Sciences:</b>		<b>IAI Code:</b>	<i>IAI General Education Core course designations:</i>
ANT 101	Cultural Anthropology	S1 901N	Communications: C
ANT 102	Human Origins	S1 902	Physical and Life Sciences: P & L
ANT 110	Introduction to Archaeology	S1 903	Mathematics: M
ECN 100	Introduction to Economics	S3 900	Humanities and Fine Arts: H & F
ECN 201	Principles of Microeconomics	S3 902	Social and Behavioral Sciences: S
ECN 202	Principles of Macroeconomics	S3 901	For specific, up-to-date information on the IAI, visit <a href="http://www.waubonsee.edu/transferring">www.waubonsee.edu/transferring</a> or access the IAI website directly, <a href="http://www.itransfer.org">www.itransfer.org</a> .
GEO 120	World Regional Geography	S4 900N	
GEO 220	Geography of the Developing World	S4 902N	
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 920N	
HIS 215	History of China and Japan	S2 920N	
HIS 225	History of Africa	S2 920N	
HIS 235	Latin American History	S2 920N	
PSC 100	Introduction to American Government	S5 900	
PSC 220	Comparative Government	S5 905	
PSC 240	State and Local Government	S5 902	
PSC 260	Introduction to International Relations	S5 904	
PSY 100	Introduction to Psychology	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	

## 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 20 for an explanation of the initiative.

<b>Art:</b>	<b>IAI Code:</b>	<b>Engineering:</b>	<b>IAI Code:</b>	<b>Sociology:</b>	<b>IAI Code:</b>
ART 110 Design I	ART 907	EGR 101 Engineering Graphics	EGR 941	SOC 100 Introduction to Sociology	S7 900
ART 111 Design II	ART 908	EGR 220 Analytical		SOC 120 Racial and Ethnic Relations	S7 903D
ART 120 Basic Drawing I	ART 904		EGR 942	SOC 130 Sociology of Family	S7 902
ART 121 Basic Drawing II	ART 905	EGR 230 Analytical Mechanics-Dynamics	EGR 943	SOC 210 Social Problems	S7 901
				SOC 230 Sociology of Sex and Gender	S7 904D
<b>Biological Science:</b>	<b>IAI Code:</b>	<b>History:</b>	<b>IAI Code:</b>	<b>Theatre Arts:</b>	<b>IAI Code:</b>
BIO 120 Principles of Biology I	BIO 910	HIS 101 World History to 1500	S2 912N	THE 110 Art of Oral Interpretation	TA 916
BIO 122 Principles of Biology II	BIO 910	HIS 102 World History since 1500	S2 913N	THE 201 Fundamentals of Acting I	TA 914
<b>Business</b>	<b>IAI Code:</b>	HIS 111 Western Civilization to 1648	H2 901		
ACC 202 Financial Accounting	BUS 903	HIS 112 Western Civilization since 1648	H2 902		
ACC 203 Managerial Accounting	BUS 904	HIS 121 American History to 1865	S2 900		
BUS 207 Business Statistics	BUS 901	HIS 122 American History since 1865	S2 901		
CIS 110 Business Information Systems	BUS 902	HIS 125 American Culture: Colonial Period to Present	H2 904		
<b>Chemistry</b>	<b>IAI Code:</b>	<b>Mass Communication:</b>	<b>IAI Code:</b>		
CHM 121 General Chemistry	CHM 911	COM 120 Interpersonal Communication	MC 901		
CHM 122 Chemistry and Qualitative Analysis	CHM 912	COM 121 Communication in the Workplace	MC 901		
CHM 231 Organic Chemistry I	CHM 913	COM 150 Intercultural Communication	MC 904		
CHM 232 Organic Chemistry II	CHM 914	MCM 130 Intro. to Mass Comm.	MC 911		
<b>Computer Science:</b>	<b>IAI Code:</b>	MCM 140 Television Production I	MC 916		
CIS 130 Computer Science I: C++ Programming	CS 911	MCM 205 Basic Broadcast Announcing	MC 918		
CIS 145 C#.NET Programming	CS 911	MCM 211 Introduction to Radio Production	MC 915		
CIS 150 Computer Science I: Java Programming	CS 911	MCM 215 Basic News Writing	MC 919		
CIS 230 Computer Science II: C++ Programming	CS 912	MKT 215 Principles of Advertising	MC 912		
CIS 250 Computer Science II: Java Programming	CS 912	<b>Mathematics:</b>	<b>IAI Code:</b>		
<b>Criminal Justice:</b>	<b>IAI Code:</b>	MTH 131 Calculus With Analytic Geometry I	MTH 901		
CRJ 100 Introduction to Criminal Justice	CRJ 901	MTH 132 Calculus With Analytic Geometry II	MTH 902		
CRJ 101 Introduction to Corrections	CRJ 911	MTH 233 Calculus With Analytic Geometry III	MTH 903		
CRJ 107 Juvenile Justice	CRJ 914	MTH 236 Intro. to Linear Algebra	MTH 911		
CRJ 230 Criminology	CRJ 912	MTH 240 Differential Equations	MTH 912		
<b>English:</b>	<b>IAI Code:</b>	<b>Political Science:</b>	<b>IAI Code:</b>		
ENG 211 American Literature to 1865	H 3914	PSC 280 Intro. to Political Philosophy	PLS 913		
ENG 212 American Literature from 1865	H 3915	<b>Psychology:</b>	<b>IAI Code:</b>		
ENG 215 Masterpieces of American Literature	H 3915	PSY 240 Abnormal Psychology	PSY 905		
ENG 221 British Literature to 1800	H 3912				
ENG 222 British Literature from 1800	H 3913				
ENG 225 Masterpieces of British Literature	H 3913				

For specific, up-to-date information on the IAI, visit [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) or access the IAI website directly, [www.itransfer.org](http://www.itransfer.org).

**Accounting (ACC)****ACC 101 Introduction to 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 125 Accounting Information Systems**

Accounting Information Systems is the study of the design and implementation of accounting information systems. An understanding of the traditional accounting model and its relationship to each type of accounting information system will be emphasized, including accounts receivable, inventory control, cost accounting, operational budgeting, and capital budgeting. Key elements of a well-designed management control system are included.

*Recommended Prereq:* ACC101 or concurrent enrollment or ACC202 or concurrent enrollment.  
(3 lec/0 lab) 3 sem hrs

**ACC 130 Payroll Accounting**

This course is a comprehensive study of the Fair Labor Standards Act, the Federal Insurance Contributions Act, Unemployment Tax Acts, the federal and state income tax withholding laws and fair employment laws as they relate to payroll accounting. Course coverage includes the preparation of payroll records and tax returns. The course also addresses current payroll accounting issues.

*Recommended Prereq:* ACC101 or ACC202.  
(3 lec/0 lab) 3 sem hrs

**ACC 202 Financial Accounting**

This course 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.

*Recommended Prereq:* ACC101 and MTH104.

**IAI: BUS 903.**

(3 lec/0 lab) 3 sem hrs

**ACC 203 Managerial Accounting**

This course focuses on accumulation, analysis and use of cost information needed for internal decision making in businesses. It covers cost identification; job-order, process, and activity-based costing; cost-volume-profit analysis; budgeting; standard costs; variance analysis; the statement of cash flows; capital budgeting; and short-term decision making.

*Recommended Prereq:* ACC202.

**IAI: BUS 904.**

(3 lec/0 lab) 3 sem hrs

**ACC 215 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 220 Intermediate Accounting I**

This is the first of two courses in the advanced study of the assumptions, principles, procedures and practices involved in modern corporate financial accounting.

*Recommended Prereq:* ACC203.

(3 lec/0 lab) 3 sem hrs

**ACC 221 Intermediate Accounting II**

This is the second of two courses in the advanced study of the assumptions, principles, procedures and practices involved in modern corporate financial accounting.

*Recommended Prereq:* ACC220.

(3 lec/0 lab) 3 sem hrs

**ACC 235 Taxation of Limited Liability Companies (LLCs)**

This course is a study of the taxation of Limited Liability Companies (LLCs). This course examines the different ways a Limited Liability Company (LLC) is taxed; as a sole proprietor, partnership, S Corporation or C Corporation. The course covers the formation, operations and preparation of tax returns of the different entity choices. The course highlights the advantages and disadvantages of the entity choices.

*Recommended Prereq:* ACC202; ACC215.

(3 lec/0 lab) 3 sem hrs

**ACC 240 Cost Accounting**

This advanced study of the accumulation, analysis and use of cost information needed for internal decision making in business covers: accounting for quality allocation of indirect costs, activity-based costing, job-order costing, process costing, accounting for spoilage, standard costing, cost-volume-profit analysis, inventory control, capital budgeting, decentralization and organizational performance.

*Recommended Prereq:* ACC203.

(3 lec/0 lab) 3 sem hrs

**ACC 245 VITA Program: Tax Procedure and Practice**

The basic principles of federal income taxes as they relate to low-to-moderate income individuals are applied in this hands-on course consisting of the preparation of various low-to-moderate individual income tax returns using Forms 1040EZ, 1040A, 1040 and IL1040. Participation and certification in the volunteer income tax program is required.

(3 lec/0 lab) 3 sem hrs

**ACC 250 Auditing I**

This course provides students with concepts and procedures involved in the examination of financial statements for the purpose of establishing and expressing an opinion as to their reliability. This course will discuss statistical sampling techniques and the auditor's legal liability.

*Recommended Prereq:* ACC221.

(3 lec/0 lab) 3 sem hrs

**ACC 251 Auditing II**

This course focuses on the practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case.

*Recommended Prereq:* ACC250.

(3 lec/0 lab) 3 sem hrs

**ACC 252 Accounting Research and Analysis**

This course is designed to teach students how to perform accounting research using electronic databases. Students learn how to research United States Generally Accepted Accounting Principles (GAAP) using the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). Students examine International Financial Reporting Standards (IFRS) using the eIFRS electronic database. This course meets the State of Illinois CPA examination requirement for Accounting Research and Analysis.

*Recommended Prereq:* ACC220; ACC221.

(2 lec/0 lab) 2 sem hrs

**ACC 260 Advanced Accounting**

This course is an examination of advanced financial accounting concepts including accounting for business combinations, with emphasis on the consolidation of parent/subsidiary balance sheet and income statement reporting. It also covers accounting for the formation, operation and liquidation of partnership, as well as special reporting requirements for multi-national entities.

*Recommended Prereq:* ACC221.

(3 lec/0 lab)

3 sem hrs

**ACC 297 Accounting Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the accounting field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the accounting internship courses (ACC297, ACC298, ACC299) may apply to the accounting degree or certificates.

*Prereq:* 15 semester hours of ACC courses; consent of instructor.

(0 lec/5 lab)

1 sem hrs

**ACC 298 Accounting Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the accounting field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the accounting internship courses (ACC297, ACC298, ACC299) may apply to the accounting degree or certificates.

*Prereq:* 15 semester hours of ACC courses; consent of instructor.

(0 lec/10 lab)

2 sem hrs

**ACC 299 Accounting Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the accounting field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the accounting internship courses (ACC297, ACC298, ACC299) may apply to the accounting degree or certificates.

*Prereq:* 15 semester hours of ACC courses; consent of instructor.

(0 lec/15 lab)

3 sem hrs

**Anthropology (ANT)****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 296 Special Topics in Anthropology**

This course offers in-depth exploration of a special topic, issue or trend in the anthropology field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

*Note: No topic can be offered more than twice in three years.*

(1 to 3 lec/0 lab)

1 to 3 sem hrs

**Art (ART)****ART 100 Art Appreciation**

This course is designed to encourage visual literacy and develop analytical skills of the non-art major. Students are introduced to the vocabulary and media of art through discussion and manipulation of materials. This course is also intended to develop an understanding and awareness of the contributions artists make to society. Participation in this course may include independent visit to galleries and/or museums which may require admission fees.

**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.

*Note: Participation in this course may include field trips which require admission fees.*

**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.

*Note: Participation in this course may include field trips which require admission fees.*

**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 Gender and Art**

This course focuses on the relevance of gender to the definition, creation, and appreciation of art. This course will examine underlying social structures and how those structures affect society's perspectives of artists and of art. Particular consideration will be given to women as creators and subjects and how cultural attitudes towards women conditioned their experiences and artistic practices.

**IAI: F2 907D.**

(3 lec/0 lab)

3 sem hrs

**ART 106 Contemporary Art - 1945 to Present**

This course is a study of the historical developments of the visual arts in Western society from 1945 to the present. Discussion of major artistic trends and movements and individual artists is framed by an examination of the historical context and social milieu.

**IAI: F2 902.**

(3 lec/0 lab)

3 sem hrs

**ART 110 Design I**

This is a basic course in the application and appreciation of the principles and elements of two-dimensional design. It examines selected systems and elements of visual organization through the use of line, color, mass, value, and texture.

**IAI: ART 907**

(1 lec/5 lab)

3 sem hrs

**ART 111 Design II**

This course explores the basic elements of three-dimensional design. Directed exercises using a variety of media are included as well as exploring historical and contemporary art concepts.

*Note: Required for art majors.*

*Prereq: ART110.*

**IAI: ART 908**

(1 lec/5 lab)

3 sem hrs

**ART 120 Basic Drawing I**

This course encompasses drawing of natural and artificial forms as well as interpretive and inventive processes. Line, shape, value, mass, proportions, and volume are explored emphasizing the use of black and white media. The course also includes vocabulary development, individual and class critiques, and exposure to contemporary and historical drawings.

**IAI: ART 904**

(1 lec/5 lab)

3 sem hrs

**ART 121 Basic Drawing II**

This course is a continuation of ART120, with development of skill in representation, interpretation, abstraction and non-objective drawing techniques. Students explore color theory and application. Emphasis is on the use of charcoal, pastels, colored pencils, ink and collage materials. Course content includes vocabulary development, individual and class critiques and exposure to contemporary and historical drawings.

*Note: Required for art majors.*

*Prereq: ART120.*

**IAI: ART 905**

(1 lec/5 lab)

3 sem hrs

**ART 130 Ceramics I**

This course is an introduction to the processes and techniques involved in making clay objects through hand-building and utilizing the potter's wheel. Various forms are explored. Issues related to both sculptural and functional aesthetics are addressed.

(1 lec/5 lab)

3 sem hrs

**ART 131 Ceramics II**

This course guides students toward developing techniques involved in creating clay vessels on the potter's wheel and a further introduction into hand-building. Students are challenged with conceptual assignments relating to both the historical and contemporary world. Various forms are explored. Students learn to load and fire kilns of multiple processes.

*Prereq: ART130.*

(1 lec/5 lab)

3 sem hrs

**ART 136 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 for print media. Students also learn to integrate various type, image and graphic elements. Other topics include file transfer and document printing using Adobe software.

*Note: Software includes: Adobe InDesign and other applications.*

(1 lec/5 lab)

3 sem hrs

**ART 140 Photography I**

This course serves as an introduction to the art of black and white 35mm film photography. The student is introduced to basic darkroom techniques including film processing, enlarging, finishing, and presentation. This course is made up of both lab and lectures. It is designed to emphasize basic aesthetic grammar of photography and provide a historical and critical context for visually analyzing and creating photographs.

*Note: Students are required to have their own SLR 35mm film camera with interchangeable lenses and manual settings. Cameras are available to checkout by photography students. For more information please call the Photo Lab Coordinator, 630-466-2287.*

(1 lec/5 lab)

3 sem hrs

**ART 142 Beginning Digital Photography**

This course is designed to introduce students to computer tools that manipulate and enhance photographic images. Students learn the skills to correct, retouch, and enhance digital input in order to create high-quality digital output utilizing Adobe Photoshop. Using a digital camera, students will learn manual exposure, digital capture, and specific lens characteristics.

*Note: Students are required to have their own DSLR digital camera that has interchangeable lenses, shoots with the RAW file format, has manual settings, and has a minimum of 8 megapixels. Cameras are available for checkout by photography students. For more information please call the Photo Lab Coordinator, 630-466-2287.*

(1 lec/5 lab)

3 sem hrs

**ART 155 Sculpture I**

This studio course introduces basic sculptural processes, materials, and tools, and idea communication through these methods. Studio safety is strongly emphasized. Processes include additive, modeling, constructive, subtractive, carving, and replacement casting. Time arts/4-D may be considered.

*Recommended Prereq: ART111.*

(1 lec/5 lab)

3 sem hrs

**ART 160 Computer Illustration**

This course covers vector graphics computer software using Adobe Illustrator, progressing from the beginning to the advanced level. Students define and apply vector-based technology to illustrations for web or print output and explore the methods and techniques of computer-generated images.

*Note: Software includes Adobe Illustrator.*

(1 lec/5 lab)

3 sem hrs

**ART 165 Typography**

This course provides an introduction to typographic concepts as elements of graphic design. It gives a historical overview of type and letterforms, terms, classifications and typeface selection through psychological, emotional or cultural aspects. Structure, layout, legibility, readability, composition and information hierarchy, as well as the relationship of type to image and cultural context are examined and applied using a variety of design applications. Students will develop type designs based on current industry standards for contemporary communication.

*Prereq: ART160 or concurrent enrollment.*  
(1 lec/5 lab) **3 sem hrs**

**ART 173 Graphic Design**

This course presents an introduction to graphic design, with an emphasis on advertising. Emphasis is placed on principles of formal composition, typography, creativity, and design issues by using Macintosh platform and Adobe industrial standard software.

*Prereq: ART142 and ART160 or concurrent enrollment.*  
(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.

*Prereq: ART131.*  
(1 lec/5 lab) **3 sem hrs**

**ART 231 Materials: Clay and Glaze Development**

This course is an introduction to the processes and techniques involved in making clay bodies, glazes and slips for specific firing processes.

*Prereq: ART130.*  
(0 lec/2 lab) **1 sem hrs**

**ART 240 Photography II**

In this course, students will experiment with advanced black and white darkroom techniques which will offer them distinctive opportunities to explore how to make creative photographs. This course will introduce medium format film, multiple imagery, construction of narratives, toning, and split filter printing. Students will learn to master camera operations and film processing, as well as special effects and manipulations. In the last part of the semester, students will apply these techniques to the printing of photographs in a self directed project.

*Note: Students are required to have their own SLR 35mm film camera with interchangeable lenses and manual settings. Cameras are available for checkout by photography students. For more information please call the Photo Lab Coordinator; 630-466-2287.*

*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, instant film and digital photographing techniques. Both the artistic and commercial use of lighting are explored.

*Note: Students are required to have their own DSLR digital camera that has interchangeable lenses, is capable of photographing with the RAW file format, has manual settings, and has a minimum of 8 mega-pixels. Cameras are available for checkout by photography students. For more information please call The Photo Lab Coordinator; 630-466-2287.*

*Recommended Prereq: ART240. Prereq: ART142.*  
(1 lec/5 lab) **3 sem hrs**

**ART 242 Intermediate Digital Photography**

Building upon techniques learned in previous courses, students refine their command and control of Adobe Photoshop skills focusing on the use of more advanced photo manipulation tools. A strong emphasis is placed on the manipulated image while engaging the student to create a cohesive final project of professional quality. Students will also be introduced to Adobe Lightroom software.

*Note: Students are required to have their own DSLR digital camera that has interchangeable lenses, shoots with the RAW file format, has manual settings, and has a minimum of 8 mega-pixels. Cameras are available to checkout by photography students. For more information please call the Photo Lab Coordinator; 630-466-2287.*

*Prereq: ART142.*  
(1 lec/5 lab) **3 sem hrs**

**ART 243 Advanced Digital Photography**

This advanced level course builds upon the student's digital abilities from previous classes utilizing Adobe Photoshop and Lightroom. Emphasis is placed on color management, profiling, printing, and commercial versus fine art practices along with an introduction to 4"x5" cameras with scanning backs. The culmination of this course is a final digital and archival print portfolio.

*Note: Students are required to have their own DSLR digital camera that has interchangeable lenses, shoots with the RAW file format, has manual settings, and has a minimum of 8 mega-pixels. Cameras are available for checkout for photography students. For more information please call the Photo Lab Coordinator; 630-466-2287.*

*Prereq: ART242.*  
(1 lec/5 lab) **3 sem hrs**

**ART 255 Sculpture II**

This studio course continues the exploration of sculptural processes, materials, and tools, and the idea of communication through sculptural methods. Studio safety is strongly emphasized. Students develop proficiency in selection, use and manipulation of materials as well as mastery of the processes involved.

*Recommended Prereq: ART155.*  
(1 lec/5 lab) **3 sem hrs**

**ART 260 Painting I**

This course is an introduction to painting in acrylic and/or oil media. Students depict a variety of subject matter using a creative approach.

*Note: Students are strongly encouraged to complete both ART110 and ART120.*  
*Prereq: ART110 or ART120.*  
(1 lec/5 lab) **3 sem hrs**

**ART 261 Painting II**

This course is a continuation of ART260. Students explore a variety of painting techniques pertinent to the 21st century.

*Prereq: ART260.*  
(1 lec/5 lab) **3 sem hrs**

**ART 262 Painting III**

This course is a continuation of ART261. Students explore contemporary issues and how they relate to a realization of personal style in creating art work.

*Prereq: ART261.*  
(1 lec/5 lab) **3 sem hrs**

**ART 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 293 Art Portfolio and Professional Development**

This course provides students the necessary skills to create a digital portfolio to use as a promotional tool in their educational journey and in the creative job market.

(2 lec/3 lab)

3 sem hrs

**ART 296 Special Topics for the Arts**

This course offers in-depth exploration of a special topic, issue or trend in the arts. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 6 lec/0 to 12 lab)

1 to 6 sem hrs

**Astronomy (AST)****AST 100 Introduction to Astronomy**

This course is a descriptive, nonlaboratory survey course in astronomy. Although the course is considered non-mathematical, some basic arithmetic is 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.*

**IAI: P1 906.**

(3 lec/0 lab)

3 sem hrs

**AST 105 Astronomy**

This course is an introduction to the study of the universe and how the scientific method and modern tools are used to study it. Topics include history of astronomy; properties of the sun and planets and the structure and evolution of the solar system; nature and evolution of stars; galaxies and the beginning of the universe. Laboratory activities will include real and virtual astronomical viewing and experiments and will require some basic algebraic calculations.

*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 296 Topics/Issues for the Sciences**

This course offers in-depth exploration of a special topic, issue or trend in one or more of the biological or physical sciences fields. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 6 lec/0 lab)

1 to 6 sem hrs

**Auto Body Repair (ABR)****ABR 100 Auto Body Welding**

This course is designed to develop a high level of student skill in the use of various welding and fastening techniques according to I-Car standards 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: C or better in ENG075 or ENG080, or placement by appropriate measures into ENG085 or higher.*

*Coreq: ABR105; ABR110; ABR115; ABR120; ABR125.*

(1 lec/4 lab)

3 sem hrs

**ABR 105 Sheet Metal Repair**

This course trains students in the use of metal straightening tools and techniques vital to the repair of damaged auto body panels. Skill levels are developed which allow for metal finishing a panel without the use of body fillers.

*Prereq: C or better in ENG075 or ENG080, or placement by appropriate measures into ENG085 or higher.*

*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. Students will be able to distinguish between Fiberglass, Sheet Mold Compound, and various other plastic blends and complete repairs that are strong and undetectable.

*Prereq: C or better in ENG075 or ENG080, or placement by appropriate measures into ENG085 or higher.*

*Coreq: ABR100; ABR105; ABR115; ABR120; ABR125.*

(1 lec/2 lab)

2 sem hrs

**ABR 115 Basic Auto Body Repair**

In this phase of auto body training, students are given the opportunity to apply skills learned previously. Some panel replacements may be necessary to complete the repair. Activities include feathering, taping, masking and spot repair.

*Prereq: C or better in ENG075 or ENG080, or placement by appropriate measures into ENG085 or higher.*

*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 pre-painting 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 such as priming, sanding, sealing, coloring, clearing wet sanding and buffing.

*Prereq: C or better in ENG075 or ENG080, or placement by appropriate measures into ENG085 or higher.*

*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: C or better in ENG075 or ENG080, or placement by appropriate measures into ENG085 or higher.*

*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. Systematic estimating procedures, abbreviations used for estimating and identifying different parts of a vehicle will be emphasized.

*Prereq: C or better in ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125.*

*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. Proper use and assembly of frame repair and measuring equipment will be emphasized.

*Prereq: C or better in ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125.*

*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. Students learn about structural and nonstructural glass, proper sealants, and glass removal.

*Prereq: C or better in ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125.*

*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 and apply all of their basic training. Sectioning, quarter panel replacement and structural realignment are included. Production and speed are stressed in this phase of the work.

*Prereq: C or better in ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125.*

*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. Replacement of damaged mechanical parts as well as steering and suspension are emphasized.

*Prereq: C or better in ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125.*

*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 including diagnosing, set-up and repair.

*Prereq: C or better in ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125.*

(1 lec/4 lab) **3 sem hrs**

### ABR 297 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field through collision repair and refinishing skills in a commercial setting. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.

*Prereq: ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125; consent of instructor.*

(0 lec/5 lab) **1 sem hrs**

### ABR 298 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field through collision repair and refinishing skills in a commercial setting. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.

*Prereq: ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125; consent of instructor.*

(0 lec/10 lab) **2 sem hrs**

### ABR 299 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field through collision repair and refinishing skills in a commercial setting. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.

*Prereq: ABR100, ABR105, ABR110, ABR115, ABR120 and ABR125; consent of instructor.*

(0 lec/15 lab) **3 sem hrs**

## Automation Technology (AMT)

### AMT 100 Introduction to Manufacturing Automation Systems

This course introduces students to the basic manufacturing systems and processes used to take raw materials to finished products in the modern manufacturing plant. Contents include processes, application, controls, the need for automation, workflow, and design.

(3 lec/0 lab) **3 sem hrs**

### AMT 102 Basic Electricity

This course introduces the student to foundational electrical concepts from atomic structure, how electricity is generated, and end uses. Core electrical knowledge such as Ohm's law, series and parallel, thermal and non-thermal power, capacitance, inductance, and semiconductors are examined.

(3 lec/0 lab) **3 sem hrs**

### AMT 110 Machine Fundamentals

This course gives students detailed hands-on knowledge of sheaves, bearings, gearing, couplings, lubrication, pumps, power transmission, and shaft alignment. Aspects of maintenance, prime movers, mechanical troubleshooting, and failure analysis of mechanical power transfer systems are also covered.

*Recommended Prereq: MTT100.*

(2 lec/2 lab) **3 sem hrs**

### AMT 120 Automated Systems I

This course covers 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: AMT 102; MTT100.*

(2 lec/2 lab) **3 sem hrs**

### AMT 121 Automated Systems II

This course is a continuation of the study into motor controls and automation. Topics include sensors, semi-conductors, power supplies, soft-start-stop controllers, variable speed drives and Programmable Logic Controllers (PLC). Lab time is spent wiring control circuits utilizing the above and programming variable frequency drives for specific purposes. PLC wiring and programming are introduced.

*Recommended Prereq: AMT120.*

(2 lec/2 lab) **3 sem hrs**

### AMT 122 Automated Systems III

This advanced course is a continuation of the study into automation and system interactions. Topics include design, lay-out, and wiring control panels for specific purposes both high and low voltage components. Variable speed drive, sensors, and Programmable Logic Controllers (PLC) programming are further studied. Ladder logic diagrams, wiring schematics, and highway diagrams for a control system are examined.

*Recommended Prereq: AMT121.*

(2 lec/2 lab) **3 sem hrs**

**AMT 130 Fluid Power**

This course introduces students to the field of fluid power. Students learn the basic laws that govern the generation and transmission of pneumatics and hydraulics, the basic components of hydraulic and pneumatic systems, and how those components work to form simple circuits. Lab time is spent building and troubleshooting common fluid power circuits including determining appropriate piping sizes, flow-paths, and the theory of operation is also covered.

(2 lec/2 lab)

3 sem hrs

**AMT 200 Automated Programming I**

This course deals with the fundamentals of Programmable Logic Controllers (PLC), programming basics of PLCs, troubleshooting, and system interconnections. Topics include various types of logic diagrams, tables, equations or symbols, microprocessor control, and logic functions.

(2 lec/2 lab)

3 sem hrs

**AMT 201 Automated Programming II**

This course is an advanced course studying troubleshooting methods for electrical, hydraulic, pneumatic, and Programmable Logic Controller (PLC) systems through the use and understanding of blueprints. Open and closed loop control systems are examined including servo systems and Proportional Integral Derivative (PID) control. Programming through sequential function block, Grafset, or sequential relay logic program parameters are emphasized.

*Recommended Prereq: AMT200.*

(3 lec/0 lab)

3 sem hrs

**Automotive Technology  
(AUT)****AUT 100 Maintenance and Light Repair**

This course is intended to provide individuals with the knowledge and experiences to meet Maintenance and Light Repair Tasks outlined by ASE. An emphasis is placed on shop safety, vehicle systems information, and shop procedures that are required. Employment options and responsibilities in the automotive field are also covered.

(1 lec/2 lab)

2 sem hrs

**AUT 105 Automotive Recycling**

This course introduces the industry of automotive recycling. Emphasizing the Illinois Green Certified Automotive Recycler Car Program Standards, dismantling techniques, safety requirements, quality control, environmental best practices and parts grading are studied in this course. Students learn of the variety of career choices within the automotive recycling industry such as dismantler and inventory specialist, and in supporting industries such as auto body repair and auto technology.

(3 lec/0 lab)

3 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.

*Recommended Prereq: AUT100.*

(1 lec/5 lab)

3 sem hrs

**AUT 111 Automotive Power Trains**

This lecture-lab course is designed to provide the student an opportunity to learn the design, operation and service procedures of automotive power train components. Clutches, manual transmissions, transaxles, differentials and 4 x 4 service are covered.

*Recommended Prereq: AUT100.*

(1 lec/5 lab)

3 sem hrs

**AUT 112 Automotive Brake Systems**

This lecture-lab course is designed to provide the student with a thorough understanding of the design, operation, and service procedures related to the complete automotive braking system. Both import and domestic designs are covered. Antilock brake systems and their relationship to steering stability, TPMS, and traction control systems are also discussed.

*Recommended Prereq: AUT100.*

(1 lec/5 lab)

3 sem hrs

**AUT 113 Automotive Electrical/  
Electronic Systems**

This lecture-lab course is designed to provide the necessary knowledge and skills needed to service modern automotive electrical/electronic systems. Basic electrical/electronic topics including circuit types and designs, electromagnetism principles, wiring diagram analysis, wire service, and electrical fault diagnosis are stressed. Operation and diagnosis of battery, starting, charging, and lighting systems are detailed.

*Recommended Prereq: AUT100.*

(1 lec/5 lab)

3 sem hrs

**AUT 116 Automotive Service Adviser**

This course will prepare the student with the skills and knowledge necessary for a service adviser to successfully perform the duties associated with this role. The Automotive Service Adviser course will emphasize the areas of communication, product knowledge and shop operations in order to provide the framework for the student to succeed professionally in the service sector.

*Recommended Prereq: AUT100.*

(3 lec/0 lab)

3 sem hrs

**AUT 117 Automotive Parts Specialist**

This course prepares the student for a variety of career opportunities in the automotive parts field. Areas to be covered include counter and phone sales, inventory management, product displays, core returns, automotive systems, and in-store testing of components. Emphasis is placed on professionalism, workplace safety, and environmental responsibility.

*Recommended Prereq: AUT100.*

(3 lec/0 lab)

3 sem hrs

**AUT 120 Engine Service II**

This advanced course in automotive engine service presents maintenance and service on some of the more common procedures and repairs on gasoline engines and related areas. Students will learn how to diagnose engine issues as well as gain experience with common engine repairs.

*Recommended Prereq: AUT100; AUT110.*

(1 lec/5 lab)

3 sem hrs

### **AUT 122 Automotive Suspension and Wheel Alignment**

This lecture-lab course is designed to provide the students an opportunity to learn the design, operation, and service procedures relating to automotive chassis and undercar systems. Specific areas of study include tire and wheel service, steering system diagnosis and repair, complete suspension service, and modern four-wheel alignment procedures. Basic theory, operation, and service relating to tire monitor systems, traction control, and electronic steering stability systems are also covered.

*Recommended Prereq:* AUT100.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 123 Automotive Ignition Systems**

This lecture-lab course is designed to provide students with a thorough understanding and detailed knowledge of modern automotive ignition systems. Components of the primary and secondary ignition system are identified and discussed in detail. Both distributor-based and distributorless, including coil-over-plug ignition designs are discussed. Ignition related driveability diagnostic, troubleshooting, and service procedures are also covered.

*Recommended Prereq:* AUT100.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 124 Automotive Fuel and Emission Systems**

This course examines the design, operations, diagnosis, service, and repair of various fuel delivery and emission components. Covered topics include fuel injection, fuel pumps and fuel delivery system circulation and air measurement devices.

*Recommended Prereq:* AUT100; AUT113.

(1 lec/5 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 mechanical and electrical testing of automatic transmissions/transaxles.

*Recommended Prereq:* AUT100; AUT111.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 232 Advanced Brakes and Suspension Systems**

This course is designed to build upon prior skill and knowledge relating to the service/repair of components found in the automotive chassis systems. The primary focus of this lecture/lab course is to provide students with an opportunity to gain "hands-on" direct work-related experience (for employment preparation) relative to automotive brake, suspension, and steering systems. Students enhance their knowledge in field-related diagnosis and service of both manual and electronically controlled chassis systems. Because this course is designed to build upon material previously covered in AUT112 Automotive Brake Systems and AUT122 Automotive Suspensions and Wheel Alignment, it is strongly advised that students complete those courses before taking this class.

*Recommended Prereq:* AUT100; AUT112;

AUT122.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 233 Applied Automotive Fuels and Electricity**

This course is an advanced level lecture-lab course, designed to provide students with an opportunity to fine tune their electrical and performance-related diagnostic and troubleshooting skills. The testing and repair of various fuel system components and electrical/electronic systems are covered. In addition, students acquire knowledge in field-related diagnosis and service of various sub systems including but not limited to: starting, charging, lighting, fuel delivery, and ignition system components.

*Recommended Prereq:* AUT100; AUT113;

AUT123; AUT124.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 240 Service Shop Operations**

This course is a simulation of the automotive shop environment which includes customer relations, vehicle diagnosis and repairs thus making a smoother transition to the actual work environment. Students are provided the opportunity to reinforce previously learned skills, to complete any previously uncompleted ASE tasks, and to create a portfolio for employment.

*Recommended Prereq:* AUT100; AUT110; AUT111; AUT112; AUT113; AUT120; AUT122; AUT123; AUT124; AUT231; AUT232; AUT233.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 243 Advanced Engine Control Systems**

This lecture-lab course is designed to acquaint students with electronic engine control systems (related primarily to On-Board Diagnostic (OBD) II 1996 vehicle to present) including advanced fuel, ignition and emission subsystems. The design and operation of generic and brand specific based systems are discussed. This is a capstone performance class tying all major operating systems relating to vehicle performance together into a cohesive unit. Emphasis is on both computer and symptom-based driveability diagnosis using scan tools, multimeters and oscilloscopes as primary troubleshooting tools.

*Recommended Prereq:* AUT100; AUT113; AUT123; AUT124; AUT233.

(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.

*Recommended Prereq:* AUT100.

(1 lec/5 lab)

**3 sem hrs**

### **AUT 246 Automotive Accessories and Diagnostics**

This lecture-lab course is designed to further develop student competency in the area of automotive diagnostics. Advanced electrical/electronic troubleshooting and repair procedures related to electrical accessories are emphasized. Areas of coverage include, but are not limited to, air bags, power windows, power locks, keyless entry, navigation systems and electronic dash and gauges.

*Recommended Prereq:* AUT100; AUT113; AUT124.

(1 lec/5 lab)

**3 sem hrs**

**AUT 248 Classic Car Care and Service**

When current managers and mechanics in charge of the countless private and public classic car collections retire, who will step in to take their place? This course is designed to pass the historical knowledge and mechanical skill of the vintage car era to those who have always viewed cars and trucks as something more than basic transportation. By combining the responsibilities of the archivist, curator and technician into one topic, participants in this program will learn everything from classic car appraisal to tips on maintaining the value of vintage vehicles. Topics discussed include establishing historical provenance, determining maintenance schedules, storage considerations, comprehensive detailing and mechanical system service. Basic service skills relating to carbureted fuel systems, distributor-based ignition designs and pre-electronic electrical service will also be covered.

*Recommended Prereq:* AUT100.

(2 lec/2 lab)

3 sem hrs

**AUT 249 Hybrid and Alternative Fuel Vehicles**

An introductory course developed to explore the theory, design and application of hybrid and electric vehicles (EV) used in the transportation industry. Participants will develop the knowledge and skills necessary to diagnose, service and maintain hybrid/EV vehicles. Topics include hybrid/EV safety, electric motors, generators, controllers, hybrid batteries, regenerative braking and drive train operation. Both general and manufacturer specific hybrid/EV types and designs will be covered.

*Recommended Prereq:* AUT100, AUT113.

(1 lec/5 lab)

3 sem hrs

**AUT 250 Light Duty Diesel Vehicle Engine Service I**

This lecture-lab course is designed to develop the necessary skills and provide the knowledge required to understand, diagnose and service light duty vehicle diesel engines. This course will introduce students to the components and systems specific to diesel engines, such as fuel systems, emissions systems, engine construction, and basic diagnostics. Students will learn of specialty service tools for diesel engines as well as service and safety procedures that differ from traditional gasoline engines.

*Recommended Prereq:* AUT100.

(1 lec/5 lab)

3 sem hrs

**AUT 251 Light Duty Diesel Vehicle Engine Service II**

This lecture-lab course is designed to develop the necessary skills and provide knowledge required to perform basic light duty diesel engine service in a shop. The course will provide the student with an introduction to light duty diesel maintenance and repair. This course will give students hands on experience working with and maintaining diesel engines. Diagnostics will be the focus of the course so students can identify necessary services to perform to keep engines running efficiently and within federal emission regulations.

*Recommended Prereq:* AUT100, AUT250.

(1 lec/5 lab)

3 sem hrs

**AUT 296 Special Topics/Automotive**

This course explores selected topics as determined by the academic department and the instructor with emphasis on current automotive technology trends. Specific special topics are announced together with the prerequisites each term. 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

**Biology (BIO)****BIO 100 Introduction to Biology**

This general survey course deals with selected concepts and theories in biology at various scales, including the organization, function, heredity, evolution and ecology of living things. Through experiments that exemplify this content, students will understand the components of the scientific method, and sound experimental design. Biological issues with personal and social implications are introduced to allow students to make informed decisions regarding issues in daily life and society with a biological basis.

*Note: Not intended for students majoring in biology or the health professions. Students enrolling in BIO100 are not required to enroll in BIO101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO100 and BIO101.*

*Recommended Coreq:* BIO101.

IAI: L1 900.

(3 lec/0 lab)

3 sem hrs

**BIO 101 Introduction to Biology Laboratory**

This laboratory course is intended to be taken concurrently with Introduction to Biology (BIO100). Through laboratory experiences, this course explores selected concepts and theories in biology using the scientific method, and proper use of biological laboratory equipment will be emphasized. Topics such as organization, function, heredity, evolution, biodiversity and ecology will be explained using a variety of organisms as models.

*Note: Not intended for students majoring in biology or the health professions.*

*Recommended Coreq:* BIO100.

IAI: L1 900L.

(0 lec/2 lab)

1 sem hrs

**BIO 102 Human Biology**

This general survey course focuses on the biology of the human organism. Concepts include the structure, organization, and function of human systems with a focus on the interconnectedness of these systems, health and disease, growth and development, genetics, and evolution. Emphasis is placed on the relationship of the issues to the individual and society.

*Note: Not intended for students majoring in biology or the health professions. Students enrolling in BIO102 are not required to enroll in BIO103 (lab).*

IAI: L1 904.

(3 lec/0 lab)

3 sem hrs

**BIO 103 Human Biology Laboratory**

This laboratory course is meant to be taken concurrently with Human Biology (BIO102). Through laboratory experiences, this course explores selected concepts and theories in biology such as organization, structure, function, heredity and evolution using the human organism as a model.

*Note: Not intended for students majoring in biology or the health professions.*

*Recommended Prereq:* BIO102 or concurrent enrollment.

IAI: L1 904L.

(0 lec/2 lab)

1 sem hrs

### BIO 110 Introduction to Environmental Biology

This general survey course focuses on current environmental issues and possible solutions, as well as historical and present courses of action. Concepts include environmental policy, biodiversity, population ecology, pollution of land, air, and water, energy resources, and non-renewable and renewable resources. Both local and global environmental issues are examined from scientific, economic, biological, political, societal, and/or ethical viewpoints, in order to view the role that environmental biology has on society.

*Note: Students enrolling in BIO110 are not required to enroll in BIO111 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO110 and BIO111.*

*Recommended Coreq: BIO111.*

**IAI: L1 905.**

(3 lec/0 lab)

3 sem hrs

### BIO 111 Introduction to Environmental Biology Laboratory

This laboratory course is meant to be taken concurrently with Introduction to Environmental Biology (BIO110). Through laboratory experiences using the scientific method, biotic and abiotic components of ecosystems are examined, as are various types of air, water and soil pollutants. This laboratory examines ecological principles in relation to environmental problems, allowing students to gain an awareness of their surroundings. Procedures and techniques used in the study of environmental issues are introduced, as are biological basics such as experimental design and problem solving.

*Note: Not intended for students majoring in biology or in the health professions.*

*Recommended Prereq: BIO110 or concurrent enrollment.*

*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 the process of 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.

*Recommended Prereq: High school biology and chemistry or the equivalents within the past five years. Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: L1 910L, BIO 910.**

(3 lec/3 lab)

4 sem hrs

### BIO 122 Principles of Biology II

A continuation of BIO120, this course also covers the processes of scientific inquiry while specifically focusing on examples of evolution, biodiversity, and ecology. The lecture content concentrates on the evolutionary process, the basic description of organisms ranging from prokaryotes to eukaryotes, and their interactions. In lab, evolution will be simulated, molecular data will be used to build a phylogeny, and students will view a variety of organisms, using compound and dissecting microscopes and their naked eye. Emphasis will be placed on comparing structural and functional relationships between representatives of all major phyla, most blatantly in the dissection of both invertebrates and vertebrates. Students will synthesize this information into an understanding of the students' place on the phylogenetic tree of life, in the ecosystems of our planet.

*Recommended Prereq: BIO120 strongly recommended.*

**IAI: L1 910L; BIO 910.**

(3 lec/3 lab)

4 sem hrs

### BIO 200 Nutrition

This course provides an overview of the physiological requirements and metabolism of the six major classes of nutrients: amino acids, carbohydrates, fats, vitamins, minerals, and water, which are determinants of health and diseases in human populations. The contemporary nutrition issues will be discussed through nutritional assessment of various situations.

(3 lec/0 lab)

3 sem hrs

### BIO 250 Microbiology

This course focuses on the biology of microorganisms including their morphology, genetics, metabolism, evolution and ecology. Human-microbe interactions in health and disease and current issues are emphasized. Students develop laboratory skills for safe handling, isolation, observation, and identification of microorganisms.

*Recommended Prereq: High school biology and chemistry or the equivalents taken within the past five years; BIO120 strongly recommended. Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English; or BIO120.*

(3 lec/3 lab)

4 sem hrs

### BIO 260 Human Structure and Function

This study of the human body and how it works begins with basic scientific and biological principles necessary to understand human anatomy and physiology including homeostasis 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 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. Laboratory work utilizes models, microscopes, animal dissections, and human cadavers.

*Note: First of a two-semester sequence.*

*Recommended Prereq: High school biology and chemistry or the equivalents within the past five years. BIO120 strongly recommended.*

(3 lec/3 lab)

4 sem hrs

### BIO 272 Anatomy and Physiology II

Anatomy and Physiology II is a continuation of BIO 270. It 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 human cadavers, microscopic examination of tissues, animal organ dissection, models, and computer applications.

*Note: Second of a two-semester series.*

*Prereq: C or better in BIO270.*

(3 lec/3 lab)

4 sem hrs

### BIO 296 Special Topics/Biology

This course offers in-depth exploration of a special topic, issue or trend in biological science, including specific studies in entomology, genetics, disease, human body, and ecology. 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

## Business Administration (BUS)

### 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, securities markets, economics, ethics and social responsibility, human resources, advertising and promotion, distribution and international business.

(3 lec/0 lab)

3 sem hrs

### BUS 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 telephone customer service skills, handling difficult customers, encouraging customer loyalty and practicing service recovery.

(3 lec/0 lab)

3 sem hrs

### BUS 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/ 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 MTH072; or placement by appropriate measures.*

IAI: BUS 901.

(3 lec/0 lab)

3 sem hrs

### BUS 210 Legal Environment of Business

This business administration transfer course covers the legal environment in which business and society function. Emphasis is on the judicial system, government regulations, employment and labor law, and the evolving international legal system. These topics are presented within an ethical, social and political framework.

*Recommended Prereq: BUS100.*

(3 lec/0 lab)

3 sem hrs

### BUS 211 Business Law

This course provides a basic understanding of the principles of law relating to the sources of law, court systems, litigation, contracts and sales, employment law and antitrust.

*Recommended Prereq: BUS100.*

(3 lec/0 lab)

3 sem hrs

### BUS 215 Business Ethics

This course introduces students to the fundamentals of ethics in the workplace. It explores ethical dilemmas pertaining to a variety of aspects of organizational life. The purpose is to provide students with a framework for ethical reasoning, ethical arguing, ethical decision making, and understanding ethical policies and behaviors.

*Recommended Prereq: BUS100.*

(3 lec/0 lab)

3 sem hrs

### BUS 220 Leadership in Business

Leadership has transcended the executive level of organizations and has been identified as a necessary skill for individuals working within teams, task forces and work units at all levels. This course integrates fundamental leadership principles and the operation of a business organization. The emphasis is on skill development based on research and experience.

*Recommended Prereq: BUS100.*

(3 lec/0 lab)

3 sem hrs

### BUS 225 Organizational Behavior

This course explores the study of individual behavior and group dynamics in organizations. Psychosocial, interpersonal and behavioral dynamics are considered within the variable framework of jobs, work design, communication, performance appraisal, organizational design and structure.

(3 lec/0 lab)

3 sem hrs

### BUS 240 International Business

This course builds upon the business concepts learned in the introduction to business course and investigates the operations of international businesses in global markets. It focuses on the cultural, political, legal, and economic environments of international business.

It also explores the roles of governments, financial institutions, monetary systems, labor, management, and consumers in the international business environment.

*Recommended Prereq: BUS100.*

(3 lec/0 lab)

3 sem hrs

### BUS 296 Special Topics/Business

This course offers in-depth exploration of a special topic, issue or trend in the business field. Topics might include current events' impact (economic or technical) on business. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab)

1 to 3 sem hrs

## Chemistry (CHM)

### CHM 100 Introduction to Chemistry

This introduction to the basic concepts of general chemistry includes molecular description of matter, chemical reactions, and calculations to solve basic chemistry problems.

*Note: Students enrolling in CHM100 are not required to enroll in CHM101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in CHM100 and CHM101. This course is not intended for majors in the physical sciences, students with previous chemistry or students with credit in CHM121.*

*Prereq: C or better in MTH061 or MTH066 and C or better in ENG085 or ENG095 or placement by appropriate measures.*

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 lab safety, various basic lab skills and techniques, some computer-assisted labs with their techniques and basic theory.

*Prereq: C or better in MTH061 or MTH066 and C or better in ENG085 or ENG095 or placement by appropriate measures.*

*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. *Prereq:* C or better in ENG085 or ENG095 or placement by appropriate measures.

**IAI: P1 904.**

(3 lec/0 lab)

3 sem hrs

**CHM 103 Introduction to Organic Chemistry Laboratory**

This introductory laboratory for organic chemistry and biochemistry is designed to accompany CHM102.

*Recommended Prereq:* CHM100; CHM101. *Prereq:* CHM102 or concurrent enrollment.

**IAI: P1 904L.**

(0 lec/3 lab)

1 sem hrs

**CHM 121 General Chemistry**

This basic course in the principles of chemistry emphasizes chemical calculations and structure. Laboratory is included. Concepts of general chemistry include physical and molecular descriptions of matter and chemical reactions, solving basic chemistry problems, and safe chemical lab procedures including chemical waste disposal. Current technology will be used to conduct experiments and analyze data.

*Recommended Prereq:* High school chemistry or equivalent. *Prereq:* C or better in MTH067 or MTH072 and C or better in ENG085 or ENG095 or placement by appropriate measures.

**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, culminating with the Nernst equation. It also includes thermodynamics and kinetics.

*Prereq:* CHM121.

**IAI: CHM 912.**

(3 lec/3 lab)

4 sem hrs

**CHM 202 Biochemistry**

This course introduces students to the chemistry of biologically active molecules including sugars, proteins, amino acids and nucleic acids. In addition, metabolic pathways of carbohydrates and fats are discussed as well as molecular genetics and respiration.

*Prereq:* C or better in CHM102 or CHM231.

(3 lec/0 lab)

3 sem hrs

**CHM 231 Organic Chemistry I**

This course is a study of the fundamental aspects of organic chemistry, including structure, classification of organic reactions and reactions of functional groups.

*Prereq:* CHM121 and C or better in CHM122.

**IAI: CHM 913.**

(3 lec/3 lab)

4 sem hrs

**CHM 232 Organic Chemistry II**

This course is a continuation of the study of the fundamental aspects of organic chemistry with emphasis on the reactions mechanisms and spectra of functional groups.

*Prereq:* C or better in CHM231.

**IAI: CHM 914.**

(3 lec/3 lab)

4 sem hrs

**Chinese (CHN)****CHN 101 Elementary Chinese I**

This is an introductory course in standard, modern Mandarin Chinese and includes pronunciation, idiomatic expressions, speech patterns and characters for the beginning student. Emphasis is placed on learning the four basic skills of listening, speaking, reading and writing.

(3 lec/0 lab)

3 sem hrs

**CHN 102 Elementary Chinese II**

This course is a continuation of CHN101 for learning standard, modern Mandarin Chinese. Emphasis is placed on increased accuracy and proficiency in listening, speaking, reading and writing skills.

*Recommended Prereq:* CHN101 or one year of high school Chinese or its equivalent.

(3 lec/0 lab)

3 sem hrs

**College Success Topics (COL)****COL 100 Great Beginnings: College Life and Success**

This course focuses on learning about and utilizing college resources, developing the skills needed for college success, and increasing self-awareness and self-discipline. This course is meant to provide students a meaningful experience, connect them with a peer support system, and assist them in their college and life journey.

(2 lec/0 lab)

2 sem hrs

**COL 101 Strategies for Success**

This course examines principles and strategies that empower students to be successful personally, academically, and professionally.

(2 lec/0 lab)

2 sem hrs

**COL 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. Tools used for the quality of information and to locate it include factors such as reliability, accuracy, point of view/bias, credibility of author/sponsoring organization, and relevancy for the assignment. Proper citation techniques will also be emphasized.

(1 lec/0 lab)

1 sem hrs

**COL 105 Money Matters**

This course is focused on teaching adults how to create a financial plan to realize goals, such as graduating from college or maintaining good credit for future home or car loans. Students will learn about financial decision-making principles, saving and investing money, staying out of bad debt, and paying for college. Fraud and identity theft as well as different types of investments, credits, loans and leases will also be covered.

(2 lec/0 lab)

2 sem hrs

**COL 110 Leadership Studies**

This course is designed to provide emerging and existing leaders the opportunity to explore, develop, and improve their own personal philosophies of servant leadership. Leadership studies allows students to appreciate differences among diverse peoples and provides an ethical framework to evaluate moral beliefs and behavior. Instructors incorporate readings from the humanities, experiential exercises, films and readings on leadership.

(3 lec/0 lab)

3 sem hrs

**COL 131 Strategies for Career Exploration**

This career exploration course is designed to help people make career decisions based on in-depth personal assessment including career interests, personality type and values inventories. Key components of the career development process as well as navigating occupational information through social media and career networks are emphasized.

(1 lec/0 lab)

1 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 115 Digital Communication**

This course provides an introduction to fundamental dimensions 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, society, ethics, ambiguity, and effectiveness are applied to the contexts of interpersonal, group, workplace, and e-commerce/business (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.

IAI: MC 901

(3 lec/0 lab)

3 sem hrs

**COM 121 Communication in the Workplace**

This course develops effective communication skills for a variety of business and professional settings. Areas of emphasis include informal presentations, communicating in multi-cultural workplaces, verbal and nonverbal communication principles, interviewing, ethical influence and persuasion in customer-service settings, working in groups and teams, creating positive communication climates, and conflict resolution.

IAI: MC 901.

(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, roles and responsibilities 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, professionalism, 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 150 Intercultural Communication**

This course introduces students to the study of communication and culture. Students examine their own cultural identity and how it influences communication with others. Theories and concepts related to communication and culture are discussed including values, beliefs, norms, linguistic and nonverbal differences between cultures, cultural bias, ethnocentrism, globalization, and cultural adjustment. Moreover, major theories of intercultural communication will be discussed to help students build communication skills to improve intercultural communication, manage conflicts successfully and build intercultural relationships.

*Recommended Prereq: COM100; ENG101.*

IAI: MC 904

(3 lec/0 lab)

3 sem hrs

**COM 200 Advanced Speech Communication**

Fundamentals of Speech Communication (COM 100), this course provides advanced skill development in the art of speechmaking. Topics include goals, audience, purpose, and context of public speaking and modalities and techniques used to accomplish communicative goals. An additional focus is on rhetorical backgrounds in public speaking to contextualize what is commonly seen in public address.

*Prereq: COM100.*

(3 lec/0 lab)

3 sem hrs

**Computer Information Systems (CIS)****CIS 105 Introduction to Windows**

This introduction to a graphical interface software package emphasizes the Windows environment, manipulation of taskbar, file maintenance and folder manipulation. Topics include computer hardware and the capabilities of the Windows operating system. Repeatable to a maximum of 3 semester hours; 1 semester hour may apply to a degree or certificate.

(.5 lec/1 lab)

1 sem hrs

**CIS 106 PowerPoint and Publisher for Business**

This course is an introduction to designing, preparing and delivering electronic business presentations using presentation graphics software. Students will also learn to use desktop publishing software to create a variety of promotional material such as tri-fold brochures, newsletters, cards and business cards.

*Recommended Prereq: CIS105.*

(3 lec/0 lab)

3 sem hrs

**CIS 108 Comprehensive Word Processing**

Fundamental through expert applications of features, commands, and functions of Microsoft Word are included to help users enhance productivity and develop more vibrant documents. The course prepares students to produce word documents and templates emphasizing commonly used commands and strategies such as the Word interface and shortcuts for formatting, editing and revising text. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

*Recommended Prereq: CIS105.*

(3 lec/0 lab)

3 sem hrs

**CIS 110 Business Information Systems**

This introductory computer course emphasizes technology literacy for the purposes of enhancing business decision making, providing business intelligence, and improving organizational efficiency and effectiveness. Students will find the course topics and skills learned useful in their current and future academic and business careers. Microsoft Office technologies are used for common desktop applications, and a variety of tools are used for Web applications.

*Note: Hardware Requirement: PC; not compatible with MAC. Software Requirement: Current version of Word, Excel, Access, and PowerPoint for PC.*

IAI: BUS 902.

(3 lec/0 lab)

3 sem hrs

### CIS 112 Comprehensive Excel Spreadsheet

This electronic spreadsheet course emphasizes designing, formatting and modifying worksheet models and charts. Included are integration features of charting, word processing, database, pivot tables, sorting, formulas, and macros. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

*Recommended Prereq:* CIS105.  
(3 lec/0 lab)

3 sem hrs

### CIS 114 Comprehensive Access Database

This comprehensive course focuses on understanding relational database management software on microcomputer systems. Students design, build and maintain relational databases while learning to integrate databases with other software. Also included is an introduction to concepts of programming language for database applications with emphasis on the fundamentals of event-driven programming techniques. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

*Recommended Prereq:* CIS105.  
(3 lec/0 lab)

3 sem hrs

### CIS 115 Introduction to Programming

This course is an introduction to the program development process with emphasis on problem-solving and algorithm development using a programming language. Students write, document and test programs that make use of sequence, selection, repetition structures, arrays and functions. Students also develop code using Object Oriented Programming, and file-based input/output operations. Emphasis is placed on structured program design and style.

*Recommended Prereq:* MTH070 or MTH072.  
*Recommended Coreq:* CIS116.

(3 lec/0 lab)

3 sem hrs

### CIS 116 Development Tools and Structured Program Design

This course introduces the development of programming logic and algorithms using structured program design techniques. Students solve problems using decision and loop structures, learn modularization principles, analyze, and implement data structures such as arrays, linked lists, stacks, queues and binary trees. This course applies Object Oriented Principles and students develop logic in pseudocode, flowcharts and Unified Modeling Language (UML). Students will also create and use source control repositories, create and use unit tests and explore debugging techniques.

*Recommended Coreq:* CIS115.

(3 lec/0 lab)

3 sem hrs

### CIS 118 Information Technology Professional

Successful students will obtain the necessary competencies for an entry-level IT professional. Successful candidates will have the knowledge required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. Successful candidates will also provide appropriate customer support including professional communication; understand the basics of virtualization, desktop imaging, and deployment.

(1 lec/3 lab)

3 sem hrs

### CIS 125 Information Technology Code of Ethics and Compliance

Computer technology has altered our interactions with people, organizations and governments. It is essential for IT professionals to have appropriate guidelines for use of technology, thus this course concentrates on a wide variety of legal, social, and ethical issues based upon our complex technological society. The Association for Computing Machinery (ACM) will be used as guidelines in the course.

(3 lec/0 lab)

3 sem hrs

### CIS 130 Computer Science I: C++ Programming

The first in a sequence of courses for majors in Computer Science introduces a disciplined approach to problem-solving and algorithm development, in addition to an introduction to procedural and data abstraction using the C++ programming language. Topics covered include: selection, decision, repetition, and sequence control structures; program design, testing, and documentation using good programming style; block-structured high-level programming languages; and arrays, records, and files. Introductory Object-Oriented Programming concepts such as classes, information hiding and encapsulation are also covered.

*Recommended Prereq:* CIS115. *Prereq:* C or better in MTH072 or placement by appropriate measures.

**IAI: CS 911.**

(2 lec/2 lab)

3 sem hrs

### CIS 136 Data Science Programming

This course is an introduction to data science programming using the R programming language. The course is for the student who expects to have hands-on R programming skills and wishes to use it for effective data analysis. Topics include importing, cleaning and exporting data, accessing subsets of data, accessing R packages, plotting and graphing, using control structures, using functions, debugging and programming for data analysis projects.

*Recommended Prereq:* MTH070 or MTH072.  
(3 lec/0 lab)

3 sem hrs

### CIS 137 CISCO I

This course will provide the skills to install, operate, and troubleshoot a small enterprise branch network, including basic network security using Local Area Networks (LANs), Wide Area Network (WAN) and Internet Protocol version 6 (IPv6). Students will have the opportunity to focus on Cisco certification that validates the skills required for entry-level network support positions.

(2 lec/2 lab)

3 sem hrs

### CIS 142 JavaScript Programming

This course is designed to introduce the student to JavaScript. Concepts and techniques include integrating Hypertext Markup Language (HTML) with JavaScript, creating pop-up windows, adding scrolling messages, enhancing image and form objects using Cascading Style Sheets (CSS), working with cookies, and using Document Object Model (DOM) events, using collections or arrays, among others. Students are also exposed to asynchronous JavaScript and eXtensible Markup Language (XML) (AJAX) applications.

*Recommended Prereq:* WEB110; CIS115.

(2 lec/2 lab)

3 sem hrs

### CIS 145 C#.NET Programming

This course introduces a disciplined approach to problem-solving and algorithm development, in addition to an introduction to procedural and data abstraction. It covers: selection, repetition, and sequence control structures; decision structures; program design, testing, and documentation using good programming style; block-structured high-level programming languages; variables; and arrays, records, and files. Students work with the C# programming language and the .NET Framework. Additional topics covered are ADO.NET database programming, Object Oriented Programming, graphical user interface programming and object oriented programming.

*Recommended Prereq:* CIS115.

**IAI: CS 911.**

(3 lec/0 lab)

3 sem hrs

**CIS 150 Computer Science I:  
Java Programming**

The first in a sequence of courses for majors in Computer Science introduces a disciplined approach to problem-solving and algorithm development, in addition to an introduction to procedural and data abstraction using the Java programming language. Covers: selection, decision, repetition, and sequence control structures; program design, testing, and documentation using good programming style; block-structured high-level programming languages; and arrays, records, and files. Introductory Object-Oriented Programming concepts such as classes, information hiding and encapsulation are also covered.

*Recommended Prereq: CIS115. Prereq: C or better in MTH072 or placement by appropriate measures.*

**IAI: CS 911.**

(2 lec/2 lab)

3 sem hrs

**CIS 170 Networking Essentials**

This course covers basic network fundamentals including network interfaces, standard design principles, common network devices, common network operating systems and topologies, and network management issues.

(3 lec/0 lab)

3 sem hrs

**CIS 176 Windows Server  
Administration**

This course provides a hands-on introduction and examination of the architecture and features of Windows Server. Topics include using a network, storage, performance and commands or utilities. Repeatable to a maximum of 6 semester hours for version updates; 3 semester hours may apply to a degree or certificate.

*Recommended Prereq: CIS170 or concurrent enrollment.*

(3 lec/0 lab)

3 sem hrs

**CIS 180 Linux/UNIX Operating System**

This course builds a thorough understanding of the Linux/UNIX operating system. Topics include: the role Linux/UNIX plays in today's operating systems and Internet market, use of utility commands, navigation of file system structure, VI editor, programming the Korn Shell, Linux/UNIX internals including process management, Linux/UNIX networking elements including file system structure, and Linux/UNIX tools to compile software such as C and C++.

(3 lec/0 lab)

3 sem hrs

**CIS 185 Game Design**

Students learn the tasks involved in the game development cycle and create game design documents. Game concepts and worlds, storytelling, character and user interface design, core mechanics and balance are examined. While learning how to design their own game, the students discuss, analyze and implement design techniques. In addition, students discuss the major game genres and identify the design patterns and unique creative challenges that characterize them. Repeatable to a maximum of 12 semester hours; three semester hours may apply to a degree or certificate.

(2 lec/2 lab)

3 sem hrs

**CIS 186 Game Development**

This introductory course in game development includes object-oriented, event-driven, interactive programming techniques. Students write various 2-D games. Topics include sprite creation and manipulation, and working with physics, as it relates to games. Various types of games are discussed and developed. Emphasis is placed on good game design and game play. Repeatable to a maximum of 12 semester hours; three semester hours may apply to a degree or certificate.

*Recommended Prereq: CIS115.*

(2 lec/2 lab)

3 sem hrs

**CIS 187 Introduction to Scripting**

This course provides students with the fundamental knowledge and skills to use scripting and programs to automate and perform operations. Students will learn the skills necessary to implement algorithms using programming languages to solve problems. This course will also include basic security practices in developing simple and compound conditions for scripts and programs, loops, counters, and arrays.

*Recommended Prereq: CIS115.*

(2 lec/2 lab)

3 sem hrs

**CIS 202 Database Management**

This course discusses the relational database model and capabilities of standard database management system (DBMS) packages. Students are guided through database design using normalization and data modeling using the entity-relationship model and creating database tables. Strong foundation is provided in the structured query language (SQL) language and database Access standards. Projects provide practical experiences designing, building, and updating a database.

(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. Topics include the project management process, Gantt charts, project charters, and structure. 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 206 Managing Network  
Environments**

This course provides a hands-on introduction and examination of the architecture and features of Windows Server and is designed to give the student knowledge and practical experience in administering a Microsoft Server network. Students will be able to describe the principle features of a network operating system and the networking basics of active directory. Students will gain an understanding of the basic components of an information technology system, troubleshoot the installation of the network operating system, set up users and groups, and assign group policy and permissions of a network including storage and performance. This course will assist the student in preparing for an industry recognized certification exam.

*Prereq: CIS170.*

(2 lec/2 lab)

3 sem hrs

**CIS 207 Security Awareness**

This course is intended for the information systems and networking student. It covers an introduction to the principles of information security, including: current information systems security technology, 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.*

(2 lec/2 lab)

3 sem hrs

### CIS 208 Penetration Testing

This course teaches students the underlying principles and many of the techniques associated with the cybersecurity practice known as penetration testing (PEN testing). Students will learn about the entire penetration testing process including planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The course will provide the fundamental information associated with each of the methods employed and insecurities identified. In all cases, remedial techniques will be explored. Topics include security strategies, the investigation and the mitigation of data risks, security plans and protecting data assets against attacks.

*Prereq: CIS207.*

(2 lec/2 lab)

3 sem hrs

### CIS 209 Cloud Technology

This course provides an introduction to the private cloud including the architecture and infrastructure, and the core issues of cloud computing such as security, privacy, and interoperability. This course prepares students to work with large cloud technology service providers, implement smaller scale cloud computing solutions within a network environment and provide appropriate recommendations and solutions according to the applications used. This course focuses on the effective implementation and maintenance of private clouds with a balance of conceptual expertise and hands-on skills.

*Prereq: CIS206.*

(2 lec/2 lab)

3 sem hrs

### CIS 210 Ethical Hacking

This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking.

*Prereq: CIS180.*

(2 lec/2 lab)

3 sem hrs

### CIS 211 Firewalls and VPNs

This course examines major network security tools, thoughtful security planning, well-designed information security policies with integrated support from anti-virus software and their role in implementing a successful information security program, intrusion detection systems, and related tools. Coverage includes information and network security concepts such as packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks (VPNs), log file maintenance, and intrusion detection systems. Students will also learn about and understand management's use of relevant National Institute Standards and Technology guidelines that are used by businesses and information technology professionals.

*Prereq: CIS180.*

(2 lec/2 lab)

3 sem hrs

### CIS 230 Computer Science II: C++ Programming

The second in a sequence of courses for majors in Computer Science. Topics covered include: design and implementation of large-scale problems; abstract data types; data structures (files, sets, lists, stacks, queues, and trees); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; object-oriented programming concepts such as inheritance and polymorphism, and an introduction to searching and sorting algorithms. This course will use the C++ programming language.

*Prereq: CIS130 or consent of instructor.*

**IAI: CS 9121.**

(2 lec/2 lab)

3 sem hrs

### CIS 237 CISCO II

The Cisco Certified Network Associate (CCNA) Routing and Switching certification validates the ability to install, configure, operate and troubleshoot medium-sized routed and switched networks. CCNA professionals have the knowledge and skills to make connections to remote sites via a wide area network (WAN) and mitigate basic security threats. The course covers, but is not limited to the use of these topics: iOS, Internet Protocol version 6 (IPv6), Internet Protocol version 4 (IPv4), Open Shortest Path First (OSPF), Cisco Licensing, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interfaces, Frame Relay interfaces Virtual Local Access Networks (VLANs), Ethernet, variable-length subnet mask (VLSM), and basic traffic filtering.

*Prereq: CIS137.*

(2 lec/2 lab)

3 sem hrs

### CIS 250 Computer Science II: Java Programming

The second in a sequence of courses for majors in Computer Science. Covers: design and implementation of large-scale problems; abstract data types; data structures (files, sets, lists, stacks, queues, and trees); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; object-oriented programming concepts such as inheritance and polymorphism, and an introduction to searching and sorting algorithms.

*Prereq: CIS150.*

**IAI: CS 912.**

(2 lec/2 lab)

3 sem hrs

### CIS 252 Mobile Device Application Programming

Developing and programming mobile device applications using the Android operating system and Java programming language are introduced in this course. Students will have the information they need to create their own applications for mobile phones, tablets and other devices. Focus will be on the Android framework and activity lifecycle, user interface programming, location aware applications, list-detail architecture, network enabled applications and database applications.

*Recommended Prereq: CIS150.*

(2 lec/2 lab)

3 sem hrs

### CIS 261 PHP Web Server Programming

This course introduces students to the PHP language and issues associated with writing applications on a Linux Web server. Topics covered include Common Gateway Interface (CGI) programming and integrating database management software with applications on the Linux platform. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

*Recommended Prereq: WEB110; CIS115.*

(2 lec/2 lab)

3 sem hrs

### CIS 280 Linux/UNIX System Administration

This course is designed to teach students to set up and administer the Linux/UNIX operating system. Students will perform hardware and software installation and customization. Other topics covered include networking and installation and customization of web server related software. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply toward a degree or certificate.

*Recommended Prereq: CIS180.*

(3 lec/0 lab)

3 sem hrs

**CIS 296 Special Topics/Information Systems**

This course offers in-depth exploration of a special topic, issue or trend in the information systems field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

**Computer-Aided Design/Drafting (CAD)****CAD 100 Technical Drawing I**

This course includes study and practice in technical drawing through the development of technical sketching, dimensioning and tolerancing, multi-view projection, pictorial drawing, section view, auxiliary view, revolutions, intersections and development, working drawings and drawing reproduction.

*Recommended Coreq:* CAD102.

(2 lec/2 lab)

3 sem hrs

**CAD 102 AutoCAD I**

This course introduces computer aided drafting using AutoCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text. Students use display and editing techniques to obtain information about their drawings and work with drawing files. This course examines basic dimensioning concepts. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Note: It is recommended students have PC experience with MS Windows and basic keyboarding skills.*

*Recommended Coreq:* EGR 101.

(2 lec/2 lab)

3 sem hrs

**CAD 118 Technical Drawing II**

This course is designed to build on the skills acquired in the AutoCAD I course. Students learn how to properly create and detail orthographic views with both conventional and geometric tolerances, and to annotate working drawings according to ANSI-American National Standards Institute standards. Additional topics of study include: dynamic blocks, block attributes, external reference files, assembly layouts, bill of materials, fasteners and weldments.

*Recommended Prereq:* CAD100 or consent of instructor.

*Recommended Coreq:* CAD120.

(2 lec/2 lab)

3 sem hrs

**CAD 120 AutoCAD II**

This course is designed to build on the skills acquired in the AutoCAD I course. Students learn how to properly create and detail orthographic views with both conventional and geometric tolerances, and to annotate working drawings according to ANSI-American National Standards Institute standards. Additional topics of study include: dynamic blocks, block attributes, external reference files, assembly layouts, bill of materials, fasteners and weldments. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Prereq:* CAD102 or consent of instructor.

(2 lec/2 lab)

3 sem hrs

**CAD 122 Geometric Dimensioning and Tolerancing**

This course introduces the student to the principles of geometric dimensioning and tolerancing (GD&T). 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 using geometric dimensioning and tolerancing (GD&T) principles. Feature control frames are discussed. The student is expected to interpret all geometric tolerances and dimensions from a print of intermediate complexity.

*Recommended Coreq:* CAD102, EGR101.

(2 lec/0 lab)

2 sem hrs

**CAD 125 MicroStation I**

This course introduces computer aided drafting using MicroStation to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text. Students use display and editing techniques to obtain information about their drawings and work with drawing files.

*Recommended Coreq:* EGR101.

(2 lec/2 lab)

3 sem hrs

**CAD 127 Residential Architecture**

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 using Building Information Management Software (BIM) for use in residential building architecture.

*Prereq:* CAD102 or EGR101.

(2 lec/2 lab)

3 sem hrs

**CAD 129 Commercial Architecture**

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 Americans with Disabilities Act (ADA) specifications, and a set of drawings complete with site plan, floor plans, ceiling plans, elevations and detail wall sections using Building Information Management Software (BIM) for use in commercial building architecture. Heating and ventilating, plumbing, electrical, and sprinkler planning are covered.

*Prereq:* CAD127.

(2 lec/2 lab)

3 sem hrs

**CAD 131 Civil Engineering**

Civil Engineering presents the fundamentals of civil drafting as it relates to land development, property design, topographical and profile layouts, subdivision, and road concepts. Students will learn to use Civil 3D software as a tool in civil engineering drafting.

*Prereq:* CAD102 or EGR101.

(2 lec/2 lab)

3 sem hrs

**CAD 240 Introduction to Parametric Modeling Using SolidWorks**

Using SolidWorks software, this course focuses on 3-D solid parametric modeling in an engineering design environment. Hands-on learning in basic sketch profiles with constraint based 2-D shape control is studied. Part design, Boolean operations, placed features, parametric features, dimensions and constraints, design modification of solid part, analyzing and documentation of the part or parts are also covered. Bi-directional control of 3-D model to 2-D part drawing is studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign are incorporated. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Enforced Prereq:* CAD120, CAD122 and EGR101 or consent of instructor.

*Recommended Coreq:* CAD241.

(2 lec/2 lab)

3 sem hrs

### CAD 241 Introduction to Parametric Modeling Using Inventor

Using Inventor software, this course focuses on 3-D solid parametric modeling in an engineering design environment. Hands-on learning in basic sketch profiles with constraint based 2-D shape control is studied. Part design, Boolean operations, placed features, parametric features, dimensions and constraints, design modification of solid parts, analyzing and documentation of the part or parts are also covered. Bi-directional control of 3-D model to 2-D part drawing is studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign are incorporated.

*Enforced Prereq:* CAD120, CAD122 and EGR101, or consent of instructor.

*Recommended Coreq:* CAD240.

(2 lec/2 lab)

3 sem hrs

### CAD 242 Advanced Parametric Modeling Using SolidWorks

This course uses local and global parameters in the area of 3-D parametric solid modeling with SolidWorks software. Students learn to control parts with design variables, 3-D constraints, variable dimensions, table driven parts, mathematical operators and adaptive technology. Assembly constraints are placed on components that are linked to one another, and the overall engineering design process through the revision process is addressed. The effective use of global parameters in managed assemblies, control of the assembly, interference checking, design elements and documentation of the assembly is examined, and rapid prototyping design creation and engineering analysis of models are included. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Prereq:* CAD240.

(2 lec/2 lab)

3 sem hrs

### CAD 243 Advanced Parametric Modeling Using Inventor

This course introduces the use of local and global parameters in the area of 3-D parametric solid modeling with Inventor software. Students learn to control parts with design variables, 3-D constraints, variable dimensions, table driven parts, mathematical operators and adaptive technology. Assembly constraints are placed on components that are linked to one another, and the overall engineering design process through the revision process is addressed. The effective use of global parameters in managed assemblies, control of the assembly, interference checking, design elements and documentation of the assembly is examined, and rapid prototyping design creation and engineering analysis of models are included.

*Prereq:* CAD241.

(2 lec/2 lab)

3 sem hrs

## Construction Management (CMT)

### CMT 101 The Construction Industry

This survey course provides an introduction to the construction industry, including terminology, career paths and roles in estimating, site supervision, project management, and the trades. Also addressed are related areas of design, engineering, inspection and planning. Commercial, heavy/highway/infrastructure, industrial, institutional, and residential industry segments are explored.

(3 lec/0 lab)

3 sem hrs

### CMT 105 Print Reading for Construction

Civil, architectural and structural drawings commonly used in residential, light commercial buildings, industrial construction and land development are studied in this course. Plan views, elevations, sections, details and schedules are examined in depth.

*Recommended Coreq:* CMT111.

(3 lec/0 lab)

3 sem hrs

### CMT 111 Construction Materials and Methods I

This survey course introduces building materials, and installation procedures and techniques, used in the construction of a building shell. Subjects include earthwork, concrete, masonry, steel and wood construction, building cladding, roofing, exterior windows and doors.

(3 lec/0 lab)

3 sem hrs

### CMT 115 Construction Materials and Methods II

This survey course introduces building materials, and installation procedures and techniques, used in the interior completion of a building. Subjects include various finishes, flooring, coatings, specialties, cabinets, countertops, trim, interior doors and mechanical, electrical, and plumbing systems.

*Recommended Prereq:* CMT111.

(3 lec/0 lab)

3 sem hrs

## Criminal Justice (CRJ)

### CRJ 100 Introduction to Criminal Justice

A survey and analysis of the criminal justice system, including an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States.

**IAI:** CRJ 901.

(3 lec/0 lab)

3 sem hrs

### CRJ 101 Introduction to Corrections

An overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law.

**IAI:** CRJ 911.

(3 lec/0 lab)

3 sem hrs

### CRJ 107 Juvenile Justice

An overview and analysis of the juvenile justice system in the United States. History and the 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. Introduces theoretical perspectives of causation and control.

*Prereq:* CRJ100.

**IAI:** CRJ 914.

(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. Processing of criminal court cases, courtroom workgroups, judicial discretion, and plea negotiation will be emphasized.

(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, probable cause and the fundamental components of arrest and search warrants, crime scene search, and collection and preservation of evidence. Interviewing witnesses and victims, United States Supreme Court case *Miranda v Arizona*, custodial and non-custodial interrogation of suspects, rules governing the admissibility of evidence in court testimony are also covered.

Prereq: CRJ100.

(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. Statutory law and case law regarding search, seizure and use of force will be discussed. Criminal law, as it relates to probable cause and totality of the circumstances, will be emphasized.

Prereq: CRJ100 or PLG100.

(3 lec/0 lab)

3 sem hrs

**CRJ 230 Criminology**

An introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; and the interactive roles of the system, victim, and offender.

Prereq: CRJ100.

IAI: CRJ 912.

(3 lec/0 lab)

3 sem hrs

**Disability Studies (DIS)****DIS 101 Disability in Society**

It has been estimated that nearly 1 in 5 people over the age of 12 have a disability. This course is intended to give students working definitions of types of disabilities, as well as to 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 20 percent of 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 296 Special Topics for Disability Studies**

This course offers in-depth exploration of a special topic, issue or trend in the field of disability 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 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 106 Guiding Young Children**

This course offers a study of early childhood guidance theories and practices. Emphasis is placed on the identification and application of positive guidance methods and techniques for the young child's optimal development. Cultural and societal influences and the impact they have on a child's behavior are also explored. Recording and observing behavior of teachers and children is a strong component. Field observations are required.

(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 adolescent stages. Students examine the theories of Piaget, Erikson, Vygotsky, Skinner and others in an in-depth study of children's physical, social, emotional, cognitive, language and aesthetic development. Emphasizing implications for early childhood education practice, child development is also explored in the context of gender, family, culture and society.

(3 lec/0 lab)

3 sem hrs

**ECE 120 Health, Safety and Nutrition**

This course explores the personal health of students and the health, safety and nutrition needs of children in group settings. Students examine the Illinois Department of Children and Family Services licensing standards, procedures for providing safe environments for children, assessment of children's health, and the nutritional requirements of children.

(3 lec/0 lab)

3 sem hrs

**ECE 125 Child, Family and Community**

This course is a comprehensive study of the child as she/he relates to her/his family and community. Emphasis is on communication, diversity, professionalism and social policy. An in-depth study of community resources is included.

(3 lec/0 lab)

3 sem hrs

**ECE 130 Observation and Assessment**

This course provides the framework for observing, documenting and assessing in the field of early childhood education. Various observation and assessment methods and strategies are explored and evaluated as they relate to the developing child and his/her culture and family. Extensive observation is a vital part of this course.

(1.5 lec/1 lab)

2 sem hrs

**ECE 140 Inclusion in Early Childhood: Birth Through Age Eight**

This course provides students with the tools and skills to work with children with developmental differences. The focus of the course is on inclusion, including the identification of developmental differences; assessment and referral practices; the adaptation of curriculum and learning environments, and the development of community support and parent/teacher partnerships.

(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.

(3 lec/0 lab)

3 sem hrs

**ECE 198 Curriculum for Early Childhood Programs**

This course provides an overview of the planning, implementation and evaluation of developmentally appropriate curriculum. Early childhood curriculum models are introduced and such topics as lesson plans, classroom management strategies, scheduling, materials and equipment are covered.

(3 lec/0 lab)

3 sem hrs

**ECE 204 Infant and Toddler Curriculum**

This course prepares students to develop and implement an infant/toddler curriculum, including design of a developmentally appropriate learning environment. It examines teacher competencies necessary for working with infants and toddlers. Supervised field observations are required.

(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 0-8. 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.

(3 lec/0 lab)

3 sem hrs

**ECE 212 Foundations of a Multilingual Early Childhood Classroom**

In this course students will learn about simultaneous and sequential multilingual development in children ages 0-6 years. Language assessment procedures, tools and observation methods will be studied and implemented. Students will be planning and implementing learning activities in a multilingual early childhood classroom. Strategies to communicate and work in cooperation with multilingual families will be discussed. 10 hours working in a multilingual classroom is required for completion of this course.

*Recommended Prereq: Completion of ECE145 Multiculturalism in Early Childhood and ECE210 Language Arts for the Young Child or concurrent enrollment.*

(3 lec/0 lab)

3 sem hrs

**ECE 215 Creative Activities for the Young Child**

This course focuses on the theory and research related to the creative development of young children. Art and music resources that encourage children's creativity are also addressed.

(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.

(3 lec/0 lab)

3 sem hrs

**ECE 230 Early Childhood Center Administration**

This course offers a study of guidelines for the establishment of childhood settings. 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.

(3 lec/0 lab)

3 sem hrs

**ECE 237 Early Childhood Multilingual Classroom - Methods and Strategies**

In this course students will examine and implement key strategies to support multilingual and multicultural students in ways that value multilingualism and biliteracy in Early Childhood classrooms. Creating engaging learning environments for all students with an emphasis in language and cultural diversity will be explored and practiced. Methods and philosophies will be developed for positive partnership with all children and families that are responsive to language and cultural differences. 45 hours of documented supervised experience in a multilingual classroom are required for this course.

*Recommended Prereq: Completion of ECE145 Multiculturalism in Early Childhood, ECE210 Language Arts for the Young Child and ECE212 Foundations of a Multilingual Early Childhood Classroom or concurrent enrollment.*

(2 lec/1 lab)

3 sem hrs

**ECE 250 Early Childhood Education Practicum**

This course combines a supervised, 240-hour fieldwork experience with on-campus group seminars. The 240 hours of fieldwork will be spent in a classroom with children between the ages of 3-5 years. For students who will be seeking their infant/toddler credential, 100 hours of the 240 hours will be spent in a classroom with children between the ages of 6 weeks — 36 months. It is designed to provide students with the opportunity to apply the theories, principles and developmentally appropriate practices of early childhood education. Emphasis is placed on students' understanding and self-evaluation of their roles as teachers of young children and as members of a teaching team.

*Recommended Prereq: Consent of instructor.*

(1 lec/15 lab)

4 sem hrs

**ECE 296 Special Topics for Early Childhood Education**

This course offers in-depth exploration of a special topic, issue or trend in the early childhood education field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab)

1 to 3 sem hrs

**ECE 299 Early Childhood Education Administration Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the early childhood education field. It provides students with the opportunity to apply leadership skills in a supervised, fieldwork experience, with emphasis placed upon students' understanding and self-evaluation of their roles as administrators of Early Childhood Education programs. The internship requires the completion of 300 contact hours of experience in an administrative role.

*Prereq: Consent of instructor.*

(0 lec/20 lab)

3 sem hrs

**Earth Science (ESC)****ESC 100 Survey of Earth Science**

This course is designed to provide an introduction to science, the earth sciences, and to acquaint the student with earth systems. Emphasis is on geology, meteorology, climatology, geomorphology and environmental change, with lesser emphasis on the principles of astronomy and oceanography.

*Note: Students enrolling in ESC100 are not required to enroll in ESC101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in ESC100 and ESC101.*

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

**ESC 101 Survey of Earth Science Laboratory**

This course is designed to acquaint the student with the scientific method and earth systems. Emphasis is on topics related to geology, oceanography and meteorology, which are explored through selected laboratory exercises.

*Prereq: ESC100 or concurrent enrollment.*

IAI: P1 905L.

(0 lec/2 lab)

1 sem hrs

**ESC 110 Climate and Global Change**

This course is designed to provide an introduction to climate and to acquaint the student with the processes that govern global weather and climate conditions. The student will gain a general understanding of climate change, global warming, acid rain, ozone depletion, and desertification. Current theories regarding humankind's impact on climate are also emphasized.

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

**ESC 120 Introduction to Meteorology**

This course is an introduction to Earth's atmosphere and the forces behind the weather. Topics include temperature, water vapor, cloud and precipitation formation, atmospheric stability, mid-latitude cyclones, weather forecasting, thunderstorms, tornadoes and hurricanes. A laboratory section includes weather observation and analysis techniques, using weather charts, diagrams and studying past storm events.

IAI: P1 905L

(3 lec/2 lab)

4 sem hrs

**ESC 125 Severe and Unusual Weather**

This course provides an introduction into the weather phenomena that most severely impact society, including thunderstorms, tornadoes, hurricanes, winter storms, floods, drought, ENSO, and temperature extremes. Emphasis is placed on the methods for forecasting, detecting, monitoring, and mitigating the hazards associated with these atmospheric phenomena.

*Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures; and C or better in MTH072 or placement by appropriate measures.*

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

**ESC 130 Introduction to Oceanography**

This course is designed to provide an introduction to oceanography by highlighting several components of the marine environment. Emphasis is on plate tectonics, oceanic circulation, the properties of seawater, waves and tidal action, coastal features and landforms, and oceanic habitats and their biota. Lesser emphasis is placed on marine sedimentation, the physiography of the ocean floor and general marine productivity.

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

**ESC 296 Special Topics/Earth Science**

This course offers in-depth exploration of a special topic, issue or trend in earth science, including specific studies in geology, geography, oceanography, meteorology or any of their sub-disciplines. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 6 lec/0 to 12 lab)

1 to 6 sem hrs

**Economics (ECN)****ECN 100 Introduction to Economics**

This is a survey course introducing students to the basics of both macroeconomics and microeconomics. The purpose of this course is to introduce the student to the disciplines of economics and provide a basic understanding of how it functions in today's society. Topics studied include the theory of demand and supply and its welfare application, market structures, income distribution, fiscal and monetary policy, and the global economy.

*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 201 Principles of Economics-Microeconomics**

This course provides an introduction to basic economic principles and the principles of microeconomics. Topics covered include the application of the concepts of supply and demand to the impacts of government policies (price control, taxation, subsidy and trade restriction) on welfare economics and international trade; the behavior of the consumer; resource allocation; the behavior of the firms and their pricing strategies under different market structures, including perfect competition and imperfect competition, the economics of the labor market and the introduction to game theory.

IAI: S3 902.

(3 lec/0 lab)

3 sem hrs

### ECN 202 Principles of Economics- Macroeconomics

This course provides an introduction to basic economic principles and the principles of macroeconomics. Topics discussed include demand and supply; national income accounting; economic growth; economic fluctuations; inflation, unemployment, income distribution; the determination of the equilibrium real gross domestic product (GDP), fiscal policy and public debt; money, banking and monetary policy; and international economics including international trade and finance.

**IAI: S3 901.**

(3 lec/0 lab)

3 sem hrs

### ECN 296 Special Topics/Economics

This course offers in-depth exploration of a special topic, issue or trend in the economics field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab)

1 to 3 sem hrs

## Education (EDU)

### 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. Students will identify ethical and legal strategies to create a safe, creative or healthy learning environment.

(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. Lesson planning, mandatory reporting, and specialized training will be emphasized.

*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 using various documented educational assignments. A weekly on-campus seminar explores such topics as effective teaching methods, classroom management techniques, and learning styles, and assists students in assessing their commitment to teaching as a career.

*Note: To be approved for placement in the clinical experience, the student is required to pass and pay for a criminal background check. Also, the number of EDU202 Clinical Experience in Education transferable hours will be determined by the transfer institution.*

*Recommended Coreq: EDU200.*

(1.5 lec/3 lab)

3 sem hrs

### EDU 205 Introduction to Technology in Education

This course introduces students entering the teaching profession to the knowledge and skills required to demonstrate proficiency in the current technology standards that have been established for educators. The course focuses on both knowledge and performance, and it includes hands-on technology activities that are used with diverse student populations.

*Recommended Prereq: Keyboarding; basic skill in word processing, spreadsheet and database programs.*

(3 lec/0 lab)

3 sem hrs

### EDU 210 Educational Psychology

This course studies the psychological principles that provide the foundation for educational practice. The theories of cognitive and psychological development, human learning and motivation are discussed, with an emphasis on application for instruction and assessment. Learner-centered instruction and diversity issues are also addressed.

*Recommended Prereq: PSY100.*

(3 lec/0 lab)

3 sem hrs

### EDU 220 Introduction to Special Education

This survey course introduces the historical, philosophical and legal foundations of special education. Topics include an overview of the characteristics of individuals with disabilities; a review of the provisions of the Individuals With Disabilities Education Act (IDEA) and its associated programs; and an examination of the diverse nature of exceptional populations, with an emphasis on the relationship between personal and student cultural perspectives.

*Recommended Prereq: ECE115.*

*Recommended Coreq: EDU202.*

(3 lec/0 lab)

3 sem hrs

### EDU 296 Topics/Issues for Education

This course offers in-depth exploration of a special topic, issue or trend in the field of education. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab)

1 to 3 sem hrs

## Emergency Medical Technician (EMT)

### EMT 120 Emergency Medical Technician - Basic

This course emphasizes emergency medical care skills and teaches these skills in a job-related context based on the Department of Transportation (DOT) National Standard Curriculum. Course content includes the care of individuals with various traumatic/emergent medical conditions, as well as training in the use of medical equipment and materials. This course prepares the student for either the State licensure examination for the State Emergency Medical Technician Basic or the National Registry of Emergency Medical Technician Examination through the Illinois Department of Public Health. Repeatable to a maximum of 36 semester hours; 9 semester hours may apply to a degree or certificate.

*Note: Students must submit proof of current CPR or Basic Life Support for Health Care Providers to the instructor on the first day of class and are required to purchase a stethoscope. The State of Illinois requires completion of GED or a high school diploma prior to testing for certification, and that students be at least 18 years of age to test. Proof of a tuberculosis test and current immunizations must be submitted to the instructor prior to the first day of the emergency room experience.*

*Prereq: C or better in ENG085 or placement by appropriate measures into ENG095 or higher.*  
(8 lec/3 lab) **9 sem hrs**

### EMT 124 Survey of Paramedic Skills

This course is intended to train paramedics in history taking, physical examination, airway management, medical patient assessment, medical patient management, cardiac patient assessment and management, trauma patient assessment and management, venous access, medication administration, obstetric patient assessment and management, delivery and care for a newborn, pediatric assessment and leadership skills. It includes classroom theory and laboratory experience.

*Prereq: Program admission; current license as an EMT-B.*

*Coreq: EMT125; EMT126.*

(6 lec/ lab)

**6 sem hrs**

### EMT 125 Paramedic I

This course is intended to train paramedics in pulmonology, anatomy and physiology, medical terminology, pathophysiology, pharmacology, medication administration, and the management of cardiovascular disorders. Topics include patient's airways, electrocardiography (ECG) tracing, and the assessment and reassessment process. It includes classroom theory and laboratory experience.

*Prereq: Program admission; current license as an EMT-B.*

*Coreq: EMT124*

(4 lec/5 lab)

**6.5 sem hrs**

### EMT 126 Paramedic II

This course is intended to train paramedics in International Life Support, trauma, environmental emergencies, psychiatric and behavioral disorders, gynecology, obstetrics, neonatology, pediatrics and geriatric emergencies, toxicology and substance abuse, immunology, gastroenterology, neurology, endocrinology, and communication. It includes classroom theory and laboratory experience.

*Prereq: Program admission; current license as an EMT-B; EMT125.*

*Coreq: EMT124*

(4 lec/5 lab)

**6.5 sem hrs**

### EMT 127 Paramedic III

This course is intended to train paramedics in medical/legal issues, ethics, emergency/medical systems, Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS), personal wellness including emotional aspects and stress, injury prevention, life span development, acute interventions for chronic-care patients, urology/nephrology, infectious disease and sepsis. Topics also include home health care, the role of the paramedic in public and emergency medical services (EMS) research. It includes classroom theory and laboratory experience.

*Prereq: Program admission; current license as an EMT-B; C or better in EMT124, EMT125, and EMT126.*

*Coreq: EMT130 and EMT131.*

(3 lec/3 lab)

**4.5 sem hrs**

### EMT 128 Paramedic IV

This course is intended to train paramedics in hematology, abuse and assault, challenged patients, extrication awareness, ambulance operations, medical incident command, crime scene awareness, rural emergency medical services (EMS), and assessment-based management. Topics also include potentially violent situations, responding to terrorist acts, hazardous materials response, air medical response, simple triage and rapid treatment (START) and simple triage and rapid treatment for children (JumpSTART). It includes classroom theory and laboratory experience.

*Prereq: Program admission; current license as an EMT-B; C or better in EMT124, EMT125, EMT126, EMT127, EMT130, and EMT131.*

*Coreq: EMT230; EMT231.*

(3 lec/3 lab)

**4.5 sem hrs**

### EMT 130 In-Hospital Clinical Experience for the Paramedic I

In-hospital clinical experience includes: instruction and supervised practice of emergency medical skills primarily in the Emergency Departments of Northwestern Medicine-Delnor Hospital, Amita Mercy Medical Center, and Rush-Copley Medical Center. Other experience is gained in critical care units, operating rooms, labor and delivery or cardiac catheterization labs. Experiences include assessment and management of various types of patients in the hospital/clinical setting. Basic life support (BLS) and advanced life support (ALS) skills are also emphasized. The in-hospital clinical runs concurrently with the field clinical.

*Prereq: Program admission; current license as an EMT-B; EMT124; EMT125; EMT126.*

*Coreq: EMT127; EMT131.*

(0 lec/6 lab)

**3 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 preceptor. 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 in the capacity of a team member. Experiences include assessment, management, and diagnosis of various types of patients in the hospital/clinical setting. Basic life support (BLS) and advanced life support (ALS) skills are also emphasized. The field clinical runs concurrently with the in-hospital clinical.

*Prereq: Program admission; current license as an EMT-B; EMT124; EMT125; EMT126.*

*Coreq: EMT127; EMT130.*

(0 lec/7.5 lab)

**2 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 Northwestern Medicine-Delnor Hospital, Presence Mercy Medical Center, and Rush-Copley Medical Center. Other experience is gained in critical care units, operating rooms, labor and delivery or cardiac catheterization labs. Experiences include assessment and management of various types of patients in both an emergency medical services (EMS) capacity as well as in the hospital/clinical setting. Basic life support (BLS) and advanced life support (ALS) skills are also emphasized. The in-hospital clinical runs concurrently with the field clinical and culminates with clinical opportunity with the Medical Director or their designee.

*Prereq: Program admission; current license as an EMT-B; C or better in EMT124, EMT125, EMT126, EMT127, EMT130, and EMT131.*

*Coreq: EMT128; EMT231.*

*(0 lec/3 lab)*

**1 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 preceptor. 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 in the capacity of a team leader. Experiences include assessment, management, and diagnosis of various types of patients in the hospital/clinical setting. Basic life support (BLS) and advanced life support (ALS) skills are also emphasized. The field clinical runs concurrently with the in-hospital clinical.

*Prereq: Program admission; current license as an EMT-B; C or better in EMT124, EMT125, EMT126, EMT127, EMT130, and EMT131.*

*Coreq: EMT128; EMT230.*

*(0 lec/5 lab)*

**1 sem hrs**

### EMT 299 Paramedic Internship

Combining academic credit with professional experience, the paramedic internship is the evaluative phase of the paramedic program. Students serve as entry-level paramedics under the supervision of an approved Southern Fox Valley-Emergency Medical Systems preceptor. Topics include communication skills, using information relative to role of the paramedic, technical skills required of the paramedic, and personal behaviors.

*Prereq: Program admission; current license as an EMT-B; C or better in EMT124, EMT125, EMT126, EMT127, EMT128, EMT130, EMT131, EMT230, and EMT231.*

*(0 lec/9.5 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 for part models. At least 50 percent of the course requires the student to use Computer Aided Drafting and Design (CAD).

**IAI: EGR 941.**

*(2 lec/2 lab)*

**3 sem hrs**

### EGR 220 Analytical Mechanics-Statics

This course provides instruction on particle statics, general principles and force vectors, rigid body equilibrium, moments of inertia, distributed forces and centroids, analysis of structures, virtual work, and friction.

*Prereq: MTH131; PHY221 or concurrent enrollment.*

**IAI: EGR 942.**

*(3 lec/0 lab)*

**3 sem hrs**

### EGR 230 Analytical Mechanics-Dynamics

This is the second part of an introduction to mechanics from an engineering perspective. It is a study of the motion of particles and rigid bodies, in general and as applied to simple mechanisms. Topics include position, velocity, acceleration, translation, rotation, general plane motion, Newton's second law of motion, work, energy, impulse, and momentum in relation to motion particles as well as rigid bodies.

*Recommended Prereq: EGR220.*

**IAI: EGR 943.**

*(3 lec/0 lab)*

**3 sem hrs**

### EGR 296 Topics/Issues for Engineering

This course offers in-depth exploration of a special topic, issue or trend in the engineering field. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

*(1 to 6 lec/0 lab)*

**1 to 6 sem hrs**

## English (ENG)

### ENG 065 ELL Communication Skills I

This course focuses on reading and writing skills and strategies to prepare developing English Language Learners (ELL) for academic and professional success. Vocabulary, grammar, speaking, listening, and pronunciation skills are practiced in context with an emphasis on summarization skills of text and verbal materials.

*Prereq: Placement by appropriate scores on reading and writing tests.*

*(3 lec/2 lab)*

**4 sem hrs**

### ENG 075 ELL Communication Skills II

This course focuses on enhancing reading and writing skills and strategies to prepare intermediate English Language Learners (ELL) for academic and professional success. Vocabulary, grammar, speaking, listening, and pronunciation skills are practiced in context with an emphasis on analysis of text and verbal materials.

*Prereq: C or better in ENG065 or placement by appropriate scores on reading and writing tests.*

*(3 lec/2 lab)*

**4 sem hrs**

### ENG 080 Reading and Writing Fundamentals

This course facilitates students' academic learning experiences as they develop basic competency with reading and writing skills such as interpreting texts, connecting to ideas, and developing an effective writing process.

*Prereq: Placement by appropriate scores on reading and writing tests.*

*(1 lec/2 lab)*

**2 sem hrs**

**ENG 085 Basic Integrated Reading and Writing**

This course fully integrates reading and writing and offers additional academic support. The course will facilitate students' academic learning experiences expected in college-level classes as they develop academic reading skills such as determining the explicit meaning of a text, making logical inferences from a text, and citing specific textual evidence in analytical writing. Writing skills such as composing texts that demonstrate reading comprehension, a clear focus, logically developed ideas, evidence from reading as support, and use of appropriate language that advances the writer's purpose will be emphasized.

*Prereq: C or better in ENG075 or ENG080 or placement by appropriate scores on reading and writing tests.*  
(3 lec/2 lab) 4 sem hrs

**ENG 095 Integrated Reading and Writing**

This course integrates reading and writing. This course will facilitate students' academic learning experiences as they develop competency with the academic reading and writing skills expected in college level classes.

*Prereq: Placement by appropriate scores on reading and writing tests. Refer to placement guide.*  
(3 lec/0 lab) 3 sem hrs

**ENG 099 Supplemental First-Year Composition I**

This course focuses on supplementing the writing and revising of essays and writing projects in First-Year Composition I. As such, instruction will concentrate on evidencing components of the writing process, notetaking and composition strategies, and utilizing critical thinking skills and habits of mind to meaningfully engage with diverse texts and rhetorical situations.

*Prereq: Placement by appropriate scores on reading and writing tests.*

*Coreq: ENG101.*

(0 lec/2 lab) 1 sem hrs

**ENG 101 First-Year Composition I**

This course focuses on the writing and revising of academic essays or writing projects and is the first in a two-course sequence. First-Year Composition I develops awareness of writing processes; provides strategies for inventing, organizing and editing; stresses a variety of uses for writing while analyzing audiences, purposes, or contexts in texts; and emphasizes critical skills in reading, thinking and writing. Academic writing is distinguished from various discourse communities by formality, conventions, and multi-sourced content.

*Note: IAI General Education requires a C or better in this course.*

*Prereq: C or better in ENG085 or ENG095, Transitional English in high school, or college placement measures.*

**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 academic essays, and writing projects. The second of a two-course sequence, First-Year Composition II continues to develop awareness of writing processes; provides more complex strategies for inventing, organizing and editing; stresses a variety of uses for writing while analyzing audiences, purposes, or contexts in texts; and emphasizes critical skills in reading, thinking, and writing. Academic writing is distinguished from various discourse communities by formality, conventions, and multi-sourced content. Students will write critically reflective and analytical, academic research papers.

*Note: IAI General Education requires a C or better in this course.*

*Prereq: C or better in ENG101.*

**IAI: C1 901R.**  
(3 lec/0 lab) 3 sem hrs

**ENG 152 Business Communication**

This basic communication course for the occupational or technical student is intended to improve the student's written communication process and skills. Major emphases is on using techniques and conventions essential in effective professional writing, including various kinds of computer based writing projects or correspondence for business and industry.

(3 lec/0 lab) 3 sem hrs

**ENG 153 Technical Writing**

This course emphasizes technical writing basics including defining an audience, understanding style and format, using graphic elements and visual aids, evaluating purpose and format, and document handling with business ethics in mind. 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.

(3 lec/0 lab) 3 sem hrs

**ENG 204 Creative Writing: Fiction**

This course provides guided practice in writing creative fiction with emphasis on the elements of craft, forms, genres, and current trends in writing fictional narratives. It is designed to help new and experienced writers produce and develop their own fictional stories utilizing a workshop environment and a close examination of craft from a diverse selection of short stories and novels. Students will produce a portfolio of work and will explore publishing opportunities related to creative writing.

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

(3 lec/0 lab) 3 sem hrs

**ENG 205 Creative Writing: Poetry**

This course offers practice and guidance in the writing of poetry with emphases on fundamental elements of image, trope, metaphor, voice, line, diction, syntax, and rhythm. Students will read and write lyric, narrative, and dramatic poems and work toward discovering and developing their own voices in a collaborative, workshop setting. Students will also read poetry by established poets.

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

(3 lec/0 lab) 3 sem hrs

**ENG 206 Creative Writing: Non-Fiction**

This course provides guided practice in writing creative non-fiction with focus on the elements of craft, forms of memoir and journalism, and research techniques utilized in producing creative non-fiction narratives. Students will explore creative presentations of truth as both new and experienced writers discover and develop their own creative non-fiction narratives in a workshop environment. Students will produce a portfolio of work and will explore publishing opportunities related to creative non-fiction writing.

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

(3 lec/0 lab) 3 sem hrs

**ENG 211 American Literature to 1865**

This course is a survey of representative works illustrating the development of American literature from its beginnings to the Civil War, with an emphasis on major literary movements understood in relation to their intellectual, social, and political contexts. Critical analyses of representative works with attention to the elements of various genres through primary and secondary resources will be required.

*Note: Recommended for the IAI English major or Gen Ed elective. IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**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, Regional Realism, Naturalism, Modernism, Postmodernism, and Multiculturalism or writing circles such as the Chicago Renaissance and Harlem Renaissance understood in relation to their intellectual, social and political contexts. Critical analyses of representative works with attention to the elements of various genres through primary and secondary resources will be required.

*Note: Recommended for the IAI English major or Gen Ed elective. IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 915.**

(3 lec/0 lab)

3 sem hrs

**ENG 215 Masterpieces of American Literature**

This course emphasizes the development and treatment of major themes and ideas in the works of significant American authors. Such representative writers as Bradford, Edwards, Franklin, Hawthorne, Poe, Melville, Emerson, Thoreau, Twain, James, Dickinson, Faulkner, Hemingway, Steinbeck and others are read. Understanding, appreciation, and the influence of the assigned readings is emphasized along with intellectual, social and political contexts.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**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. Students will read, understand, and explore issues of race, ethnicity, class, caste, gender, sex, sexuality, nation, region, disability, age, or ecosystem within a variety of literary genres. Considerations of history, formal dynamics, ideas, and the personal as political (activism) will also be explored.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**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 of primary and secondary resources is required.

*Note: Recommended for the IAI English major or Gen Ed elective. IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 912.**

(3 lec/0 lab)

3 sem hrs

**ENG 222 British Literature From 1800**

This course is a chronological study of the evolving world of British literature. Major works of poetry, drama and fiction from the Romantic, Victorian, Modern and contemporary periods are studied. Students will forge connections between authors, works, eras and genres through critical analysis and synthesis of both primary and secondary resources.

*Note: Recommended for the IAI English major or Gen Ed elective. IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 913.**

(3 lec/0 lab)

3 sem hrs

**ENG 225 Masterpieces of British Literature**

This course emphasizes the major themes, ideas and eras of British literature. Selections include Shakespeare, Milton, Swift, the Romantic, Victorian and Modern eras, and contemporary British literature. Understanding, appreciation, and the influence of the assigned readings is emphasized along with intellectual, historical, and sociological contexts.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 913.**

(3 lec/0 lab)

3 sem hrs

**ENG 226 Introduction to Shakespeare**

This course is an introduction of the works of Shakespeare for understanding, appreciation and the influence of representative plays. Topics of interest include Shakespearean genres such as comedy, tragedy, history, romance, and sonnets. Recurrent themes, historical and ideological contexts, intertextuality will be explored through the use of primary and secondary resources.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 905.**

(3 lec/0 lab)

3 sem hrs

**ENG 228 Children's Literature**

Children's Literature introduces the students to the major genres of children's books, both in print and digital formats. The class focuses on authors, illustrators and trends in children's literature for emerging readers through middle school students. The impact of popular culture, caregiver and educator influence and societal trends on children's literature and literacy development will be investigated. Selection of age and reading level appropriate materials, introducing children to books, and storytelling are also emphasized.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 918.**

(3 lec/0 lab)

3 sem hrs

**ENG 229 Introduction to Literature**

This course is a critical study of three forms 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. The course emphasizes the correlation of literary elements such as plot, character, setting, symbolism, or theme, and it studies relationships between fiction forms.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 900.**

(3 lec/0 lab)

3 sem hrs

**ENG 230 Introduction to Poetry**

This course is a critical study of world poetry, including a variety of styles from the Renaissance to recent times. It teaches students to interpret meaning through analyses of major elements of poetry such as structure, symbolism, and tone, and to defend their interpretation.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 903.**

(3 lec/0 lab)

3 sem hrs

**ENG 235 Short Stories to Novels:  
Examining Fiction**

This course is a critical study of three forms 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. This course emphasizes the correlation of literary elements such as plot, character, setting, symbolism, or theme. It also studies the relationships between fiction forms.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**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.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 902.**

(3 lec/0 lab)

3 sem hrs

**ENG 245 World Literature**

This course is a survey of representative literary texts ranging from ancient Greek and Roman epics to 19th and 20th century short stories, poems, or drama originating in continental Europe, post-colonial Latin America, Africa, or Asia from ancient times to the present. The course emphasizes the significance of the selections as human documents as well as their importance as literature. Although this course focuses primarily upon Western literature, representative texts from other cultures may be integrated into the syllabus. A cross selection of literary genres ranging from Greek and Roman epics to modern plays, love sonnets, and modern short stories constitutes the course reading list.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**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 genres written by women in English across several centuries. Authors represent a variety of racial, ethnic, sexual, class, disability, age, regional, and national backgrounds. Students explore how systems of race, ethnicity, class, caste, gender, sex, sexuality, disability, age, region, nation, and ecosystem affect the conditions under which women write as well as what they write. Students also explore differences and continuities in women writers' perspectives and their uses of form, content, and subject.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 911D.**

(3 lec/0 lab)

3 sem hrs

**ENG 265 Latinx Literatures of the  
United States**

This course is an introduction to the literatures and cultures of Latinx writings in the United States and focuses on the ways in which identity, displacement, bilingualism, code-switching, political conflict, exile, immigration, transculturation, transnationalism, refugee status, colonialism, imperialism, and memory influence and emerge in literary works. Students will read texts in a variety of genres—fiction, poetry, drama, memoir, essay, newspaper columns, testimonios, speeches, corridos—including but not limited to works by writers with roots in Cuba, The Dominican Republic, Mexico, Puerto Rico, and throughout South, Central, and North Americas. Students will identify and understand the social and cultural impacts of Latinx Literature. The works will be read in English.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

**IAI: H3 910D**

(3 lec/0 lab)

3 sem hrs

**ENG 296 Special Topics in Literature**

This course offers in-depth exploration of a special topic, issue or trend in literature. Repeatable to a maximum of 16 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

*Note: IAI English majors should be aware that universities may not accept elective literature courses other than British and American survey courses for the major when transferring.*

*Recommended Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

(2 to 4 lec/0 lab)

2 to 4 sem hrs

## Film Studies (FLM)

### FLM 250 Film as Art: A Survey of Film

An introduction to film as an art form, this course examines the motion picture medium through the interpretation and analysis of film texts using filmic terminology and relevant critical theories.

IAI: F2 908.

(3 lec/0 lab)

3 sem hrs

### FLM 260 History of Film

This course surveys the historical development of film, emphasizing the study of international films, movements, genres, and innovations in film production that have had significant influence on film as an art form.

IAI: F2 909.

(3 lec/0 lab)

3 sem hrs

### FLM 270 Film and Literature

This course is a study of relationships between literary and cinematic forms, emphasizing an examination of film adaptations of written texts.

IAI: HF 908.

(3 lec/0 lab)

3 sem hrs

## Finance and Banking (FIN)

### FIN 200 Principles of Finance

In this introduction to the role of financial management in today's business world, the following course topics are emphasized: financial markets, debt and equity financing, short and long term financing, capital budgeting, risk and rates of return, and financial statement analysis.

Recommended Prereq: ACC120.

(3 lec/0 lab)

3 sem hrs

### FIN 205 Personal Finance and Investing

This course provides students with direction in making sound personal financial and investment decisions. Coverage includes preparation of budgets, the time value of money, evaluation of credit decisions (credit cards, loans, mortgages), financial markets and the securities within those markets, investment options, tax planning, insurance basics and retirement and estate planning.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

## Fire Science (FSC)

### FSC 105 Basic Operations Firefighter Module A

This course provides the lecture and practical training toward the Basic Operations Firefighter Certification by the Office of the State Fire Marshal. This course covers firefighting competencies such as: fire department organization, fire behavior, building construction, safety, ethics, communications, self-contained breathing apparatus, extinguishers, and ropes and knots through past and future firefighter technology.

(4 lec/0 lab)

4 sem hrs

### FSC 115 Basic Operations Firefighter Module B

This course provides the lecture and practical training toward Basic Operations Firefighter Certification by the Office of the State Fire Marshal. Topics discussed include nozzles and streams, water supply, forcible entry, ladders, hose and appliances, ventilation used in facilitating rescues or fire extinguishment.

Prereq: FSC105 or concurrent enrollment.

(4 lec/0 lab)

4 sem hrs

### FSC 118 Basic Operations Firefighter Module C

This course provides training toward Basic Operations Firefighter Certification by the Office of the State Fire Marshal. Topics discussed include Fireground Search and Rescue, Fire Control, Loss Control, Alarm Detection and Suppression Systems, Fire Prevention and Education, Wildland Firefighting, Fire Fighter Survival, Preserving Evidence, technical rescue awareness, and hazardous materials awareness. Enforced

Prereq: FSC105; FSC115 or concurrent enrollment.

(4.5 lec/0 lab)

4.5 sem hrs

### FSC 120 Hazardous Materials Operations

This course is designed to provide the student with the skills and knowledge necessary to be examined and certified by the Illinois Office of the State Fire marshal as a Hazardous Material First Responder according to certification standards. Topics include roles of a hazardous materials first responder, physical characteristics, toxicity, exposure, and contamination terminology are mentioned. The classification, regulations and policies related to hazardous materials at the local, state, and federal level are emphasized.

(3 lec/0 lab)

3 sem hrs

## FSC 125 Advanced Technician Firefighter

This course provides partial training toward Advanced Technician Firefighter Certification and instructs Basic Operations Firefighter students in advanced firefighting techniques. Content for this course includes fire department organization, fire behavior, safety, ethics, communications, building construction, ladders, fire hose, water supply, tools and equipment use and maintenance, forcible entry, ventilation, fire control, protecting evidence for cause and origin, fire prevention and education, fire detection and alarm suppression systems, firefighter survival and technical rescue. Successful completion of this course, practical completion and passage of the state written exam along with other required Office of the State Fire Marshal courses leads to Office of the State Fire Marshal Certification as an Advanced Technician Firefighter.

Recommended Prereq: FSC105 and FSC115; or Basic Operations Firefighter Certification.

(4 lec/0 lab)

4 sem hrs

## FSC 140 Fire Apparatus Engineer

This course is designed to provide students with the necessary background, knowledge and skills to perform the duties of a fire apparatus engineer, which include pump operations, pump functions, pumper components, pumper requirements for maintaining and testing apparatus, fire stream development, and water supply in relation to various fire ground situations. This course provides training toward Fire Apparatus Engineer Certification by the Illinois Office of the State Fire Marshal.

Recommended Prereq: Firefighter II Certification.

(4 lec/0 lab)

4 sem hrs

## FSC 150 Vehicle and Machinery Operations

This course provides basic skills toward the performance of rescue specialist operations. It provides an introduction to the knowledge and skills required in the various specialties of extrication using tools, patient extraction methods, and the incident command structure with EMS personnel. This course provides training towards 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.

(3 lec/0 lab)

3 sem hrs

**FSC 160 Tactics and Strategy**

This course introduces the basic principles of fire ground tactics and strategy as required of the Company Fire Officer. Emphasizes scene size-up, incident action plans, fire ground operations, pre-fire planning, engine and truck company operations. This course meets partial requirements for the Company Fire Officer certification through the Office of the State Fire Marshal.

*Prereq: C or better in FSC105, FSC115, FSC118, or Basic Operations Firefighter Certification.*  
(4 lec/0 lab) 4 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 towards Fire Instructor I Certification by the Illinois Office of the State Fire Marshal and is designed using National Fire Protection Association (NFPA) Standard 1041. A Firefighter II Certification is required to qualify for an Instructor I Certification.

*Recommended Prereq: Firefighter II Certification.*  
(3 lec/0 lab) 3 sem hrs

**FSC 215 Vehicle Operations**

This course provides partial training toward the Fire Service Vehicle Operator Certification. Students will be instructed in the safe operation and inspection of a fire service vehicle during emergency and non-emergency situations. The classroom instruction must be combined with a fire department practical driving exam for the completion of the Office of the State Fire Marshal examination for the Fire Service Vehicle Operator Certification.

(.5 lec/0 lab) .5 sem hrs

**FSC 220 Company Officer Principles**

This course covers the role of the Company Fire Officer within the community, including community needs assessment. It also provides basic training in the principles of fire investigation and inspection, in addition to ensuring firefighter health and safety. This course meets partial requirements for the Company Fire Officer certification through the Office of the State Fire Marshal.

*Prereq: FSC105, FSC115, FSC118 or Basic Operations Firefighter certification.*  
(3 lec/0 lab) 3 sem hrs

**FSC 231 Company Officer Leadership**

This course covers the role and function of a Company Fire Officer through human resource management, administration, policy review, and budgeting. Conflict management strategies are also covered. This course provides partial training towards the Company Officer Certification through the Office of the State Fire Marshal.

*Prereq: FSC105, FSC115, FSC118 or Basic Operations Firefighter 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. As language is a reflection of culture, learning about life in France and other French-speaking countries is also included. Emphasis on listening, speaking, reading and writing in French is stressed throughout the course.

(3 lec/0 lab) 3 sem hrs

**FRE 102 Elementary French II**

This course is a continuation of FRE101 with emphasis on 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 is a continuation of FRE102 with further consideration of the basic structures and vocabulary of French. Increased development of the ability to listen, speak, read, and write in French and enhanced understanding of life in France and other French-speaking countries are emphasized.

*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 and is the culminating course in the French sequence. Continued development of the ability to listen, speak, read and write in French are emphasized. The use of more complex and nuanced structures and continued study of cultural issues in France and other French-speaking countries are included.

*Recommended Prereq: FRE201 or three years of high school French or its equivalent.*

**IAI: H1 900.**  
(3 lec/0 lab) 3 sem hrs

**FRE 296 Special Topics in French**

This course offers in-depth exploration of a special topic, issue or trend as it relates to the French language.

(1 to 3 lec/0 lab) 1 to 3 sem hrs

**Geography (GEO)****GEO 120 World Regional Geography**

Students are introduced to contemporary issues related to various environmental, political, geographic, and socio-economic trends and factors. Regional concepts from areas such as the Americas, Africa, Asia, and Europe, and Latin America will be examined.

**IAI: S4 900N.**  
(3 lec/0 lab) 3 sem hrs

**GEO 121 Physical Geography**

This course is designed to provide an introduction to the general physical environment emphasizing subjects and terminology from the atmosphere, biosphere, lithosphere, and hydrosphere. Topics such as meteorology, earthquakes, volcanoes, river systems and soils and how these influence our world will be examined. A laboratory component further explores these topics using the scientific method of inquiry including observation, hypothesis, formation, and experimentation.

**IAI: P1 909L.**  
(3 lec/2 lab) 4 sem hrs

**GEO 220 Geography of the Developing World**

This course introduces students to the application and practical importance of environment, geography, and socio-economic issues that have impacted the developed world using current events. An overview of various areas such as Asia, Africa, and Europe will be discussed as well as an examination of other factors such as the human impact to regional ecologically.

**IAI: S4 902N.**  
(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 in the world's major developing realms and regions. It is intended to acquaint the student with a general understanding of culture and world system theory including language and religion, spatial interaction between people, regionalism, the physical environment and population trends.

**IAI: S4 900N.**

(3 lec/0 lab)

3 sem hrs

**GEO 296 Special Topics in Geography**

This course offers in-depth analysis of a special topic, issue, or trend in geography. Topics may include GIS or other areas related to geography. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

**Geology (GLG)****GLG 100 Introduction to Physical Geology**

This course examines the basic principles of geology from a physical and historical perspective. It includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and other natural phenomena; and the evolutionary history of the earth, including its life forms and continents.

*Note: Students enrolling in GLG100 are not required to enroll in GLG101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in GLG100 and GLG101.*

**IAI: P1 907.**

(3 lec/0 lab)

3 sem hrs

**GLG 101 Introduction to Physical Geology Laboratory**

This course includes weekly face-to-face laboratory work involving mineral and rock identification, topographic and geologic map exercises, and some fieldwork.

*Prereq: GLG100 or concurrent enrollment.*

**IAI: P1 907L.**

(0 lec/2 lab)

1 sem hrs

**GLG 102 Historical Geology**

This course is an introduction to the origin and structure of the earth through a study of the evolution of its life and continents over the last 4.6 billion years. Emphasis is placed on the formation and interpretation of sedimentary rocks for the purpose of understanding how they, and the fossils contained within them, record changes in the Earth's environment and processes over time. Plate tectonics and extinctions recorded in rocks are studied to understand how they reflect environmental changes in the Earth's ocean, atmosphere, and surface.

*Note: Field trips may be part of the course.*

*Recommended Prereq: GLG100.*

**IAI: P1 907L.**

(3 lec/2 lab)

4 sem hrs

**GLG 103 Environmental Geology**

This course examines human interaction with geologic processes and hazards, including earthquakes, volcanoes, mass wasting and flooding. Environmental concerns to be discussed include the occurrence and availability of geologic resources (energy, water and minerals), land use planning, groundwater pollution and remediation, environmental health and law. The course is intended for non-science or potential environmental sciences majors.

**IAI: P1 908.**

(3 lec/0 lab)

3 sem hrs

**GLG 120 Geology of the National Parks**

Geology of the National Parks develops geological background, concepts and principles through the study of selected national parks. Students articulate the reasons why sites are designated as national parks, monuments, and seashores, and the role that geology has in determining that status. Basic geologic concepts discussed are minerals, rocks, geologic time, sedimentary environments and rivers, plate tectonics, volcanoes, weathering, mass wasting, earthquakes, and glaciers and glaciation. Human interactions and archeology are presented where appropriate.

**IAI: P1 907.**

(3 lec/0 lab)

3 sem hrs

**German (GER)****GER 101 Elementary German I**

This is an introductory course in the basic structures and vocabulary of German. The course is taught by using culturally authentic themes from everyday life with an emphasis on communication. In addition to the four basic language skills of listening, speaking, reading, and writing, cultural aspects of the German-speaking countries are also presented.

(3 lec/0 lab)

3 sem hrs

**GER 102 Elementary German II**

This course is a continuation of GER101 and expands on elementary grammar essentials. Reading and interpreting of more advanced German conversation, prose, 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 an in-depth consideration 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**

This course is a continuation of GER201 and provides a further study and review of grammar and idiomatic colloquial German. Increased emphasis is placed on conversational and free composition and 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

**GER 296 Special Topics in German**

This course offers in-depth exploration of a special topic, issue or trend as it relates to the German language.

(1 to 3 lec/0 lab)

1 to 3 sem hrs

## Health Education (HED)

### HED 100 Personal Wellness

This course is designed to address the six dimensions of health and wellness (e.g., physical, emotional, spiritual, intellectual, environmental, and social), associated health problems and subsequent strategies that can be implemented to optimize one's health. Emphasis is placed on disease prevention and health improvement through self-responsibility in areas of: achieving wellness, eating, exercising, healthy relationships, drug use and abuse, environmental influences and making healthy choices.

(3 lec/0 lab) **3 sem hrs**

## Health Information Technology (HIT)

### HIT 101 Introduction to Health Information Management

This course is a comprehensive study of health information management profession and the health record. It introduces the student to the development of the Health Information Management (HIM) profession as well as the history, structure, and function of the American Health Information Management Association. This course examines the American healthcare system. It includes the study of the main components and issues of the financing and delivery of healthcare services in the United States and in comparison to other nations. The organization and operation of the modern acute hospital will be described and analyzed along with other healthcare settings. The structure, content and standards of the electronic health record are also covered in the course. Emphasis is placed on healthcare data sets, indexes and registries.

*Prereq: C or better in ENG085 or ENG095 or placement by appropriate measures into college-level English.*

(4 lec/0 lab) **4 sem hrs**

### HIT 110 Medical Terminology

This course is designed to teach word elements of roots, combining forms, suffixes and prefixes, definitions, spelling, pronunciation and the use of correct abbreviations of medical terms. The course content is organized around body systems and emphasizes the terminology and application related to health information technology.

*Recommended Prereq: HIT101 or concurrent enrollment.*

(3 lec/0 lab) **3 sem hrs**

### HIT 120 Medical Office Procedures

Students learn about effective organizational and medical office management, professional organizations, legalities and ethics. The role and responsibilities of the administrative medical assistant are emphasized.

*Recommended Prereq: HIT110.*

(3 lec/0 lab) **3 sem hrs**

### HIT 130 Medical Insurance and Reimbursement

Reimbursement and payment systems of health insurance payers are examined, highlighting private and governmental policies. Major classes of health insurance contracts are examined with emphasis on benefits and limitations.

*Recommended Prereq: HIT110; HIT120 or MLA150.*

(3 lec/0 lab) **3 sem hrs**

### HIT 135 Health Care Delivery Systems

This course is an overview of the American health care system. It includes the study of the main components and issues of the organization, financing and delivery of health services in the U.S. The organization and operation of the modern acute hospital will be described and analyzed. Topics include: the role of federal and state governments, non-acute health care facilities, health care workforce, managed care, laws, accreditation, licensure and certification standards and reimbursements systems.

*Recommended Prereq: HIT101 or concurrent enrollment.*

(2 lec/0 lab) **2 sem hrs**

### HIT 142 Legal and Ethical Issues in Healthcare

This course examines the legal and ethical issues encountered by healthcare professionals in the United States healthcare system. Emphasis is placed on the purposes and goals of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security rules. Course topics examine privacy, confidentiality and the security of the health record, access to patient health information; release of health information (ROI) policies and procedures; professional and practice-related ethical issues in health information procedures; professional and practice-related ethical issues in health information management; risk management components related to health information management.

*Recommended Prereq: HIT101 or concurrent enrollment.*

(3 lec/0 lab) **3 sem hrs**

### HIT 210 ICD Coding

This course is an introduction to the International Classification of Diseases (ICD) coding principles for services rendered by physicians. Practice in the assignment of valid diagnostic codes is emphasized to orient the students to coding requirements, terminology and characteristics. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Prereq: C or better in HIT110; C or better in HIT220 or concurrent enrollment in HIT220.*

(3 lec/0 lab) **3 sem hrs**

### HIT 212 Inpatient Medical Coding

This course provides an introduction to basic rules, regulations and principles of the ICD-10-PCS inpatient procedural coding classification system. Students will expand their knowledge of inpatient procedures including surgical and ancillary services. The applied approach of this course will teach students how to construct procedural codes through the appropriate assignment of each code character. Students will apply their skills and acquired knowledge to a variety of inpatient coding scenarios beginning with simple and advancing to more complex. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Prereq: C or better in BIO260 and HIT110.*

(3 lec/0 lab) **3 sem hrs**

### HIT 215 CPT Coding

This course provides an introduction to the guidelines, rules and terms for the Current Procedural Terminology (CPT) and the Center for Medicare/Medicaid Services' Healthcare Common Procedure Coding System (HCPCS) classification systems. The applied approach of this course will teach students how to construct procedural codes for services provided by outpatient facilities, physicians and other healthcare professionals. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

*Prereq: C or better in BIO260 and HIT110.*

(3 lec/0 lab) **3 sem hrs**

### HIT 216 Advanced Clinical Classification Systems

This course provides in-depth coverage of ICD and HCPCS coding conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations, industry standards and changes in health care reporting will be addressed. Students will assign coding and prospective payment categories using computerized encoding software and AHIMA's Virtual Lab.

*Prereq: C or better in HIT210; HIT212; HIT215.*

(3 lec/0 lab) **3 sem hrs**

### HIT 218 Reimbursement Systems

This course will focus on the basic concepts and principles of healthcare reimbursement and medical coding. The current healthcare insurance programs, commercial and government sponsored, will be described in the context of the United States healthcare delivery system. The structure and management of a coding compliance program to meet the internal and external requirements will be described and analyzed. The origins, evolution and principles of managed care will be analyzed as a cost effective approach to deliver and finance healthcare. Prospective payment systems will be differentiated between healthcare settings including inpatient, hospital ambulatory services, physician offices, skilled nursing facilities and home care. The structure and determination of Diagnosis Related Groups and Ambulatory Payment Classifications are analyzed as well as the billing processes and the billing forms used to submit for reimbursement. The management of the revenue cycle is examined.

*Prereq: HIT135; HIT216 or concurrent enrollment in HIT216.*  
 (3 lec/0 lab)

3 sem hrs

### HIT 220 Pathophysiology and Pharmacology for the Health Information Technology Professional

A working knowledge of the nature and cause of disease including the etiology, signs, symptoms, diagnostic evaluation, clinical treatment, and pharmacology management of disease processes necessary for a career in the health information profession are presented. Emphasis is on pharmacology for health information professionals covering general principles of drug actions/reactions, major drug classes and specific agents within each class.

*Prereq: C or better in BIO260.*  
 (3 lec/0 lab)

3 sem hrs

### HIT 230 Data Applications and Health Care Quality

This course presents a comprehensive study of hospital-wide clinical quality assessment, utilization management, risk management and performance improvement. Topics include the organization by-laws, committees and credentialing of the medical staff, as well as the clinical quality assessment, utilization management and risk management process. The course will also focus on the principles and concepts of performance improvement and the tools and techniques used for outcome analysis.

*Prereq: HIT100.*  
 (3 lec/0 lab)

3 sem hrs

### HIT 240 Health Information Processes

This course introduces systems and processes for collecting, maintaining and disseminating primary and secondary health related information. It instructs in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

*Prereq: HIT100.*  
 (3 lec/0 lab)

3 sem hrs

### HIT 245 Health Information Data Analysis

This course introduces students to basic statistical principles and calculations as applied in the healthcare environment. Topics include the maintenance, compilation, analysis and presentation of healthcare statistics. In addition, students learn the fundamentals of displaying statistical information using a variety of graphs and charts.

*Prereq: HIT100.*  
 (2 lec/0 lab)

2 sem hrs

### HIT 248 Organization Resources

The philosophy and functions of human and financial resource management within the healthcare setting are examined. Emphasis is placed on the theories of decision making, problem solving, motivation, leadership communication and change management.

*Prereq: HIT100.*  
 (2 lec/0 lab)

2 sem hrs

### HIT 299 Professional Practice Experience

Combining academic credit with professional experience, this Professional Practice Experience (PPE) is a supervised internship in a health information management department of an acute and/or non-acute health care facility. The PPE is designed to provide the student 160 hours of practical experiences in the theories and concepts previously acquired in the curriculum. Students are supervised by a Registered Health Information Administrator, Registered Health Information Technician or other qualified personnel assigned by the health care facility. Repeatable to a maximum of 6 semester hours on a space available basis; 3 semester hours from the HIT internship course may apply to a degree or certificate.

*Prereq: To be eligible for placement, the student must complete all required coursework for the Health Information Technology Associate in Applied Science Degree and receive written permission from the HIT Program Coordinator.*  
 (1 lec/11 lab)

3 sem hrs

## Heating, Ventilation, Air Cond (HVA)

### HVA 110 Introduction to HVAC/R

This course introduces the learner to the terminology, concepts and scientific principles used in the Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) industry and develops skills in pipefitting, use of hand tools and operation of test instruments and equipment used in the Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) trade with an emphasis on the refrigeration cycle and charging systems.

(2 lec/2 lab)

3 sem hrs

### HVA 120 HVAC/R Electrical Systems

This course introduces electrical safety, theory, tools, and test equipment used in the HVAC/R industry. Major emphasis is placed on wiring and troubleshooting electrical circuits and examining voltage, amperage, and resistance readings.

(2 lec/2 lab)

3 sem hrs

### HVA 130 Residential Air Conditioning Systems

This course takes an extensive look at refrigeration system components and their function in the refrigeration cycle, as well as control components used within industry. Different aspects of human comfort related to the HVAC/R industry will be discussed. Topics include: Indoor Air Quality (IAQ), Psychrometrics, Enthalpy, Ventilation, Dehumidification and troubleshooting. Also includes a module on soft skills, pertaining to performing service calls.

*Prereq: HVA110; HVA120.*  
 (2 lec/2 lab)

3 sem hrs

### HVA 140 Residential Heating Systems

This course discusses the theory, science, and procedures behind heat production for residential and light commercial systems. The student will also develop skills in testing, adjusting, and replacing heating components such as furnace burners, motors, gas piping assemblies, electrical wiring and thermostats.

*Prereq: HVA110; HVA120.*  
 (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. Familiarization with HVAC blueprints is also included.

(2 lec/2 lab)

3 sem hrs

### HVA 160 EPA Refrigerant Certification

This course is intended to prepare students for the certification test required by the Environmental Protection Agency (EPA) 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.

(1 lec/0 lab)

1 sem hrs

### HVA 165 HVAC/R Safety

This course is intended to educate students on safe work practices used in the Heating, Ventilation and Air Conditioning (HVAC) industry. Topics also include Occupational Safety and Health Administration (OSHA) 10 safety standards, ladder safety, fall restraints and Lock Out Tag Out (LOTO). Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.

*Note: It is recommended that students take HVA160 and HVA165 within the same semester.*

*Prereq: HVA160.*

(1 lec/2 lab)

2 sem hrs

### HVA 180 HVAC/R Electrical Systems and Troubleshooting

This course presents advanced electrical systems and controls topics by building on the theories, concepts and skills covered in HVAC/R Electrical Systems with an emphasis on electrical system malfunctions and systematic procedures for troubleshooting. Students will use proper wiring techniques, utilize troubleshooting processes to uncover failed components.

*Prereq: C or better in HVA110 and HVA120.*

(2 lec/2 lab)

3 sem hrs

### HVA 200 Sheet Metal Fabrication and Installation

Students learn basic procedures of designing, 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.

*Note: Students will receive a schedule of field work during the first week of class..*

*Prereq: HVA130, HVA140 or concurrent enrollment, and HVA150 and HVA160.*

(2 lec/2 lab)

3 sem hrs

### HVA 205 Residential and Commercial Heat Pumps

Advanced topics in heat pump installation, troubleshooting, and maintenance. Course topics include: heat pumps (air source and geothermal), mini-split and Variable Refrigerant Flow (VRF) systems. Installation procedures like electrical wiring and system piping are also covered.

*Prereq: HVA130; HVA140.*

(2 lec/2 lab)

3 sem hrs

### HVA 215 Commercial HVAC Systems

Students will learn the operating principles, fundamental concepts, and components of commercial Heating, Ventilation and Air Conditioning (HVAC) systems. Topics include: Fans, Air Handler Units (AHUs), Rooftop Units, Chillers, Cooling Towers, Boilers, Variable Air Volume (VAVs), and Fan Powered Boxes (FPBs). Basic troubleshooting procedures, and the advantages and disadvantages of different types of commercial Heating, Ventilation and Air Conditioning (HVAC) systems will also be discussed.

*Prereq: HVA130; HVA140.*

(2 lec/2 lab)

3 sem hrs

### HVA 230 Commercial HVAC Controls

This course introduces commercial building heating and air conditioning controls. This course will cover topics including system design and operation, developing a reset schedule, familiarization with common control components, and troubleshooting basic controls.

*Prereq: HVA120; HVA130; HVA140.*

(3 lec/0 lab)

3 sem hrs

### HVA 245 Load Calculations and Duct Design

Techniques and procedures necessary to evaluate residential and commercial heat loss, and heat gain load calculation are covered. This data is used to create duct designs and layouts. Other topics include equipment sizing location and selection, infiltration, indoor air quality, and register location and selection.

*Prereq: HVA110; HVA120; HVA140.*

(2 lec/2 lab)

3 sem hrs

### HVA 250 Residential Hydronic Technology

This course presents an in-depth study in hydronic technologies and the operation of hydronic heating systems and their components. Students receive hands-on experience in installing, troubleshooting, and repairing hydronic heating systems. Topics will include heating systems, heat distributing units, and piping.

*Prereq: HVA110; HVA120; HVA140.*

(2 lec/2 lab)

3 sem hrs

### HVA 255 Commercial Refrigeration

This course covers commercial refrigeration equipment with an emphasis on operation and troubleshooting. Walk-in and reach-in coolers, freezers and ice makers are used to build on concepts learned in the Introduction to Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) and Residential Air Conditioning Systems courses. This course will differentiate between Heating, Ventilation and Air Conditioning (HVAC) and refrigeration, focusing on equipment sizing and selection. Installation of piping and wiring of refrigeration system controls are also covered.

*Prereq: C or better in HVA130, HVA160 and HVA180.*

(2 lec/2 lab)

3 sem hrs

### HVA 296 Special Topics for HVAC

This course offers in-depth exploration of a special topic, issue or trend in the heating, ventilation, and air conditioning industry. Topics might include; advanced HVAC, alternative energy or energy management. 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

## 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, cultural and transnational 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, to understand the transnational American experience since 1865.

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 within a transnational perspective with particular 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 920N.

(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 920N.

(3 lec/0 lab)

3 sem hrs

### HIS 220 History of South Asia

This course surveys the economic, social, cultural and political history of South Asian peoples and nations from ancient times to the present, paying particular attention to the ways in which the South Asian peoples conceived of and organized themselves and their societies, their religions, and their regional relationships and interactions with the global community.

(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 920N.

(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 920N.

(3 lec/0 lab)

3 sem hrs

### HIS 245 The History of Nazi Germany

This course surveys the German political scene from unification in 1871 through the era of Nazism. The role of Germany in World War I and the impact of the Treaty of Versailles on the emergence of the national Socialist German Workers' party (NSDAP - Nazis) are examined. In addition, the background and emergence of Nazi racial policies and the consequences of their strict enforcement are analyzed.

(3 lec/0 lab)

3 sem hrs

### HIS 290 Historiography and Methodology

This course introduces students to historiography and the philosophy of history, as well as historical methodology including interdisciplinary approaches.

Recommended Prereq: Consent of instructor.

(1 lec/0 lab)

1 sem hrs

### HIS 296 Special Topics/History

This course offers in-depth exploration of a special topic, issue or trend in the history field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(.5 to 3 lec/0 lab)

.5 to 3 sem hrs

**Human Services (HSV)****HSV 105 Survey of Human Services**

This course is designed to familiarize students with the field of human services and the skills required to become a human service worker. Topics covered include basic helping skills, career options within the helping professions, working with cultural differences, ethical and legal challenges in the helping professions and self-care for human service workers. Opportunities are provided to visit selected human services agencies/organizations.

(3 lec/0 lab) **3 sem hrs**

**HSV 110 Group Dynamics**

Group Dynamics uses class discussion, lecture and individual observation to familiarize students with the group process. Topics include the various types of groups and the appropriate use of group facilitation techniques such as goal setting, therapeutic factors and four stages of group counseling. In class facilitation 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 Use Disorder**

This course provides an overview of the historical and cultural attitudes toward alcohol and drug use and misuse. Theories of substance use disorders including the disease concept are introduced as well as the biologic, psychological, spiritual and family impact of the disorder. The role of community-based support systems is explored. Assessment criteria found in the current Diagnostic and Statistical Manual of Mental Disorders are reviewed and evidence-based strategies for early intervention, treatment, 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 developing cultural competence and 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 use disorder and a psychiatric disorder and provides students with an understanding of the complexities of working with this population. Students will develop an understanding of the use of the diagnostic criteria in current Diagnostic and Statistical Manual of Mental Disorders (DSM) and will become familiar with the principles of integrated treatment utilized when working with people with co-occurring disorders. This course has been designed to provide the training required for registration as a Co-Occurring Disorder Professional (CODP) offered by the Illinois Alcohol and Other Drug Abuse Professional Counseling Association (IAODAPCA).

*Prereq: C or better in HSV120.*  
(4 lec/0 lab) **4 sem hrs**

**HSV 205 PTSD-Modern Letters for an Ancient Condition**

Posttraumatic Stress Disorder (PTSD) is a relatively new name for a condition that is most often associated with returning military. PTSD is a condition that can affect many people who have been exposed to multiple forms of psychological or physical trauma. This course provides a historical overview and discussion of the prevalence of PTSD. Additionally, the causes, diagnostic criteria, screening, and an overview of treatment and psychopharmacological interventions for this disorder are presented.

(1 lec/0 lab) **1 sem hrs**

**HSV 210 Psychopharmacology and the Addictive Process**

This course studies the neurologic, physiologic, behavioral and cognitive effects of psychoactive drugs - drugs that affect the brain and central nervous system. Legal and pharmacological classification systems and specific classes are reviewed, including risks associated with overdose, withdrawal and physical dependence. Methods and patterns of use and the impact of route of administration are explored. The use of drugs in treating psychiatric disorders, accepted medical uses, and toxicity of socially abused drugs are also explored. Substance use patterns of special populations are included.

*Prereq: C or better in HSV120.*  
(3 lec/0 lab) **3 sem hrs**

**HSV 215 Introduction to Social Work**

Introduction to Social Work examines social work within the context of social welfare service and social welfare policies, including historical origins, conceptual framework, and contemporary issues. An overview of practice methods, research considerations, policy issues, and social work values and ethics are studied in relation to clinical decisions. Emphasis is on the role of social work with culturally diverse and at-risk groups in America that face societal challenges. Students are introduced to the variety of roles available in the social work profession in order to make informed decisions about entering the social work profession.

(3 lec/0 lab) **3 sem hrs**

**HSV 220 The Role of Professional Addiction Counselors**

This course is devoted to the specific knowledge, methods and skills required of certified substance abuse counselors to treat individuals with substance use disorders. Content includes a review of the history and evolution of the addiction counseling field in the U.S., core functions of addiction counselors, introduction to rules regarding the confidentiality of patient records, and introduction to the professional code of ethics that governs certified addiction counselors in Illinois.

*Recommended Prereq: HSV120 and HSV210.*  
(3 lec/0 lab) **3 sem hrs**

### HSV 225 Clinical Skills for Addiction Counselors

This course is devoted to the specific knowledge, methods and skills required of certified substance abuse counselors to treat individuals with substance use disorders. Content includes a review of current laws and procedures that apply to the provision of services to DUI offenders; introduction to drug testing methods; introduction to intervention strategies incorporated into Employee Assistance Programs, school intervention programs, and specialty courts; the provision of patient education in a group setting; applicable rules governing the delivery of substance abuse intervention and treatment services in Illinois; and the maintenance of patient/client records consistent with applicable law.

*Recommended Prereq:* HSV120 and HSV210.  
(3 lec/0 lab) 3 sem hrs

### HSV 230 Addictions Counseling 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 spend 250 hours experiencing on-the-job training at a human services agency. Classroom emphasis is on the provision of clinical supervision relevant to the practice setting, defining the role of the counselor in the context of the internship site; applying ethical standards to the delivery of services at the internship site, and identifying personal learning needs in order to enter the profession.

*Prereq:* Completion of minimum of 21 credit hours of Human Services (HSV) courses, including HSV220 or HSV225, and the completion of the Internship Application.  
(1 lec/2 lab) 3 sem hrs

### HSV 235 Human Services Seminar and Field Experience

This course provides a supervised field experience and seminar designed specifically for addictions counseling students. Students spend 320 hours in on-the-job training at an addictions counseling facility and meet in a weekly seminar for group supervision. Classroom emphasis is on the provision of clinical supervision relative to the practice setting, applying ethical standards to the delivery of services at the internship site, conducting assessments using relevant DSM 5 and ASAM placement criteria, and maintaining clinical records that meet applicable regulatory standards.

*Prereq:* Attainment of bachelor's or graduate degree in human services or a related field (approved by the Illinois Certification Board, Inc.), completion of HSV220 or HSV225, and completion of the Internship Application.  
(1 lec/3 lab) 4 sem hrs

### HSV 240 Addictions Counseling Seminar and Field Experience II

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. Classroom emphasis is on the provision of clinical supervision relative to the practice setting, developing individualized patient treatment plans, providing group and individual counseling services that correspond with the patient treatment plan, and adhering to state licensing standard in the performance of their duties as an intern.

*Prereq:* C or better in HSV230.  
(1 lec/2 lab) 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 in a civilized society. Students will critique and assess the meaning, purpose or function of major artworks. Materials are organized in terms of issues and ideas.

*Note:* Participation in this course may include field trips which require admission fees.

**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 world-wide understanding of the humanities through arts, philosophies or religions among different Western and non-Western traditions. Methods for recording the human experience including humanistic, qualitative, theoretical, or philosophical methods as well as creative, historical, or cultural expressions that examine the uniqueness of societies are also discussed.

*Note:* Participation in this course may include field trips which require admission fees.

**IAI: HF 904N.**  
(3 lec/0 lab) 3 sem hrs

### HUM 112 Greek and Roman Mythology

In this introductory course, students will explore the significant myths of Greece and Rome through the study of legendary narratives, themes, archetypal figures/situations, symbolism, and figurative language. These myths and their main ideas will be studied in relation to modern culture and as a source of universal themes and values expressed through the various disciplines within the humanities.

**IAI: H9 901.**  
(3 lec/0 lab) 3 sem hrs

### HUM 201 Modern Culture and the Arts

This course provides experiences in modern, post-modern and contemporary art forms in literature, music, and graphics and discusses the historical, social and cultural 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 at both a societal and personal level. Artworks are examined through changes of philosophies, beliefs, social, cultural and art movements.

*Note:* Participation in this course may include field trips which require admission fees.

**IAI: HF 903.**  
(3 lec/0 lab) 3 sem hrs

### HUM 202 Current Trends in Digital Humanities

This course explores current and future media technologies used to design new content in the arts and humanities. Digital humanities are emphasized in the private and public sectors using sociological, psychological and cultural research. The emphasis is on key digital humanities concepts such as: video game design, data/information visualization, user interaction, gamification, and mobile media in terms of usability, utility and desirability. Using a game-based learning model, the coursework is interdisciplinary, integrating the sciences, technology, engineering, education, training, marketing, and healthcare as they intersect with the arts.

**IAI: H9 900.**  
(3 lec/0 lab) 3 sem hrs

**HUM 233 Introduction to Latin American Civilizations and Culture**

This humanities course introduces students to the cultures of LatinX populations in North America and their connections to Latin American civilizations. Key historical, political, economic and social factors will be considered alongside literature, visual art, cinema, and music reflecting the cultural identities of the diverse, Latin American peoples. Critical evaluation of traditions, colonialism, social issues, and immigration are compared to the experiences of LatinX populations in areas like Chicago and Aurora, IL.

*Note: This course is taught in English.*

(3 lec/0 lab) **3 sem hrs**

**HUM 296 Special Topics/Humanities**

This course offers in-depth exploration of a special topic, issue or trend in the field of 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 200 Independent Study**

The independent study course provides students with the opportunity to explore areas of special interest that expand on their classroom studies or develop their knowledge in a particular discipline. Repeatable to a maximum of 4 semester hours; 4 semester hours of the independent study courses (IND200, IND201) may apply to a degree or certificate.

*Prereq: Consent of instructor.*

(0 lec/3 lab) **1 sem hrs**

**IND 201 Independent Study**

The independent study course provides students with the opportunity to explore areas of special interest that expand on their classroom studies or develop their knowledge in a particular discipline. Repeatable to a maximum of 8 semester hours; 4 semester hours of the independent study courses (IND200, IND201) may apply to a degree or certificate.

*Prereq: Consent of instructor.*

(0 lec/6 lab) **2 sem hrs**

**Insurance (INS)****INS 100 Insurance Fundamentals**

This course defines the insurance mechanism, identifies common types of property-casualty insurance, and explains how insurance benefits society. Students will be introduced to the core functions of insurance organizations; marketing, underwriting, and claims. Discussions will include Insurance policy structure, type of policy provisions, and methods for analyzing policies.

(3 lec/0 lab) **3 sem hrs**

**INS 150 Personal Insurance**

This course offers an overview of property and liability loss exposures faced by most individuals. The types of insurance coverage that can be used for treating those exposures, such as personal liability, inland marine, auto, life, health, and government programs are examined. Upon completion of this course, students will be able to evaluate a property or liability loss, using appropriate coverage and policy.

*Prereq: C or better in INS100.*

(3 lec/0 lab) **3 sem hrs**

**INS 200 Commercial Insurance**

This course analyzes commercial insurance coverage including property, business income, inland and ocean marine, crime, equipment breakdown, general liability, auto, workers compensation, and package policies. Upon completion of this course, students will be able to evaluate a commercial loss, using appropriate coverage and policy.

*Prereq: C or better in INS100.*

(3 lec/0 lab) **3 sem hrs**

**Interdisciplinary Studies (IDS)****IDS 110 Introduction to Women's and Gender Studies**

This course will focus on the experiences of women and LGBTQIA+ people; the meanings of sex, gender, and sexuality; and how contemporary culture both shapes and represents our notions of gender. This course will be interdisciplinary in its approach as it examines arts, literature, history, sociology, and philosophy that explore cultural expressions of gender. We will work collaboratively to sharpen our critical analytical skills as they apply to intersecting forms of inequality in which gender, sexuality, class, caste, race, ethnicity, age, disability, ability, nation, region, and environment interact.

(3 lec/0 lab) **3 sem hrs**

**IDS 210 Peace Studies and Conflict Resolution**

This interdisciplinary course provides an introduction to non-violent approaches to personal, national, and global conflicts. Students explore historical, philosophical, political, economic, and psychological factors that often lead to violence and the non-violent alternatives for a more equitable just, and peaceful world.

(3 lec/0 lab) **3 sem hrs**

**IDS 220 Human Rights and Social Justice**

This course focuses on values and human rights that allow people to live with dignity and justice. Students examine areas in which human rights have been, and possibly still are, abused, and study the treaties, declarations, organizations, and laws that have been established to provide people with equality and social justice. Issues covered include racial discrimination, gender equality, rights of people with disabilities, LGBTQ rights, immigration, refugees, torture, prisons, and genocide.

(3 lec/0 lab) **3 sem hrs**

**IDS 296 Special Topics for Interdisciplinary Studies**

This course offers in-depth exploration of a special topic, issue or trend in interdisciplinary studies and may integrate two or more disciplines. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab) **1 to 3 sem hrs**

## Internship (ITS)

### ITS 297 Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in areas that expand on their classroom studies in a particular discipline. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the internship courses (ITS297, ITS298, ITS299) may apply to a degree or certificate.

*Prereq: Consent of instructor.*  
(0 lec/5 lab)

1 sem hrs

### ITS 298 Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in areas that expand on their classroom studies in a particular discipline. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the internship courses (ITS297, ITS298, ITS299) may apply to a degree or certificate.

*Prereq: Consent of instructor.*  
(0 lec/10 lab)

2 sem hrs

### ITS 299 Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in areas that expand on their classroom studies in a particular discipline. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the internship courses (ITS297, ITS298, ITS299) may apply to a degree or certificate.

*Prereq: Consent of instructor.*  
(0 lec/15 lab)

3 sem hrs

## Interpreter Training (ITP)

### 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 theories, and presents terminology and the four models 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 American Sign Language (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 deaf-blind consumers, specialized sign vocabulary for a variety of situations, and techniques for video relay/phone interpreting. The course also promotes the development of both interpreting and transliterating skills through vocabulary expansion in American Sign Language 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 through interpretation in front of a live audience.

*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. Logistical and ethical challenges are emphasized. 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 is designed for students who have no previous knowledge of Japanese. The course presents a basic foundation that enables students to acquire and develop language skills in listening, speaking, reading and some writing.

(3 lec/0 lab)

3 sem hrs

**JPN 102 Elementary Japanese II**

This course is a continuation of JPN101 with emphasis on increased accuracy in listening, speaking skills, reading and writing.

*Recommended Prereq: JPN101.*

(3 lec/0 lab)

3 sem hrs

**Kinesiology/Physical Education (KPE)****KPE 108 Horsemanship I**

Intended for the beginning or inexperienced rider, Horsemanship I covers English riding (Saddle seat), grooming, leading, saddling, and bridling. Students will learn safe stable management skills for horse maintenance, nutrition, and health care of horses associated with human training practices. Students will also learn basic horse riding techniques (walk, trot, canter, or an obstacle).

*Note: 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). Maximum weight limit: 160 lbs, per stable requirements.*

(0 lec/1 lab)

.5 sem hrs

**KPE 109 Horsemanship II**

Horsemanship II provides a more in-depth continuation of skills learned in Horsemanship I. Riders work on diagonals, figure work, and horse psychology. Repeatable to a maximum of 1.5 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

*Note: Maximum weight limit: 160 lbs., per stable requirements.*

*Prereq: Consent of instructor.*

(0 lec/1 lab)

.5 sem hrs

**KPE 114 Basketball I**

This course is designed for the intermediate basketball player. Instruction includes the techniques for offensive and defensive strategies (i.e. shooting, passing, dribbling and rebounding). Students will play games in which basketball strategies and basketball rules will be applied. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

*Recommended Prereq: Varsity playing experience.*

(0 lec/2 lab)

1 sem hrs

**KPE 118 Personal Defense**

This course is designed to help students acquire confidence and the ability to cope with unexpected attacks and emergencies. Students will learn self-defense techniques (i.e. punch, kick, strike, or block skills), methods of breaking falls and verbal commands to escape an attack. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

**KPE 124 Basketball II**

This course is designed for the experienced collegiate basketball player. Students will learn advanced techniques for offensive and defensive strategies (i.e. shooting, passing, dribbling and rebounding). Students will play games which basketball strategies and basketball rules will be applied. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

*Recommended Prereq: KPE114.*

(0 lec/2 lab)

1 sem hrs

**KPE 127 Cardio Kickboxing**

Cardio Kickboxing is a fusion of boxing, martial arts, and aerobics done rhythmically to music. This cardiovascular workout consisting of jabs, hooks, uppercuts, and kicks is designed to improve health. Students will learn kickboxing history, rules, strategies, research, safety and etiquette. This is a non-contact course and gloves are not required. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

**KPE 134 Zumba Fitness**

This course is designed to improve an individual's cardiovascular, muscular endurance and flexibility through participation in aerobic exercise routines set to Latin-infused dance music. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined. Intensity is elevated to a level appropriate to one's training heart rate. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

**KPE 141 Jogging**

This course is designed to improve an individual's level of cardiovascular fitness, muscular strength, muscular endurance, and flexibility. Students will learn correct running mechanics, nutrition for running, strategies to avoid over-training, and common running injuries. This course combines theory and practice to gain maximum short- and long-term cardiovascular benefits through interval, continuous, or circuit training programs. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

### KPE 142 Weight Training

This course is designed for either the beginner or experienced weight lifter. The course covers muscular strength and muscular endurance development through various modalities (free weights, machines, instability equipment, and suspension trainers). Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

### KPE 146 Yoga

This course focuses on the union of mind, body and the breath through various yoga Asana while promoting physical health and psychological well-being. The practice of Asana, Pranayama and Meditation are utilized for a complete yoga practice. The yoga Asanas are designed to enhance muscular strength, muscular endurance, flexibility, concentration and relaxation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of KPE activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

### KPE 150 Basic Prevention and Care of Athletic Injuries

This course is an introduction to athletic training for students planning careers in athletic training, coaching, physical education, or a fitness profession. The course will provide students with the skills needed to prevent and minimize athletic injuries and to provide proper care when sport injuries occur. Students will learn how to establish an integrated team of health care providers, give treatment for athletic related injuries (i.e., basic taping or wrapping skills), and recognize and manage specific conditions in a variety of athletic settings.

(2 lec/2 lab)

3 sem hrs

### KPE 200 Introduction to Physical Education

This course is designed to introduce the disciplines of physical education throughout the landscape of K-12. Emphasis will be placed on best practices of teaching Physical Education, classroom management, curriculum design, and related career opportunities. Students will learn about the historical background of Physical Education, teaching philosophies, and the future direction of physical education. Students will create a lesson plan that incorporates cardiovascular, muscular strength, muscular endurance and flexibility activities that are developmentally appropriate.

(3 lec/0 lab)

3 sem hrs

### KPE 203 Current Issues in Sports

This course examines the role of youth sports in today's society, factors that lead to substance abuse, interaction between sport and culture, and how the media influences perceptions of sports. The relevance of sport in modern society and the social processes which influence sport will also be discussed.

(3 lec/0 lab)

3 sem hrs

### KPE 204 Introduction to Coaching

This course examines coaching styles, effective communication, motivation, and strategies to enhance self-confidence among team members. Discussion is focused on athlete's personalities and how certain leadership styles can enhance athletic performance. Students will also learn how to effectively discipline individuals or teams and strategies to promote team cohesion.

(3 lec/0 lab)

3 sem hrs

### KPE 207 Teaching Sport Skills I: Team Sports

This course provides instruction on skill development, performance, and analysis of team sports such as: basketball, football, soccer, softball, and volleyball.

(2 lec/0 lab)

2 sem hrs

### KPE 208 Teaching Sport Skills II: Individual Sports

This course provides instruction on skill development, performance, and analysis of individual sports such as: badminton, golf, tennis, and track and field.

(2 lec/0 lab)

2 sem hrs

### KPE 209 Introduction to Exercise Science and Sports Professions

This is a survey course and provides an overview of the foundational content within the areas of exercise science. Topics include: exercise physiology, athletic training, sport nutrition, sport psychology, biomechanics, and careers in exercise science.

(3 lec/0 lab)

3 sem hrs

### KPE 210 Physical Education for Children

This course examines the management and instruction of developmentally appropriate physical education for children. Topics include: identifying students fitness levels, curriculum design, teaching techniques, motor skill growth and development, and student evaluation.

(3 lec/0 lab)

3 sem hrs

### KPE 211 First Aid and Emergency Care

This course provides guidelines and training which enable the citizen responder to recognize and respond appropriately to cardiac, breathing and first aid emergencies. Students will learn basic first aid techniques to administer care for open wounds, musculoskeletal injuries, cardiovascular/pulmonary complications, and metabolic disorders. Upon successful completion of the course, participants will receive the American Red Cross Responding to Emergencies, CPR/AED and First Aid certifications which are valid for two years.

(3 lec/0 lab)

3 sem hrs

### KPE 231 Theory and Practice of Basketball

This course covers different basketball coaching philosophies and techniques for developing offensive and defensive basketball skills. Included are the studies of basketball rules and competitive strategies which will be applied during offensive and defensive game play.

(2 lec/0 lab)

2 sem hrs

### KPE 234 Group Exercise Instruction

This course is designed to prepare exercise specialists with the skills needed to teach effective group exercise classes. Students will learn how to teach group exercise to improve cardiovascular, muscular strength, muscular endurance, and flexibility levels. Theoretical learning and practical application techniques (i.e., interval, continuous, or circuit training programs) are emphasized throughout the course.

(3 lec/0 lab)

3 sem hrs

### KPE 235 Survey of the Sports Organization

This course surveys sports administration, business, advertising, and promotional techniques as they pertain to the sport enterprise. Ethical decision making, sports marketing, and the impact of corporate sponsorship are covered. Students attain theoretical knowledge and practical skills in preparation for various sport managerial and business careers.

(3 lec/0 lab)

3 sem hrs

### KPE 237 Strength and Conditioning Principles

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

**KPE 238 Fitness Assessment and Exercise Programming**

This course is designed to prepare exercise specialists with the skills needed to screen clients for exercise participation through informed consent and evaluating risk factors prior to starting an exercise program. Emphasis is placed on the exercise specialist determining risk classifications based on ACSM guidelines. Students will administer exercise assessments to evaluate cardiovascular, muscular strength, muscular endurance, body composition, or flexibility levels based on ACSM guidelines.  
(3 lec/0 lab) **3 sem hrs**

**KPE 239 Exercise and Sport Nutrition**

This course covers the essentials of nutrition and examines the metabolic and physiologic basis for macro-nutrient and micro-nutrient recommendations during training, competition, and recovery. Other topics include: body composition and weight management, impact of eating disorders in athletes, and sport nutrition supplements.  
(3 lec/0 lab) **3 sem hrs**

**KPE 240 Business Management for the Fitness Professional**

This course provides an overview of the entrepreneurial process necessary to start, design, and manage a small fitness business. Students will learn how to market and promote their business as well as understand how risk management and legal frameworks should be upheld to drive a successful small business. Topics include: sales, marketing, service, operations, administration, and human resources  
(3 lec/0 lab) **3 sem hrs**

**KPE 245 Principles of Personal Training**

This course is designed as a capstone course to apply the principles of exercise to develop fitness programs through cardiovascular, muscular strength, and flexibility training. Topics focus on professional issues in personal training, scope of practice, standard of care, anatomy and physiology, behavior change theories, and coaching techniques. Students will learn how to create exercise programs for a variety of populations and fitness abilities using various exercise modalities.  
*Recommended Prereq: KPE237 and KPE238.*  
(3 lec/0 lab) **3 sem hrs**

**KPE 250 Sport Psychology**

This course explores theories and concepts involved in mental training that can enhance athletic performance. Topics focus on the role of personality and social settings that influence thinking, performance, sportsmanship, and personality in both individual and team sports. Theoretical frameworks and scientific knowledge for an athletic context provide an understanding why athletes perform the way they do in a sport setting and show how coaches, sport psychologists, athletic trainers, and athletes incorporate these skills to enhance athletic participation, motivation and performance.  
(3 lec/0 lab) **3 sem hrs**

**Legal Interpreting (LGI)****LGI 100 Introduction to Legal Interpreting: English/Spanish**

Introduction to Legal Interpreting examines in detail the ethics and professional conduct required of legal interpreters. Students are also provided an overview and history of the United States judicial system and appropriate modes of interpreting in the legal setting.  
(3 lec/0 lab) **3 sem hrs**

**LGI 105 Legal System and Terminology: English/Spanish**

Legal System and Terminology examines the United States judicial system including the criminal, juvenile and civil courts; provides extensive practice with specialized legal terminology in both English and Spanish; and reviews the English language skills needed for interpreting including vocabulary, synonyms, antonyms and idioms.  
*Prereq: C or better in LGI100 and LGI120; native or near-native fluency in Spanish and English.*  
(3 lec/0 lab) **3 sem hrs**

**LGI 110 Legal Interpreting: Simultaneous, Consecutive and Sight: English/Spanish**

Legal Interpreting: Simultaneous, Consecutive and Sight provides the student with structured practice in the three modes of legal interpreting. This class prepares students to successfully meet the performance outcomes of the Consortium for State Court Interpreter Certification.  
*Prereq: C or better in LGI100 and LGI120; native or near-native fluency in Spanish and English.*  
(3 lec/0 lab) **3 sem hrs**

**LGI 120 Introduction to Legal Translation: English/Spanish**

This course is an introduction to the translation of legal documents. This course provides exposure to the identification, definition and translation of legal terms in order to convey the intended meaning in the source language.  
*Recommended Prereq: Native or near-native fluency in English and Spanish.*  
(3 lec/0 lab) **3 sem hrs**

**LGI 290 Legal Interpreting Seminar and Field Experience: English/Spanish**

This course provides 80 hours of on-the-job experience in the legal interpreting setting for legal interpreting students. Students will have the opportunity to assess their professional development needs, and will gain knowledge of the roles and responsibilities of the interpreter in a legal setting.  
*Prereq: Successful completion of all other program courses or concurrent enrollment.*  
(.5 lec/5 lab) **1.5 sem hrs**

**Machine Tool Technology (MTT)****MTT 100 Safety Principles**

This course provides an understanding of safe work practices with a focus on the Occupational Safety and Health Administration (OSHA) safety guidelines. Topics include worker rights, employer responsibilities, personal protect equipment (PPE), and lock-out tag-out procedures. Students may obtain the OSHA 10 Hour card.  
(1 lec/0 lab) **1 sem hrs**

**MTT 103 Manufacturing Processes and Production**

In this course, students will learn how a product evolves through the manufacturing process and into production. Identifying customer needs, setting up equipment for the production process, communicating production and material requirements, and preparing the final product for shipping and distribution are some of the topics covered. Students will be prepared for a portion of the MSSC Certified Production Technician (CPT) assessment after completing the course.  
(2 lec/0 lab) **2 sem hrs**

### MTT 104 Maintenance Awareness

This course introduces the concepts of Total Productive Maintenance (TPM) and preventative maintenance. Students will learn to perform preventative maintenance and repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, and recognize potential maintenance issues with basic production systems. Students will be prepared for a portion of the MSSC Certified Production Technician (CPT) assessment after completing the course.  
(2 lec/0 lab) **2 sem hrs**

### MTT 105 Green Production

This course provides a study of workplace activities across all industries within manufacturing that require the use of equipment, technologies, and processes that will improve the environmental performance of manufacturing companies. Students will gain the knowledge necessary to begin to enhance sustainability, increase energy efficiency, conserve resources and reduce regulatory costs. Students will be prepared to test for the MSSC CPT: Green Production Certificate. Individuals who earn the full CPT certification and the Green Certificate will receive a special CPT + Green Certification.  
(2 lec/ lab) **2 sem hrs**

### MTT 108 Machining Fundamentals

This course is designed to introduce students to the fundamental skills and knowledge necessary for a successful career in the machine tool industry. Topics include workplace skills, materials, safety, semi-precision measurement, precision measurement, maintenance, cutting fluids, job planning, benchwork, layout, hand tools, Machinery's Handbook, and drill press operations. Students will have the opportunity to earn the Measurement, Materials and Safety National Institute for Metalworking Skills (NIMS) credential, as well as the Job Planning, Benchwork and Layout NIMS credential.  
(2 lec/2 lab) **3 sem hrs**

### MTT 110 Print Reading for Machine Trades

Principles and concepts of interpreting industrial prints are covered. Topics include exploded view, detail drawings, multi-view drawings, title blocks, notes, dimensions, tolerances, sectional views, line usage, threads, assembly drawings, calculation of unspecified dimensions, and an introduction into Geometric Dimensioning and Tolerancing (GD&T).  
(3 lec/0 lab) **3 sem hrs**

### MTT 111 Metrology/Mechanical Inspection

Principles of dimensional measurement are covered, with a focus on the terminology, methodology, and practice of measurement systems and equipment in the calibration and the use of basic measuring tools. Topics include usage of micrometers, Vernier measurement scale, dial and test indicators, calipers, surface plates, building gage blocks, and comparative measurement techniques.  
*Recommended Prereq: MTT110 or concurrent enrollment.*  
(2 lec/0 lab) **2 sem hrs**

### MTT 112 Properties of Materials

This is a study of metals and their properties, including application of metallurgical concepts, procedures, and testing. Includes materials, steel numbering system, industrial and manufacturing concepts, properties and testing, various structural forms of steel, Iron-Carbon diagrams, various heat-treating procedures, and Isothermal Transformation diagrams.  
(3 lec/0 lab) **3 sem hrs**

### MTT 115 Manual Machine Shop Operations

This is an introduction to manual machine shop operations. Topics include safety, interpreting manufacturing prints, manual mill operations, manual lathe operations, mechanical inspection and technical mathematics.  
*Recommended prereq: MTT110; MTT111.*  
(1 lec/4 lab) **3 sem hrs**

### MTT 120 Introduction to Computer Numerical Control

This course is an introduction into computer numerical controls (CNC) used on industrial machining centers. Topics include the economics, operations, and set-up of CNC vertical machining centers and lathes used to manufacturer consumer goods. Set-up procedures including measuring cutting tools, locating work coordinate offsets, and installing work-holding devices will be emphasized. Students will begin to prepare for National Institute for Metalworking Skills (NIMS) certifications.  
*Recommended Prereq: MTT110.*  
(1 lec/2 lab) **2 sem hrs**

### MTT 125 CNC Mill Operations and Programming

This course examines the set-up, operation, and programming of computer numerical control (CNC) mills. Topics include the various coordinate systems used in computer numerical control (CNC) programming, part programming, cutting processes, diagnosis and corrections of programming techniques used in production machining. Various metal-cutting strategies and theory such as calculating spindle speeds, cutting feed-rates, and tool radius compensation values are also presented. Students will be using vertical machining centers and will have the opportunity to test for their National Institute for Metalworking Skills (NIMS) Level 1 CNC Mill Programming Setup and Operations credential.  
*Recommended Prereq: MTT110; MTT111.*  
*Prereq: MTT120.*  
(1 lec/4 lab) **3 sem hrs**

### MTT 126 CNC Lathe Operations and Programming

This continuation of Computer Numeric Control (CNC) Operations focuses on lathe programming. It includes a review of CNC concepts and programming, diagnosis and correction of programming errors, correction of dimensional deviations, and correct programming format. Various metal-cutting strategies and theory including cutting speeds, feed-rates, facing, and turning operations are covered in detail. Students will have the opportunity to test for their National Institute for Metalworking Skills (NIMS) Level 1 CNC Lathe Programming Setup and Operations credential.  
*Recommended Prereq: MTT110; MTT111.*  
*Prereq: MTT120.*  
(1 lec/4 lab) **3 sem hrs**

### MTT 200 Computer Aided Manufacturing

This is a study of computer aided manufacturing (CAM) software used by industry to program tool-paths for both computer numerically controlled (CNC) lathes and mills. Topics include uploading 3-D models into the software, defining work-piece coordinates, defining various features of the part to be machined, applying tool-paths to various part features, building virtual tooling, using work-piece coordinate systems, and simulation of cutting tool-paths for various projects.  
*Prereq: MTT125 or consent of instructor.*  
(1 lec/4 lab) **3 sem hrs**

## Management (MGT)

### MGT 200 Principles of Management

This course introduces management practices and theories with an emphasis on planning, organizing, leading, controlling, and the ethical implications of management practices. A comprehensive perspective on the application of management techniques within all types of organizations is presented.

*Recommended Prereq:* BUS100.

(3 lec/0 lab)

3 sem hrs

### MGT 210 Supervisory Management

This course examines the duties, responsibilities and challenges of effective supervision. Emphasis is placed on communication and human relation skills as they relate to performing the basic managerial functions of the front-line supervisor.

(3 lec/0 lab)

3 sem hrs

### MGT 215 Human Resources Management I

This organizational overview relates to personnel in business. Emphasis is placed on behavioral theory and practical analytical techniques as it relates to job design, performance evaluation techniques, management-labor relations, current employment law, wage and salary administration, training programs, and everyday issues in the workplace.

*Recommended Prereq:* BUS100.

(3 lec/0 lab)

3 sem hrs

### MGT 220 Human Resources Management II

This advanced survey of human resources management and personnel administration topics emphasizes recruitment and selection strategies, compensation and reward management, training and development, and labor relations.

*Recommended Prereq:* BUS100; BUS210; MGT200. *Prereq:* MGT215.

(3 lec/0 lab)

3 sem hrs

## Marketing (MKT)

### MKT 200 Principles of Marketing

Business free market activities related to the distribution of goods and services are studied with an emphasis on marketing strategy, the marketing mix, pricing, distribution channels, promotion, product development, consumer behavior and global marketing. Students will develop a marketing plan based on research that employs an effective marketing strategy.

*Recommended Prereq:* BUS100.

(3 lec/0 lab)

3 sem hrs

### MKT 210 Principles of Selling

The fundamentals and techniques of successful selling include developing the sales personality, the selling cycle, and customer and community relations. Emphasis is placed on creative selling, sales ethics, the organization and the customer.

(3 lec/0 lab)

3 sem hrs

### MKT 215 Principles of Advertising

This introduction to the theory and mechanics of marketing-related communications places primary emphasis on the role of advertising in integrated marketing communications, environment, promotional strategies, research, planning, media selection, program management and evaluation. Various advertising media are discussed, as well as the creation of a total advertising message. Other topics include consumer behavior, creative strategies and types of media. The student prepares practical marketing applications for various industries.

**IAI: MC 912.**

(3 lec/0 lab)

3 sem hrs

### MKT 260 Consumer Behavior

This course seeks to make a connection between customer behavior principles and the elements of marketing strategy. Customers, both in the household and the business market, are examined. Consumer behavior looks at culture demographics, psychographics and other factors that influence decision making.

(3 lec/0 lab)

3 sem hrs

## Mass Communication (MCM)

### MCM 130 Introduction to Mass Communication

Introduction to Mass Communication surveys the nature and impact of media on contemporary society focusing on the Telecommunications Act of 1996. Areas of emphasis include: mass communication theory and research, ethics and social responsibilities, historical development, communication technologies, business practices and media regulation and control.

**IAI: MC 911.**

(3 lec/0 lab)

3 sem hrs

### MCM 140 Television and Media Production I

Television and Media Production I provides production experiences in multiple-camera studio production and on-location video production and recording. Production responsibilities, studio and control room equipment operation and set up, 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 205 Basic Broadcast Announcing

This course provides students with a general knowledge of broadcast announcing principles and techniques. Students are required to create, read and deliver commercials, news, interviews, public service announcements and special events. Emphasis is placed upon developing an appropriate broadcasting style, operating broadcast studio equipment and developing impromptu on-air skills including effective breathing, pronunciation, or articulation, expression and eye contact. Additionally, students analyze, edit and deliver broadcast copy.

**IAI: MC 918.**

(2 lec/2 lab)

3 sem hrs

### MCM 211 Introduction to Radio Production

This course provides learning experiences in audio production techniques and the operation of related equipment and systems. Topics such as microphones and sound capturing techniques, basic radio production protocol, terminology, script writing, editing, producing commercial/public service announcements (PSA) announcements, and newscasting in a studio setting are emphasized.

**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 240 Television and Media Production II

This course provides more advanced multi-camera studio television and media production experience with an emphasis toward live-to-record/live-broadcast situations. Students assume production roles both in the control room and studio setting. The history, pre- and post-production, scripting, graphics set design and lighting, system process engineering, and post-production skills are also emphasized. Formats of Standard Definition (SD) /High Definition (HD) /Ultra-High-Definition (UHD) television including scanning, frame rates and aesthetic differences will be discussed.

*Prereq:* MCM140 or consent of instructor.

(2 lec/2 lab)

3 sem hrs

### MCM 243 Film Production

This course provides more advanced field television and film production experience with an emphasis toward single-camera electronic field production (EFP) and electronic news gathering (ENG). Students assume production roles as producers, directors, camera operators, and video editors. Pre- and post-production, scripting, graphics, lighting, legal requirements and non-linear video editing skills are emphasized.

(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 regulations, and significant historical/contemporary issues that influence various industries and consumers of mass communication. Special emphasis is given to first amendment rights, libel and invasion of privacy, protection of news sources, free press, and copyright legislation and court rulings.

(3 lec/0 lab)

3 sem hrs

## Mathematics (MTH)

### MTH 050 Basic Mathematical Skills

This course is a review of the structure and applications of arithmetic including the addition, subtraction, multiplication, and division of decimals and fractions.

*Prereq:* Placement by assessment.

(2 lec/0 lab)

2 sem hrs

### MTH 061 Elementary Algebra I

This course in beginning algebra covers algebraic expressions, equations, inequalities, problem solving, graphing, and polynomials.

*Note:* This is the first course in a two-course sequence. Prereqs must be met before taking this course.

*Prereq:* C or better in MTH050 or placement by appropriate measures.

(2 lec/0 lab)

2 sem hrs

### MTH 062 Elementary Algebra II

This continuation of beginning algebra covers polynomials, factoring, rational expressions, and rational equations.

*Note:* This course is for science, math, business, and education majors. If you are a different major, please see an advisor. This is the second course in a two-course sequence.

*Prereq:* C or better in MTH061 or placement by appropriate measures.

(2 lec/0 lab)

2 sem hrs

### MTH 066 Mathematics Literacy I

This course focuses on solving realistic problems, gaining number sense, and improving mathematical literacy.

*Note:* This is the first course in a two-course sequence. Prereqs must be met before taking this course. A TI 84 or TI 84+ calculator is required for this class.

*Prereq:* C or better in MTH050 or placement determined by appropriate measures.

(3 lec/0 lab)

3 sem hrs

### MTH 067 Mathematics Literacy II

This second course in Math Literacy focuses on further improving both number sense and mathematical literacy and solving realistic problems that may be modeled with linear, quadratic or exponential equations.

*Note:* This is the second course in a two-course sequence. Prereqs must be met before taking this course. A TI 84 or TI 84+ calculator is required for this class.

*Prereq:* C or better in MTH066.

(3 lec/0 lab)

3 sem hrs

### MTH 071 Intermediate Algebra I

This course in intermediate algebra covers functions, systems of linear equations, inequalities, absolute value equations, and systems of inequalities.

*Note:* This is the first course in a two-course sequence for science, math, business, and education majors. If you have a different major, you should enroll in MTH066 and MTH067.

*Prereq:* C or better in MTH062 or MTH067; or placement by appropriate measures.

(2 lec/0 lab)

2 sem hrs

### MTH 072 Intermediate Algebra II

This course in intermediate algebra covers exponents and radicals, quadratic equations, and exponential and logarithmic functions.

*Note:* This is the second course in a two-course sequence for STEM, business, and education majors. If you have a different major, you should enroll in MTH066 and MTH067. The next choices in math courses are 101, 102, 107, 111, 112, 201. See an advisor to make the best choice for you.

*Prereq:* C or better in MTH071; or placement by appropriate measures.

(2 lec/0 lab)

2 sem hrs

### MTH 075 Elementary Geometry

This elementary geometry course focuses on the language of geometry. Students will study similarity, congruence, properties of points, lines, polygons, and circles, as well as volumes and surface areas of various solids.

*Prereq:* C or better in MTH060 or MTH062 or MTH067; or placement by appropriate measures.

(3 lec/0 lab)

3 sem hrs

### MTH 081 Supplemental Math for College Mathematics

This course provides mathematical support for students in MTH101, where students will build skills to help them successfully complete College Mathematics.

*Prereq:* Placement by appropriate scores on mathematics assessment tests or completion of MTH 071 with a C or better.

*Coreq:* MTH101.

(0 lec/2 lab)

1 sem hrs

### MTH 087 Supplemental Math for Basic Statistics

This course provides mathematical support for students in MTH107, where students will build skills to help them successfully complete Basic Statistics.

*Prereq:* Placement by appropriate scores on mathematics assessment tests or completion of MTH071 with a C or better.

*Coreq:* MTH107.

(0 lec/2 lab)

1 sem hrs

### MTH 089 Supplemental Math for Algebra for Business and Social Science

This course provides mathematical support for students in MTH109, where students will build skills to help them successfully complete Algebra for Business and Social Science.

*Prereq:* Placement by appropriate scores on mathematics assessment tests or completion of MTH071 and MTH075 with a C or better.

*Coreq:* MTH109.

(0 lec/2 lab)

1 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 real world problems. Topics covered include logical statements and arguments, geometry in problem solving, unit conversions, estimation, approximation, and judging reasonableness of answers, problem solving and statistics.

*Note:* A graphing calculator is strongly recommended for the course; a TI 83 is sufficient.

*Prereq:* C or better in MTH067 or MTH072, or placement by appropriate measures.

**IAI: M1 901.**

(3 lec/0 lab)

3 sem hrs

**MTH 102 Applied Practical Math**

This course is designed to help students develop mathematical reasoning and real-world problem solving skills. Topics covered include applications of geometry, counting techniques and probability, statistics and graph theory.

*Prereq: C or better in MTH067 or MTH072, or placement by appropriate measures.*

**IAI: M1 904.**

(3 lec/0 lab)

3 sem hrs

**MTH 103 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.

(3 lec/0 lab)

3 sem hrs

**MTH 104 Business Mathematics**

Business Mathematics is a comprehensive introduction to the concepts and applications of mathematics to personal and commercial business problems. Basic arithmetic and problem solving techniques used in sales, marketing, banking, finance, accounting, consumer and other business situations are emphasized.

(3 lec/0 lab)

3 sem hrs

**MTH 107 Basic Statistics**

This course focuses on statistical reasoning and the solving of problems using real-world data rather than on computational skills through the use of technology-based computations with an emphasis on interpretation and evaluation of statistical results. Topics include data collection processes, descriptive methods using quantitative and qualitative data, bivariate data, correlation, and least squares regressions, basic probability theory, probability distributions (normal distributions and normal curve, binomial distribution), confidence intervals, and hypothesis tests using p-values.

*Prereq: C or better in MTH067 or MTH072 or placement by appropriate measures.*

**IAI: M1 902.**

(3 lec/0 lab)

3 sem hrs

**MTH 109 Algebra for Business and Social Science**

This course is designed to provide the Business, Nursing, Education, or other non-STEM student with basic algebraic concepts necessary to continue in non-STEM related mathematics courses. Topics include: real numbers, using algebraic methods to find solutions of inequalities and equations, coordinate systems, functions, polynomials, rational functions, radical functions, exponential and logarithmic functions, graphing and transformations of functions, and algebraic methods to solve systems of equations. While there may be overlap with topics from Precalculus I, this course develops these topics in a non-rigorous manner and does not meet the prerequisite requirement for MTH131 Calculus With Analytic Geometry I.

*Note: Students wishing to take Calculus With Analytic Geometry I (MTH131) should NOT register for this course. This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your Academic and Career Advisor.*

*Prereq: C or better in MTH072 and MTH075; or placement by appropriate measures.*

(3 lec/0 lab)

3 sem hrs

**MTH 129 Precalculus I**

This course is designed to provide the STEM student with basic algebraic concepts needed to continue on to MTH131. Topics include: real numbers, complex numbers, algebraic methods to find solutions of inequalities and equations, coordinate systems, functions, polynomials, rational functions, radical functions, absolute value of functions, and graphing and transformations of functions. While there may be overlap with topics from College Algebra, this course develops these topics in a rigorous manner and should not be considered equivalent to Algebra for Business and Social Science (MTH109).

*Note: Students wishing to take Calculus for Business and Social Science (MTH211) should NOT register for this course. This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your Academic and Career Advisor.*

*Prereq: C or better in MTH072 and MTH075; or placement by appropriate measures.*

*Recommended Coreq: MTH130.*

(3 lec/0 lab)

3 sem hrs

**MTH 130 Precalculus II**

This course in trigonometry of the plane concentrates on trigonometric, exponential, and logarithmic functions and their applications. Topics covered include the trigonometric functions, solution of right triangles, radian measure, fundamental identities, angular measure, graphs, logarithms, functions of composite angles, oblique triangles, trigonometric equations, inverse trigonometric functions, and complex numbers (including powers and roots).

*Note: This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your Academic and Career Advisor.*

*Prereq: C or better in MTH072 and MTH075; or placement by appropriate measures.*

*Recommended Coreq: MTH129.*

(3 lec/0 lab)

3 sem hrs

**MTH 131 Calculus With Analytic Geometry I**

This first course in calculus presents analytic geometry and the calculus of algebraic and transcendental functions including the study of limits, derivatives, differentials and an introduction to integration. The techniques of calculus will be used to analyze functions and their graphs, solve real-world applications, develop computational and numerical methods, and analyze the relationship between differentiation and integration using the Fundamental Theorem of Calculus.

*Prereq: C or better in MTH111 and 112; or C or better in MTH129 and MTH130; or C or better in MTH130 and required placement score; or placement by appropriate measures.*

**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 MTH 131. Topics covered include formal integration techniques, numerical integration, area between two curves, volumes of revolution, average value of a function, work, center of mass, improper integrals, arc length, surfaces of revolution, polar coordinates, slopes in polar coordinates, areas in polar coordinates, parametric equations, calculus with parametric equations, sequences, series, the integral test, alternating series, comparison tests, absolute convergence, ratio and root tests, power series, calculus with power series, Taylor series, and Taylor's Theorem.

*Prereq: C or better in MTH131.*

**IAI: M1 900-2, MTH 902.**

(4 lec/0 lab)

4 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. The focus is on problem-solving strategies and computations using: 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 or MTH072 and MTH075; or placement by appropriate measures.*

(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, and measurement. 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, sets and counting, probability theory, stochastic processes, Markov processes, and the mathematics of finance.

*Prereq: C or better in MTH 109 or MTH111 or placement by appropriate measures.*

**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. The emphasis is on skill-building and on applications of calculus to the areas of business, economics, and social science. The types of functions studied include polynomials, rational, exponential, and logarithmic. Multivariable content includes applications of partial derivatives.

*Prereq: C or better in MTH109 or MTH111 or MTH129 placement by appropriate measures.*

**IAI: M1 900-B.**

(4 lec/0 lab)

4 sem hrs

### MTH 233 Calculus With Analytic Geometry III

This third course in calculus and analytic geometry is a continuation of MTH132. Topics include vectors, vector-valued functions, space curves, multivariate functions, partial derivatives, differentials, directional derivatives, gradients, double and triple integrals, vector fields, line integrals, and the theorems of vector calculus.

*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 is designed to introduce basic theory, techniques, and applications of differential equations. Several types of differential equations will be solved including linear equations of the first and second order, exact equations, separable equations, non-linear equations, and partial differential equations. Method of solutions will include variation of parameters, undetermined coefficients, series solutions, numerical solutions, graphical solutions and the Laplace Transform.

*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 and terminology utilized in the health care setting. Students receive CPR and First Aid certification. Students are taught fundamental triage skills, techniques of patient instruction, basic clerical duties, maintaining patient records, scheduling appointments and procedures, processing telephone calls, medical insurance and coding, handling finances for a medical practice and emergency preparedness. Legal, social or ethical responsibilities and professional conduct in the healthcare office are emphasized.

*Recommended Prereq: CIS110 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 Occupational Safety and Health Administration (OSHA) regulations, Health Information Portability and Accountability Act (HIPAA) rules and the use of Standard Precautions in the medical office. Proficiency is obtained in taking vital signs, collecting patient information and proper documentation. The student is taught body positions for examinations, methods of examination, assisting with specialty examinations, bandaging, aseptic technique and disinfection, sanitization and sterilization of medical instruments. Review of anatomy, physiology, and medical terminology along with basic pathophysiology will be covered. An introduction of capillary puncture is introduced in order to assist the primary health care provider in the medical setting.

*Prereq: Program admission; BIO260 or HIT110.*

(2.5 lec/2 lab)

3.5 sem hrs

### MLA 172 Medical Assistant Clinical II

This course introduces advanced and invasive procedures that are required of the medical assistant. Medication administration including oral, sublingual, topical, intradermal, subcutaneous and intramuscular techniques; clinical duties such as patient screening, patient education, aseptic technique, or electrocardiogram testing; and minor surgical assisting procedures including surgical asepsis, dressing applications, and the proper use and application of assistive devices is covered. Basic patient care instructions to encompass all phases of the life cycle and special patient needs is reinforced.

*Prereq: Program admission; MLA210.*

(1.5 lec/3 lab)

3.5 sem hrs

**MLA 210 Laboratory Procedures for the Medical Assistant**

This course introduces basic techniques for performing routine laboratory tests for the examination of urine and blood according to established Occupational Safety and Health Administration (OSHA) standards. Proper collection and handling of specimens, operational functions, routine maintenance and quality control of clinical equipment is also covered. An introduction to the use, maintenance and parts of the microscope for testing in the physician's office laboratory and statistical approaches to interpret normal and abnormal results is also covered.

*Prereq: Program admission; MLA171.*

(2 lec/3 lab)

4 sem hrs

**MLA 220 Pharmacology for the Medical Assistant**

This course examines how drugs are processed and utilized in the body. Students are introduced to a wide variety of drugs, drug classifications, dosages and interactions. Therapeutic and adverse effects of drugs are considered. Patient education and introduction to technical language 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; C or better in HIT110 or concurrent enrollment in HIT110; C or better in BIO260 or concurrent enrollment in BIO260.*

(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, Health Information Portability and Accountability Act (HIPPA) regulations, roles, and civic duties of the health care professional. The Patient Bill of Rights, as well as criminal and civil law as it applies to the medical assistant will be emphasized.

(1 lec/0 lab)

1 sem hrs

**MLA 298 Medical Assistant Externship**

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the medical assistant field. It provides students with 160 hours of on-site experience in the role of medical assistant. Students are assigned to an area physician's office, clinic or outpatient facility to participate in both the administrative and clinical areas of the practice, and observe various health care personnel perform tasks and duties. Students gain experience in a full range of medical testing, communication skills, and learn the importance of educating, advocating, and collaborating with patients and the healthcare team. The student does not receive remuneration or payment for this learning experience. Repeatable to a maximum of 4 semester hours on a space available basis; 2 semester hours may apply to the medical assistant certificate.

*Prereq: Program admission; C or better in MLA courses; recommendation of instructor.*

(.5 lec/9.5 lab)

2 sem hrs

**Military Science (MSC)****MSC 101 Leadership and Personal Development**

This course introduces Cadets to the personal challenges and competencies which are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, time management, goal setting, stress management, and comprehensive fitness relate to leadership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture of understanding the Reserve Officer's Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student.

(1 lec/2 lab)

2 sem hrs

**MSC 102 Foundations in Leadership**

This course introduces Cadets to the personal challenges and competencies which are critical for adaptive leadership. Cadets learn the basics of the communication process and the importance for leaders to develop the essential skills to effectively communicate in the Army. Students will examine the Army Profession and what it means to be a professional in the U.S. Army. The overall focus is on developing basic knowledge and comprehension of Army leadership while gaining a big picture of understanding the Reserve Officer's Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student.

(1 lec/2 lab)

2 sem hrs

**MSC 201 Innovative Tactical Leadership**

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced by planning, executing, and assessing team exercises. The focus continues to build on developing knowledge of leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies provide a tangible context for learning the Soldier's Creed and Warrior Ethos.

(1 lec/2 lab)

2 sem hrs

**MSC 202 Leadership in Changing Environments**

This course examines the challenges of leading in complex contemporary operational environments. The cross-cultural dimensions of leadership in a constantly changing world are highlighted and applied to practical Army leadership tasks and situations. As students practice communication and team building skills, case studies offer insight into the importance and practice of teamwork and tactics in real world scenarios.

(1 lec/2 lab)

2 sem hrs

**Music (MUS)****MUS 100 Music: The Art of Listening**

This course is designed to enhance the student's understanding and enjoyment of music. Students focus on listening and analyzing a variety of different ensembles, individual instruments, and music styles such as orchestral, jazz, blues, rock, and electronic. Focusing on formal elements and historical context helps one gain insight into the works of composers through periods of musical development in the western tonal tradition.

*Note: This course is not recommended for music majors. Participation in this course may include field trips which require admission fees.*

**IAI: F1 900.**

(3 lec/0 lab)

3 sem hrs

**MUS 101 Musics of the World**

This course provides an introduction to music in various parts of the world with an emphasis on how music functions within each society through religion, rituals, or the daily lives of people. Major focus is on composers and their works in the nonwestern musical tradition. Areas of concentration include Latin America, the Caribbean, Asia, Africa, the Middle East, and others.

*Note: Participation in this course may include field trips which require admission fees.*

**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. Characteristics and elements that are unique to American music are related to the contemporary repertoire of Western tonal music. Musical genres, such as jazz, rock, folk and country, as well as music for the concert hall, stage and screen are explored through the contextual historical progression of American society or culture.

*Note: Participation in this course may include field trips which require admission fees.*

**IAI: F1 904.**

(3 lec/0 lab)

3 sem hrs

**MUS 107 Introduction to Improvisation**

This course covers the basic elements of improvisation that are applicable to many styles of music such as, but not limited to jazz, blues, rock, and popular music. Coursework consists of classroom lecture covering chord and scale relationships, in addition to lab instruction for students to practice listening and communication skills in the context of an ensemble. Enrollment is open to all instrumentalists interested in learning to improvise.

*Note: Faculty will assess students on the first day of class.*

*Recommended Prereq: Basic proficiency on one instrument.*

(1 lec/2 lab)

2 sem hrs

**MUS 110 Careers in Music**

This course presents a wide-ranging survey of the careers available in the field of music. Guest speakers who work in music publishing, recording, arts management, education, and performance provide students with insights into careers in the profession through identification of skills sets needed for an occupation in the music industry. Student self-reflection is also developed to relate strong areas of interest and skill to specific music occupations.

*Note: It is recommended that music students enroll their first semester.*

(2 lec/0 lab)

2 sem hrs

**MUS 120 Basic Elements of Music**

This introductory course is designed to develop knowledge and understanding of the basic elements of music through the application of these elements in reading and writing creative work. Students with no prior background are introduced to bass and treble clef notation, music reading, major and minor scales, major and minor key signatures, chords, triads, and the piano keyboard. Harmony and function in four-part diatonic writing using figured bass symbols will also be analyzed.

(3 lec/0 lab)

3 sem hrs

**MUS 121 Theory of Music I**

This course presents a study of technical elements of Western common practice music: scales, modes, keys, chords, intervals, and harmonic and melodic structure in major and minor keys. The student gains an understanding of the musical interrelationships of these elements through the definition of chromatic intervals and enharmonic equivalents, basic phase structure in melody, then subsequent identification of harmonies and phrase components and analysis of four-part diatonic musical work as practiced in representative exercises and compositions. Musicianship skills: rhythmic dictation is studied and the student is introduced to dictation through aural skills and sight singing of diatonic melody.

*Note: Student's skill level will be assessed for appropriate course placement. Please contact the Music Department at (630) 466-7900, ext. 5785 before registering for this course.*

*Recommended Prereq: MUS120.*

(3 lec/2 lab)

4 sem hrs

**MUS 123 Theory of Music II**

This course is a continuation of Music 121, building upon skills and knowledge introduced in that course. Musical study is focused on texture, selected studies in species counterpoint, diatonic four-part writing and analysis, and secondary dominants as used in tonicization and modulation.

*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 separate course continues study of the musicianship skills portion of MUS121, now working with dictation and solfeggio syllables.

*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 151 Class Instruction-Piano I**

Conducted in the electronic piano lab, this course provides beginning group instruction in piano for students with no previous background in music. Students learn music notation, chords, and harmonization. Music study includes popular, folk, and classical music for beginners. A minimum of 4 hours of practice each week is required.

(2 lec/0 lab)

2 sem hrs

**MUS 154 Class Guitar I**

This course provides beginning group guitar instruction focusing on basic chords and melodies. The student will learn how to read musical notation, play chord progressions, and play simple melodies found in major and minor scales. Instruction will utilize a variety of guitars and guitar playing styles covering this material. A minimum of 4 hours of practice each week is required. 4 semester hours may apply to an AFA or AA degree.

*Note: Guitar must be brought to the first class.*

(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 an AFA or AA degree. A minimum of 4 hours of practice each week is required.

(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 an AFA or AA degree. A minimum of 4 hours of practice each week is required.

(0 lec/2 lab)

1 sem hrs

**MUS 164 Concert Band**

This course is an instrumental ensemble in which students rehearse and perform chamber music, concert band, and adapted literature. Repeatable to a maximum of 4 semester hours; four semester hours may apply to an AFA or AA degree. A minimum of 4 hours of practice each week is required.

*Recommended Prereq: Music background.*

(0 lec/2 lab)

1 sem hrs

**MUS 166 Vocal Ensemble: Waubensee Chorale**

The Waubensee Chorale is a vocal ensemble of approximately 30 male and female singers. The group explores the lively art of small ensemble singing through performances of selected music, such as madrigals, spirituals and other traditional choral music forms. It is open to all students and community residents. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AFA or AA degree. A minimum of 4 hours of practice each week is required.

(0 lec/3 lab)

1 sem hrs

**MUS 170 Electronic Music Ensemble**

This performance ensemble utilizes Waubensee's recording studio facilities and equipment to develop and perform original compositions. Digital Audio Workstations, microphones, signal processors, virtual instruments, and MIDI hardware devices are the "instruments" in this ensemble. Students are encouraged to experiment with the tools provided. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AFA or AA degree.

*Recommended Prereq: Music background.*

(0 lec/2 lab)

1 sem hrs

**MUS 171 Percussion Ensemble**

In this performance ensemble of 20th century percussion music and world drumming, 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 an AFA or AA degree.

*Recommended Prereq: Music background.*

(0 lec/2 lab)

1 sem hrs

**MUS 176 Waubensee Community College Performing Steel Band**

This intermediate-level steel pan ensemble performs Caribbean, Pop, Classical and other genres of music. Each genre will be explored as students are introduced to basic steel pan arranging. 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 200 Music Literature: A Historical Survey**

This course contains an overview of the various historic music styles in the Western Tradition. Representative works are chosen for study which illustrate the styles and the principal components of those genres including sound and sight, vocabulary, and explaining the relationship between music and culture or social growth.

*Recommended Prereq: MUS120 or MUS121.*

(3 lec/0 lab)

3 sem hrs

**MUS 211 Introduction to the Recording Studio**

This course is designed as an introduction to the tools and techniques used in digital sound recording and production. Topics include digital recording and editing techniques, microphone techniques, audio mixing console operations, signal processing, audio mastering and gain staging. Students have access to Waubensee's recording studios for assigned projects. A minimum of 3 hours of Waubensee studio work is required each week.

*Recommended Prereq: Familiarity with basic functions of Mac OS.*

(3 lec/0 lab)

3 sem hrs

**MUS 213 Audio Synthesis and MIDI Sequencing**

This course provides creative application of more advanced concepts and tools used in audio production. Topics include using the Musical Instrument Digital Interface (MIDI), MIDI controllers, digital editing, sampling, looping techniques, and programming synthesizers to create unique sounds. Students have access to Waubensee's recording studios for assigned projects. A minimum of 3 hours of Waubensee studio work is required each week.

(3 lec/0 lab)

3 sem hrs

**MUS 215 Electronics for Audio Production**

This course is an introduction to the practical application of circuits and electronics used in musical equipment. Topics include, but are not limited to, Ohm's law, interpreting schematics, using volt meters, diagnosing failed electronic components, repairing equipment, and soldering.

*Note: Knowledge of basic algebra is recommended.*

(3 lec/0 lab)

3 sem hrs

**MUS 221 Theory of Music III**

This course is a continuation of MUS123, building upon knowledge and skills introduced in that course. Musical study is focused on five musical forms, study of four-part voice leading and writing principles, and analysis of music utilizing the principles of nineteenth-century tonal chromatic harmony.

*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 continues study of the musicianship skills studied in MUS124. Dictation and solfeggio singing study begins with diatonic materials, advancing progressively to materials containing accidentals which ornament and modulate to closely related keys.

*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 focuses on music theory from 1900 to the present day, examining ways in which this time of rapid change both retained and moved away from established traditions in western tonal music. Study is centered around the musical works and revolutionary techniques of a variety of composers such as, but not limited to Schoenberg, Stravinsky, Cage, Corigliano, and Adams.

*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 continues study of the musicianship skills studied in MUS222. Dictation and solfeggio singing move to materials which feature progressively more frequent accidentals and the obscuring of the tonal center.

*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**

Conducted in the electronic piano lab, this course provides group piano instruction with an emphasis on developing intermediate performing techniques. Students focus on appropriate notation, chords, and harmonization for this skill level. Musical study includes popular, folk and classical music. A minimum of 4 hours of practice each 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**

Conducted in the electronic piano lab, this course provides group piano instruction with an emphasis on developing advanced harmonization techniques such as extended chords, transposition and accompanying techniques. Musical study includes popular, folk and classical music. A minimum of 4 hours of practice each week is required.

*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 group instruction for guitar. Students focus on chord formation with bar chords, seventh chords, pentatonic scales, and intermediate level accompaniment patterns. Musical study includes popular, rock, blues, folk and other styles. A minimum of 4 hours of practice each week is required.

*Note: Guitar must be brought to the first class.*

*Recommended Prereq: MUS154 or equivalent.*

(2 lec/0 lab)

2 sem hrs

**MUS 266 Chamber Choir**

Chamber Choir is an auditioned choral group intended to offer expanded vocal music opportunities. Class sessions consist mainly of auditions, sight-reading, and rehearsal of material to prepare a repertoire for performances. Emphasis is placed on musicianship skills such as reading, effective ensemble technique, and interpretation of various chamber (small group) musical styles, such as the Renaissance Madrigal, motets, part songs, and contemporary chamber music. A minimum of 4 hours of practice each week is required. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

*Note: Contact Dr. Mark Lathan, Assistant Professor, at (630) 466-7900, ext. 2501, for audition information. Students must audition in the first week and register by Friday of the first week.*

*Coreq: MUS166.*

(0 lec/2 lab)

1 sem hrs

**MUS 280 Applied: Composition/Arranging**

This course provides private instruction in composition individually designed for a student that intends to be a music major and complete an AFA degree. Students concentrate on compositional technique and creative original projects. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. Recommended Prereq: MUS121.*

(2 lec/0 lab)

2 sem hrs

**MUS 281 Applied: Piano**

This course provides private instruction in piano individually designed for a student that intends to be a music major and complete an AFA degree. Students concentrate on technique and repertoire commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. 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 a student that intends to be a music major and complete an AFA degree. Students concentrate on technique and repertoire commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. (2 lec/0 lab)2 sem hrs*

**MUS 283 Applied: Woodwinds**

This course provides private instruction in woodwinds individually designed for a student that intends to be a music major and complete an AFA degree. Students concentrate on technique and repertoire commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. (2 lec/0 lab)2 sem hrs*

**MUS 284 Applied: Brass**

This course provides private instruction in brass individually designed for a student that intends to be a music major and complete an AFA degree. 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 an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. (2 lec/0 lab) 2 sem hrs*

**MUS 285 Applied: String Instruments**

This course provides private instruction in string instruments individually designed for a student that intends to be a music major and complete an AFA degree. 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 an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. Recommended Prereq: MUS154 or MUS254. (2 lec/0 lab) 2 sem hrs*

**MUS 287 Applied: Percussion**

This course provides private instruction in percussion individually designed for a student that intends to be a music major and complete an AFA degree. 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 an AFA or AA degree.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. Recommended Prereq: One semester of percussion study. (2 lec/0 lab) 2 sem hrs*

**MUS 288 Applied: Audio Production**

This course provides private instruction in audio production and MIDI programming individually designed for each student's need. Students concentrate on creative musical projects utilizing Waubensee's recording studios commensurate with their current ability.

*Note: Student's skill level will be assessed for appropriate course placement. A total of 16 contact hours are provided per semester. Cost per hour lesson is approximately \$50, which is covered by tuition and course fee. Recommended Prereq: MUS211. (2 lec/0 lab) 2 sem hrs*

**MUS 296 Special Topics/Music**

This course offers in-depth exploration of a special topic, issue or trend in the field of 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)****NAS 101 Basic Nurse Assistant Training**

This course, approved by the Illinois Department of Public Health, is designed to prepare persons to function in the role of nurse assistant in a variety of health care settings. Content includes basic nursing procedures and standards of practice, 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.

*Note: Due to state attendance requirements, students must register by the first day of class. Based on the Illinois Department of Public Health (State of Illinois) requirements, students who want to register for Basic Nurse Assistant Training classes must complete a mandatory Livescan fingerprint criminal background check for the Health Care Worker Registry. Included in the fees are: \$4 for a WCC student name badge. Students must complete CNA testing in Learning Assessment and Testing Services for appropriate advising and/or placement into the course. 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. See special admission requirements at [www.waubonsee.edu/cnareg](http://www.waubonsee.edu/cnareg).*

*Prereq: C or better in ENG075 or ENG080 or placement by appropriate measures into ENG085 or higher. (3 lec/7 lab) 6 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 and to be successful in a nursing program. Emphasis is placed on what to expect in nursing, study and test taking skills and survival. Basic math problems in nursing and medical terminology are reviewed. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.

*Recommended Prereq: Completion of most nursing program prerequisite courses. (1 lec/0 lab) 1 sem hrs*

**NUR 105 Introduction to Professional Nursing**

This course focuses on cognitive, psychomotor (examples: vital signs, hygiene care, safe transfers, etc.) and communication skills that are basic to client care and that can be utilized by the professional nurse or delegated to assistive personnel. Emphasis is on priority setting and client safety, including the safe calculation of medications using the dimensional analysis method of computation. Students achieve mastery of these skills through classroom instruction, laboratory demonstration, and clinical experiences in a geriatric setting. Special consideration is given to concepts of geriatric nursing.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in all of the following: PSY100, PSY205, BIO250, BIO270, BIO272, ENG101, ENG102, COM100;*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

*5 sem hrs*

### NUR 110 Concepts of Mental Health Nursing

This course focuses on adapting the nursing process to the practice of psychiatric-mental health nursing. The learning experience is holistic, and explores biological, intellectual, emotional, spiritual and sociocultural dimensions of behavior. Psychiatric disorders, psychiatric nursing concepts, nursing interventions, therapies, and community roles and services are stressed. Clinical experiences are provided in a psychiatric facility emphasizing therapeutic communication. Pediatric and geriatric concepts are integrated.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR105.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

**5 sem hrs**

### NUR 120 Basic Concepts of Nursing

This course focuses on the use of the nursing process and basic concepts of nursing such as pain management, client teaching, acid/base balance, fluid/electrolyte balance, and glucose regulation to create a holistic care plan for diverse clients. It continues to build on the basic nursing skills with an emphasis placed on physical assessment and medication administration. Pediatric and geriatric concepts are integrated. Clinical experience is provided in a variety of settings.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR110.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

**5 sem hrs**

### NUR 150 Concepts of Nursing I

This course focuses on the use of the nursing process to assess the needs of medical-surgical clients experiencing stress, respiratory or gastrointestinal conditions, and surgery. Physical assessment skills and sterile technique are also covered. Pediatric and geriatric concepts are integrated. Clinical experience is provided in a variety of settings.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR120.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

**5 sem hrs**

### NUR 160 Pharmacology

This course examines how drugs are administered and utilized in the body and the role of the pharmacist. A client's reactions to medications both therapeutic responses and adverse reactions 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 200 Nursing Concepts of the Childbearing Family

This course focuses on the nursing care of the childbearing family. The normal and complicated pregnancy and the care of the mother and neonate are studied. Women's health and growth and development of the well child and family are discussed. Administering injections for the pediatric population is reviewed. Clinical experiences are designed to use nursing concepts of the childbearing family and develop nursing care plans that promote optimum health and well-being for this population. Clinical experiences are provided in a variety of settings.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR150.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

**5 sem hrs**

### NUR 205 Concepts of Nursing II

This course focuses on the nursing care of persons with genitourinary, hematological, immunological or oncological disorders. It has a special focus on care of persons receiving intravenous therapies. Emphasis is placed on assessment, establishing priorities of care for the medical surgical client, and the organization and utilization of the nursing care plan by means of the nursing process. Pediatric and geriatric concepts are integrated. Clinical experience is provided in a variety of settings.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR200.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

**5 sem hrs**

### NUR 250 Concepts of Nursing III

This course focuses on the client and family who is acutely ill, including those with endocrine disorders, cardiac disorders, peripheral vascular disorders, acute surgeries and patients requiring intensive care. Emphasis is on assessment, teaching, establishing priorities of care, and organization and utilization of the nursing care plan. Pediatric and geriatric concepts are integrated. Clinical experience is provided in a variety of settings.

*Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on clinical site. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR205.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(3 lec/6 lab)*

**5 sem hrs**

**NUR 275 Advanced Concepts of Nursing**

This course focuses on the transition of the student nurse to the role of graduate nurse using the nursing process and evidenced based practice in caring for groups of clients. Class content includes conditions of the eye, ear, orthopedic, neurologic and emergency nursing, care of the burn client and other conditions of the integumentary system. Delegation, ethical, legal political, disaster, global, and social issues affecting health care are explored through group presentations. Emphasis is placed on assessment, establishing priorities of care, client teaching, and the organization and utilization of the nursing care plan. Pediatric and geriatric concepts are integrated. Clinical experience is provided in a variety of settings.

*Note: Clinical may be scheduled early mornings, afternoons, evenings or weekends and is dependent on clinical site and may be provided in a variety of settings. Clinical sites and times will be given at the first class meeting.*

*Prereq: Program admission; C or better in NUR250.*

*Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR) and documentation of current immunizations.*

*(2 lec/8 lab)*

**5 sem hrs**

**Paralegal (PLG)****PLG 100 Introduction to the Paralegal Profession**

This course is an overview of the paralegal field and assists students to become familiar with aspects of the legal system. Topic include the functions of law, courts and lawyers in modern society, fields and specializations within the practices of law, and sources of law. The Professional responsibilities of the lawyer and the training and role of a paralegal will also be covered.

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 105 The Legal Process and Litigation**

This course provides an overview of the role of the paralegal in the litigation process including pre-trial fact-gathering through post-trial proceedings. Content also includes the analysis of civil procedure and the drafting of documents used in lawsuits. This course introduces students to legal terminology.

*Recommended Coreq: PLG100.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 110 Legal Research and Writing I**

This course orients students to the law library and various legal publications, and other legal writings encountered in the day-to-day practice of law. Content emphasizes developing a student's capability to analyze, interpret, and communicate facts, ideas and law through comprehension of legal research techniques. This course emphasizes the proper use of legal terminology in paralegals practice.

*Recommended Coreq: PLG100 and ENG101 or ENG152.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 115 Legal Technology**

This course introduces students to legal software applications used in the paralegal profession. Emphasis is on the use of software for time keeping, billing, case management, and litigation graphics. Ethical considerations with electronic technology are also covered.

*Recommended prereq: CIS110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 200 Professional Responsibility and Legal Ethics**

This course covers the professional codes of conduct and laws dealing with the ethical obligations of members of the legal profession. Basic principles governing the ethical practice of law for both lawyers and paralegals are examined. Topics include the regulation of attorney and paralegal conduct, confidentiality, the unauthorized practice of law, conflicts of interest, management of client funds, billing, disciplinary procedures and malpractice.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 205 Environmental Law**

This course introduces students to the study of environmental law, with emphasis on the role of the paralegal. Topics include the Clean Air Act, the Clean Water Act, the Comprehensive Environmental Response, Compensation and Liability Act, the Endangered Species Act, wetlands, asbestos and environmental racism. Ethical issues dealing with environmental law are also discussed.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 210 Legal Research and Writing II**

This course will focus on advanced techniques and skills in legal research and writing. Preparation of complex legal documents such as appellate briefs, legal office memoranda, and citation forms will be covered. In addition, students will learn to use the correct use of legal terminology in written work.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 215 Immigration Law**

This course is an introduction to immigration law and policy in an historical and constitutional context with emphasis on paralegal skills training and practice. Content focuses on immigrants and non-immigrants and applicable laws to visit and gain permanent resident status. Additional topics include admission and deportation procedures, asylum and refugees.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 220 Real Estate Law**

This course reviews the role of the paralegal in the practice of real estate law. Topics include the importance of title searches and surveys, leases, easements, covenants, deeds, mortgages and foreclosure proceedings. Processes in commercial real estate are also covered.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 225 Family Law**

This course examines the role of the paralegal in family law. Content includes domestic relations law with emphasis on marriage, divorce, annulment, separation agreements, adoption, wills and trusts and other legal matters involving the family.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**PLG 230 Tort, Injury, and Insurance Law**

This course covers the basic elements of tort law which protects victims involved in a wrongful act. Focus also includes personal injury and insurance law. Additional topics include intent, negligence, damages, malpractice and liability in tort law. Ethical considerations unique to tort law are also covered.

*Prereq: PLG110.*

*(3 lec/0 lab)*

**3 sem hrs**

**Philosophy (PHL)****PHL 100 Introduction to Philosophy**

This course provides an overview of the major fields of philosophy including metaphysics, epistemology, logic and ethics. Fundamental questions may include: What is the meaning of life? Does God exist? Are we free? What can we know? What makes a good argument? How should we live?

**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: 1) the use of symbolic languages to make evident the logical essentials of language and meaning, 2) the essentials of both good and bad arguments, fallacious and non-fallacious reasoning, 3) formal and informal inferences, and 4) the essentials of proof and evidence. This is done through translating ordinary language sentences into their truth-functional form and evaluating the validity of arguments through such things as truth tables and truth trees.

**IAI: H4 906.***(3 lec/0 lab)***3 sem hrs****PHL 105 Introduction to Ethics**

A study of the principal ethical theories and concepts of human conduct and character, as well as a critical evaluation of these theories and concepts as they apply to particular moral issues and decisions. Students study ethical theories such as ethical egoism, utilitarianism, Kantianism, virtue ethics, Divine Command Theory, and moral relativism, and consider how these views apply to moral issues related to such topics as suicide, sex and marriage, war, terrorism, legal punishment, animal rights, the environment, and other current moral problems.

**IAI: H4 904.***(3 lec/0 lab)***3 sem hrs****PHL 107 Introduction to Medical Ethics**

This course examines a selection of problems in biomedical ethics, alongside the philosophical issues they raise. A case based approach will be taken while discussing issues such as the responsibility of health care workers to their patients, truthfulness, confidentiality, informed consent, human research, abortion, euthanasia, death and dying, genetic choices, cloning, stem cell research, organ transplantation, and the allocation of health care resources.

*(3 lec/0 lab)***3 sem hrs****PHL 110 Introduction to Critical Thinking**

This course focuses on the practical value of critical thinking in a variety of personal, professional and social situations. Students study such things as the structure of arguments, the critical analysis and evaluation of arguments, inductive and deductive reasoning, formal and informal logical fallacies, problem solving and decision making, and rhetorical strategies. Specific topics may include critically analyzing advertisements, political speech, debate techniques, gender stereotypes, human psychology, journalistic reporting, criminal investigations, etc.

**IAI: H4 906.***(3 lec/0 lab)***3 sem hrs****PHL 120 Introduction to World Religions**

This course gives a philosophical introduction to the comparative study of the major world religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**IAI: H5 904N.***(3 lec/0 lab)***3 sem hrs****PHL 140 Philosophy of Art**

This course examines philosophical issues and theories related to the creation, display, and evaluation of works of art, focusing primarily, but not exclusively, on the tradition of Western art. Emphasis is placed on, but not limited to, the visual arts. Additionally, issues related to defining art, distinguishing good from bad art, forgery, expertise, the art market, authentic performances, etc. are included.

*(3 lec/0 lab)***3 sem hrs****PHL 201 History of Philosophy: Ancient to Medieval**

This course introduces students to the Western tradition of philosophical thinking, beginning with its origins in ancient Greece and ending with the developments in Medieval Philosophy. Emphasis is placed on an analysis and understanding of each significant period of philosophical development, including the concepts of historically important philosophers, the connection among philosophical theories and their historical developments, and their influence on each other.

**IAI: H4 901.***(3 lec/0 lab)***3 sem hrs****PHL 202 History of Philosophy: Modern Philosophy**

This course introduces students to the Western tradition of philosophical thinking, beginning with developments during Early Modernity and ending with 20th century and contemporary philosophy. Emphasis is placed on an analysis and understanding of each significant period of philosophical development, including the concepts of historically important philosophers, the connections among philosophical theories, their historical developments, and their influence upon each other.

**IAI: H4 902.***(3 lec/0 lab)***3 sem hrs****PHL 296 Special Topics for Philosophy**

The course offers in-depth exploration of a special topic, issue or trend in the field of philosophy. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

*(1 to 3 lec/0 lab)***1 to 3 sem hrs****Phlebotomy (PBT)****PBT 105 Theoretical and Clinical Aspects of Phlebotomy**

This course prepares the student for the role of a phlebotomy technician. Instruction in human structure and function of each of the eleven body systems is covered with an emphasis on the vascular and circulatory systems. Additional topics include venipuncture and dermal puncture techniques, specimen collection, processing and handling; legal and ethical issues related to specimen collection; infection control; OSHA requirements and the importance of professionalism while interacting with patients.

*Note: Each student is required to carry a personal health insurance policy. Proof of insurance is due by the second week of an 8-week PBT105 Theoretical and Clinical Aspects of Phlebotomy class, or by the fourth week of a 16-week PBT105 Theoretical and Clinical Aspects of Phlebotomy class.*

*Prereq: C or better in ENG085 or placement by appropriate measures into ENG095 or higher; C or better in HIT110 or concurrent enrollment in HIT110.*

*(3.5 lec/2 lab)***4.5 sem hrs****PBT 297 Phlebotomy Externship**

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the phlebotomy field while interacting with providers, staff and patients. This course provides students 100 working hours of hands-on experience at a clinical site within the community. Following OSHA safety techniques, students are afforded the opportunity to perform a minimum of 100 unaided successful venipunctures, per The American Society of Clinical Pathologists (ASCP) certification requirements. Repeatable to a maximum of 3 semester hours on a space-available basis; 1.5 semester hours may apply to the phlebotomy certificate.

*Prereq: C or better in PBT105 and HIT110 or concurrent enrollment; American Heart Association Basic Life Support for Health Care Providers; physical examination; completion of two-step tuberculosis test; proof of current immunization status, a background check and a ten panel drug screen.*

*(.5 lec/7.5 lab)***1.5 sem hrs**

**Physics (PHY)****PHY 103 Concepts of Physics**

This survey course of the principles of physics concentrates on the analysis of physical phenomena encountered in everyday experience. It talks about fundamentals of physics from a conceptual viewpoint rather than mathematical. Topics covered include: mechanics, properties of matter, heat, sound, electricity and magnetism, light and relativity.

*Note: Students enrolling in PHY103 are not required to enroll in PHY104 (lab). However, those students needing a four semester hour lab science for transfer purposes may wish to concurrently enroll in PHY103 and PHY104.*

**IAI: P1 900.**

(3 lec/0 lab)

3 sem hrs

**PHY 104 Concepts of Physics  
Laboratory**

This laboratory course is designed to provide further opportunity for students to observe first-hand many of the physical phenomena described in PHY 103, Concepts of Physics, and to demonstrate and reinforce the concepts and principles developed in that course.

*Recommended Coreq: PHY103.*

**IAI: P1 900L.**

(0 lec/2 lab)

1 sem hrs

**PHY 111 Introduction to Physics I**

This is the first course of a two-semester sequence covering algebra and trigonometry-based physics. It is a study of principles and phenomenon of classical mechanics including physical laws governing motion, force, work, energy, momentum, rotation, fluid dynamics and wave motion and thermal physics.

*Prereq: C or better in MTH112 or MTH130 or placement determined by appropriate measures.*

**IAI: P1 900L.**

(3 lec/3 lab)

4 sem hrs

**PHY 112 Introduction to Physics II**

This course is the second course of a two-semester sequence. It includes algebra and trigonometry-based studies of electrostatics, electric fields, currents, magnetic forces and fields, geometric and physical optics, and modern physics.

*Prereq: PHY111.*

(3 lec/3 lab)

4 sem hrs

**PHY 221 General Physics I**

This is the first course in a three course sequence in the Calculus-based study of physical laws governing motion, force, work, energy, momentum, rotation, oscillations and waves and fluid dynamics. This course is ordinarily required for students pursuing degrees in engineering, physics, chemistry and mathematics.

*Prereq: MTH131 or concurrent enrollment.*

**IAI: P2 900L.**

(4 lec/3 lab)

5 sem hrs

**PHY 222 General Physics II**

This course is the second part of a three-semester sequence in the Calculus-based study of the physical laws governing electricity and magnetism, and geometric and physical optics. This course is ordinarily required for students pursuing degrees in engineering, physics, chemistry and mathematics.

*Prereq: MTH132 or concurrent enrollment; C or better in PHY221.*

(4 lec/3 lab)

5 sem hrs

**PHY 223 General Physics III**

This Calculus-based course follows the General Physics I and II sequence. Students will study thermal physics, special relativity, introductory quantum mechanics, nuclear physics, and particle physics. This course is ordinarily required for students pursuing degrees in engineering, physics, chemistry and mathematics.

*Recommended Prereq: MTH240 or concurrent enrollment. Prereq: C or better in PHY222.*

**IAI: PHY 914 (IAI Approval Pending).**

(3 lec/3 lab)

4 sem hrs

**Political Science (PSC)****PSC 100 Introduction to American Government**

This course provides an introduction to the structure and operation of the American national government. Political institutions and American political process are included, with a focus on such topics as: the principles of democracy, federalism, the U.S. and Illinois Constitutions, elections, civil liberties, domestic and foreign policy, and executive, legislative and judicial processes.

**IAI: S5 900.**

(3 lec/0 lab)

3 sem hrs

**PSC 220 Comparative Government**

This course offers a comparative examination of political systems and institutions, placing an emphasis on: common governmental problems, causes of political instability and revolution, and the techniques of political analysis. The impact of historical, economic, political, and social factors are included in this analysis. Global examples are studied, including both Western European and non-Western political systems and institutions.

**IAI: S5 905.**

(3 lec/0 lab)

3 sem hrs

**PSC 240 State and Local Government**

This course examines the powers, structures, functions and the contemporary issues of state and local governments in the United States. Emphasis is placed on the political, social and economic influence on the government affairs of the State of Illinois as well as local governmental entities in the greater Chicagoland metropolitan area. Federalism, and the evolution of the state governmental power, is also explained.

**IAI: S5 902.**

(3 lec/0 lab)

3 sem hrs

**PSC 260 Introduction to International Relations**

An introduction to the basic theories, concepts, actors, and issues of international relations. This course provides an overview of international relations, focusing on sociological, economic, historical, and political factors that impact the interactions of nations. An analysis of contemporary problems in world politics, examining both causes for conflict and potential solutions on the global stage.

**IAI: S5 904.**

(3 lec/0 lab)

3 sem hrs

**PSC 280 Introduction to Political Philosophy**

This course provides a survey of the major political philosophers and the historical evolution of political thought. This course focuses on classical and modern theorists, with emphasis on such themes as justice, equality, power, liberty, and civil rights, as well as examining common issues that impact the role of government in society.

**IAI: PLS 913.**

(3 lec/0 lab)

3 sem hrs

### PSC 296 Special Topics/Political Science

This course offers in-depth exploration of a special topic, issue or trend in the field of political science. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

*Note: No topics may be offered more than twice in three years.*  
(.5 to 3 lec/0 lab) .5 to 3 sem hrs

## Psychology (PSY)

### PSY 100 Introduction to Psychology

This course provides a survey of the study of psychological phenomena such as mental processes and behavior, emphasizing the scientific methods and ethical standards of contemporary psychological investigation. Topics include an introduction to the psychological content domains of: biology of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior and its therapies, 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 main concepts of research methodology in psychology. Students learn basic statistical analyses, in addition to learning the challenges, strengths and weaknesses of different approaches in research methods. Students will learn to apply the American Psychological Association ethical guidelines in designing, interpreting, reporting and collecting data. Students have the opportunity to create their own empirical, quantitative research proposal.

*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 developmental psychological content domains including the physiological, cognitive, personality and social development of individuals from conception through childhood, adolescence, young adulthood, middle adulthood, and older adulthood. Human development is examined in light of contemporary research and ethical standards.

*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. Discussed are the aging and adulthood developmental psychological content domains which 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. Adulthood and aging is examined with regards to scientific research and the application of ethical standards in psychology.

*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 theory and research on the biological, physical, cognitive, socio-emotional and personality development of the child from the point of conception to adolescence. Child developmental psychological content domain topics may include genetic factors, prenatal development, sensory and perceptual changes, motor system development, language acquisition, social learning, cultural influences and aspects of abnormal development. Child psychology is examined with regards to scientific research and the application of ethical standards in psychology.

*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. Adolescent psychological content domain topics may include changing relationships with family and peers, identity and value development, sexuality, school experiences and career goals, and adolescent problems and delinquency. Adolescent psychology is examined with regards to scientific research and the application of ethical standards in psychology.

*Recommended Prereq: PSY100 or consent of instructor.*  
**IAI: S6 904.**  
(3 lec/0 lab) 3 sem hrs

### PSY 235 Social Psychology

This course provides a systematic introduction to theory and research on the ways social factors influence individual and group behavior. Key theories and empirical research findings addressed cover the topics of attitudes, social perception, social cognition, the establishment of norms, conformity, leadership, group dynamics and research methods, emphasizing their effects on the individual. Students will have the opportunity to summarize and evaluate research in social psychology with regards to the American Psychological Association ethical guidelines. Student will also apply social psychological findings to real-life examples or social problems.

*Recommended Prereq: PSY100 or consent of instructor.*  
**IAI: S8 900.**  
(3 lec/0 lab) 3 sem hrs

### PSY 240 Abnormal Psychology

This course introduces and differentiates between the major theoretical perspectives of abnormal behavior, while incorporating the scientific method of inquiry as it applies to research in the field of abnormal development. Scientific research is discussed with an emphasis on both the diagnosis of mental illness and its treatment. Additional topics are to be the biological, psychological, and sociocultural origins of abnormal behavior; research methods and experimental data; the defining of, assessment, and categorization of mental illness; treatment modalities for mental illness; prevention of mental illness; and ethical standards when dealing with mental illness.

*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 solving organizational problems. Emphasis is on promoting ethical standards of behavior and promoting human welfare for individuals in industrial/organizational psychological contexts.

*Recommended Prereq: PSY100 or consent of instructor.*  
(3 lec/0 lab) 3 sem hrs

**PSY 250 Theories of Personality**

This course explores the major theoretical perspectives in personality psychology and current research. Further explored is how human behavior can be understood through the scientific study of individual differences and the strengths and weaknesses in personality psychology research. Topics include: research methods, assessment techniques, theoretical approaches in personality, and ethical standards in personality research.

*Recommended Prereq: PSY100 or consent of instructor.*  
(3 lec/0 lab) 3 sem hrs

**PSY 296 Special Topics in Psychology**

This course offers in-depth exploration of a special topic, issue or trend in the field of psychology. 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

**Religious Studies (RLG)****RLG 120 Introduction to World Religions**

This course gives a philosophical introduction to the comparative study of the major world religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**IAI: H5 904N.**  
(3 lec/0 lab) 3 sem hrs

**RLG 220 Judaism and the Old Testament**

This course introduces texts and ideas of the Old Testament in their contextual setting. Students examine the primary text and historical events in early Judaism, the religious and political ideas of the Ancient Near East and the social geography of the region.

(3 lec/0 lab) 3 sem hrs

**RLG 230 Christianity and the New Testament**

This course introduces students to the texts and ideas of the New Testament in their contextual setting. Students examine the primary text and historical events in the period leading to the emergence of the ministry of John the Baptist and Jesus of Nazareth, the religious and political ideas of the Roman Empire as they relate to the Middle East, the ideas of first century Judaism, the ideas of early Christianity and the social geography of the region.

(3 lec/0 lab) 3 sem hrs

**RLG 240 Islam and the Qur'an**

This course introduces students to the texts and ideas of the Qur'an in their contextual setting. The students examine the primary text and historical events in the period leading to the emergence of the Prophet Muhammad and early Islam, the religious and political ideas of the Arabian Peninsula, the relationship between the Qur'an and the Old Testament, the relationship between early Islam and institutional Christianity and the social geography of the region.

(3 lec/0 lab) 3 sem hrs

**Sign Language (SGN)****SGN 101 American Sign Language I**

This course is an introduction to American Sign Language (ASL). The course explores American Sign Language (ASL) sign vocabulary and grammatical structures and also serves as a basic introduction to Deaf culture.

(3 lec/0 lab) 3 sem hrs

**SGN 102 American Sign Language II**

This course is designed to provide students with skills necessary to communicate in American Sign Language (ASL) at an advanced level. Grammatical structures and cultural principles are emphasized. Students build both receptive and expressive skills.

*Prereq: C or better in SGN101.*  
(3 lec/0 lab) 3 sem hrs

**SGN 104 Signs in Everyday Use**

This course is designed to assist students in expanding their conversational skills in American Sign Language (ASL). The course introduces several unique numbering systems and non-manual modifiers as well as advanced fingerspelling and mime techniques.

*Prereq: C or better in SGN101 and SGN105, or concurrent enrollment.*  
(3 lec/0 lab) 3 sem hrs

**SGN 105 Linguistics of ASL I**

This course is designed to introduce students to advanced vocabulary, verbs and linguistics of American Sign Language (ASL). The course addresses the development of conversational fluency in American Sign Language (ASL). Students are introduced to a series of vernacular signs, which can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.

*Prereq: C or better in SGN101 or concurrent enrollment.*  
(3 lec/0 lab) 3 sem hrs

**SGN 106 Linguistics of ASL II**

This course addresses the conversational fluency in American Sign Language. Focus is on the development of fluency with more advanced sign vocabulary and more complex American Sign Language (ASL) linguistics. Students are introduced to a series of thematically related signs that can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.

*Prereq: C or better in SGN101, SGN104, and SGN105.*

*Recommended Coreq: SGN108, if interested in the ITP program.*  
(3 lec/0 lab) 3 sem hrs

**SGN 108 Conceptually Accurate Signed English**

This course provides students with the opportunity to communicate using English syntax with American Sign Language (ASL) signs and grammatical features. Students receive expanded sign vocabulary, extensive practice with comparative translations, and an introduction to simultaneous voice to sign transliterating.

*Prereq: C or better in SGN101, SGN104, and SGN105; C or better in SGN102 and SGN106, or concurrent enrollment.*  
(3 lec/0 lab) 3 sem hrs

**SGN 110 Introduction to American Deaf Culture**

This course introduces students to American Deaf Culture. The course includes a description of the specific cultural values, norms, barriers, and traditions as well as criteria for membership. It explores the experiences of deaf individuals throughout the life span.

*Prereq: SGN101 or concurrent enrollment.*  
(3 lec/0 lab) 3 sem hrs

## Social Science (SSC)

### SSC 296 Special Topics for Social Science

This course offers in-depth exploration of a special topic, issue or trend in the social sciences field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(.5 to 3 lec/0 lab)

.5 to 3 sem hrs

## Sociology (SOC)

### SOC 100 Introduction to Sociology

Introduction to Sociology includes the study of the major theories and concepts of sociology. Analyses of culture and social structure, socialization and the principles of individual and group interactions, deviance, and social inequalities are addressed using sociological imagination. Topics discussed are poverty and social stratification, race, gender and sexualities. Social forces and social movements on population and environment are examined.

IAI: S7 900.

(3 lec/0 lab)

3 sem hrs

### SOC 120 Racial and Ethnic Relations

Racial and Ethnic Relations analyzes the theoretical explanations of prejudice, discrimination and stratification on racial, religious, and ethnic groups in American society. This course examines the persistence of group identity, impact of group conflict, changes in majority-minority group relations and current trends in racial identity. Government policy and related social problems are discussed.

IAI: S7 903D.

(3 lec/0 lab)

3 sem hrs

### SOC 130 Sociology of Family

Sociology of Family is the study of the institution of family and the theoretical context of family patterns within society. The impact of changing American demographics and culture on the structure of family in society is emphasized, and the areas of economy, social class, aging, and crises are examined in the social context of family. Sociological study of family focuses on socialization, gender roles, pair bonding and sexuality, marriage, divorce and remarriage, and parenting and childhood.

IAI: S7 902.

(3 lec/0 lab)

3 sem hrs

### SOC 210 Social Problems

This course offers an introductory survey of the major social problems that are exhibited within contemporary American society. The focus is on the behavior, causes, prevention and/or treatment of such social problems as poverty, crime, drug abuse and addiction, marital conflicts and child rearing, mental illness, racism and sexism using a sociological imagination.

IAI: S7 901.

(3 lec/0 lab)

3 sem hrs

### SOC 230 Sociology of Sex and Gender

Sociology of Sex and Gender examines the multifaceted complexities between sex and gender using sociological theories. Social construction of gender and its impact on individuals in environments and groups are explored. The gendered individual and social consequences on changing social definitions in family, work, intimate relationships, education, economy, health, communication and violence are discussed.

IAI: S7 904D.

(3 lec/0 lab)

3 sem hrs

### SOC 240 Sociology of Deviance

Sociology of Deviance examines the sociological study of the causes and control of social deviance and deviant behavior. Emphasis is placed on the major sociological theories of deviance. Special attention is given to individual and group deviance within the context of social deviance. Topics discussed are physical violence, family violence, sexual deviance, self targeted deviance, medicalization of deviance, internet crime, substance use and abuse, and privileged and underprivileged deviance. Stigma of deviant identity among specific groups is analyzed.

(3 lec/0 lab)

3 sem hrs

### SOC 296 Special Topics in Sociology

This course offers in-depth exploration of a special topic, issue or trend in the sociology field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

*Note: No topics may be offered more than twice in three years.*

(1 to 3 lec/0 lab)

1 to 3 sem hrs

## Spanish (SPN)

### 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, and to interact and communicate with people of Spanish-speaking culture groups in a way that exhibits an understanding of the culture's conventions.

(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). This course continues to teach students to interact and communicate with people of Spanish-speaking culture groups in a way that shows an understanding of the culture's conventions.

*Recommended Prereq: SPN101 or one year of high school Spanish or its equivalent.*

(3 lec/0 lab)

3 sem hrs

**SPN 201 Intermediate Spanish I**

This course reviews the language content of the first year of study. It introduces intermediate skills and provides the student with ample practice in interactive conversation, with a special emphasis on the development of oral proficiency and creative composition. Furthermore, it promotes a greater understanding of the Hispanic cultures through the study and discussion of contemporary Spanish and Hispanic American readings.

*Recommended Prereq: SPN102 or two years of high school Spanish or its equivalent.*  
(3 lec/0 lab) **3 sem hrs**

**SPN 202 Intermediate Spanish II**

Intermediate Spanish II is designed to provide students with extensive practice in conversation, composition and reading with emphasis on spontaneous language production. It promotes an even greater understanding of the Hispanic cultures through the study and enjoyment of some contemporary Spanish and Hispanic American literature and art. Students communicate both orally and in writing on a variety of selected topics, allowing them to expand and practice their vocabulary, grammatical usage and idiomatic language at a higher level.

*Recommended Prereq: SPN201 or three years of high school Spanish or its equivalent.*

**IAI: H1 900.**  
(3 lec/0 lab) **3 sem hrs**

**SPN 205 Spanish for Native Speakers**

This course introduces native/near native heritage learners to elements of history, authentic literature, culture and writing in order for them to become more proficient in their heritage, culture and language. Students explore the nuances of Spanish in formal and informal contexts that use standard or nonstandard grammar and vocabulary, with emphasis on reading, writing and vocabulary building.

*Recommended Prereq: Native or near-native fluency in Spanish.*

**IAI: H1 900.**  
(3 lec/0 lab) **3 sem hrs**

**SPN 211 Conversational Spanish**

This course provides intermediate-level students with intensive practice in structured and spontaneous conversation in Spanish. Emphasis is on helping the student to become more fluent in responding to spoken Spanish and in initiating conversations with Spanish speakers. Students also learn how to handle vocabulary deficits. Vocabulary targets student needs.

*Recommended Prereq: SPN102 or SPN111 or two years of high school Spanish.*  
(3 lec/0 lab) **3 sem hrs**

**SPN 215 Introduction to Hispanic Literature**

Introduction to Hispanic Literature introduces students to selected masterpieces by Hispanic writers from a variety of periods. This course focuses on the further development of the four areas of language learning (reading, speaking, listening, and culture) through readings and class discussion, with an emphasis on written language skills.

*Recommended Prereq: SPN202 or near native speaker.*

**IAI: H3 916.**  
(3 lec/0 lab) **3 sem hrs**

**SPN 296 Special Topics in Spanish**

This course offers in-depth exploration of a special topic, issue or trend as it relates to the Spanish language. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab) **1 to 3 sem hrs**

**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 introduces students to theatre as an art form: the play, playwright, acting, directing, and the production elements of lighting, set design, costumes, make up, props, sound and theatre management. Students also study the relationship between playwrights' lives and their societies throughout history.

**IAI: F1 907.**  
(3 lec/0 lab) **3 sem hrs**

**THE 110 The Art of Oral Interpretation**

This course examines and explores literature from an oral performance perspective. Literary selections include the short story, poetry, prose, 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 using various organization, structure or styles. Incorporating the study of social and cultural contexts of literature is a primary part of a pre-performance analysis and complements the oral interpretation.

**IAI: TA 916.**  
(3 lec/0 lab) **3 sem hrs**

**THE 130 Diversity in American Theatre**

This course examines American dramas and dramatists that reflect the racial, immigrant and minority experience in the U.S. The study includes an analysis of themes, conflicts and racial/ethnic/minority characterizations in a historical, social and cultural contexts. The course demonstrates how theatre as an art forms, reflects and comments on society using diverse perspectives.

**IAI: F1 909D.**  
(3 lec/0 lab) **3 sem hrs**

### THE 201 Fundamentals of Acting I

This course introduces the beginning actor to acting theories that include but are not limited to the methods of Stanislavski and Uta Hagen. Stage terms, stage movement, character development, improvisation, memory, and scene work make up the major content of the course. Emphasis is also given to the development of observation and critique, sense and emotion memory, focus, and concentration.  
*Recommended Prereq: THE110.*

**IAI: TA 914.**  
 (3 lec/0 lab) **3 sem hrs**

### THE 202 Fundamentals of Acting II

This continuation of THE201 is designed for the serious acting student who wishes to pursue acting for performance, for theatre education or wishes to continue to develop their craft. Analysis of play text includes intention, scoring/subtext, and tempo. Incorporated in the scene work are techniques for developing contemporary and classical characters for the stage including social or cultural issues.  
*Recommended Prereq: THE110; THE201.*

(3 lec/0 lab) **3 sem hrs**

### THE 296 Special Topics/Theatre

This course offers in-depth exploration of a special topic, issue or trend in the theatre field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.  
 (0 to 3 lec/0 to 6 lab) **1 to 3 sem hrs**

## Therapeutic Massage (TMS)

### TMS 110 Professional Foundations of Therapeutic Massage

This course exposes the student to major concepts, terminology, and legal and ethical issues in the therapeutic massage profession. Topics include history of massage, professional ethics, scope of practice, effective communication, and contemporary issues in the profession.

*Prereq: Program admission; C or better in BIO260.*  
*Coreq: TMS120.*  
 (2 lec/0 lab) **2 sem hrs**

### TMS 120 Massage Techniques I

This course introduces the massage therapy student to the theory and techniques of full-body Swedish massage and chair massage. The course content includes Swedish massage techniques, the wellness benefits (indications) and contraindications of massage; endangerment sites of the body; draping and positioning of the client; sanitation and safety practices; as well as fitness and self-care for the massage therapist.

*Prereq: C or better in BIO260.*  
*Coreq: TMS110.*  
 (2 lec/3 lab) **3 sem hrs**

### TMS 125 Massage Techniques II

This course introduces the massage therapy student to intermediate level therapeutic massage techniques. These bodywork modalities include, joint mobilization and stretching, muscle energy techniques, sports massage, myofascial techniques, trigger point therapy, reflexology and others. In addition, students will learn when it is appropriate to massage deeper layers of connective tissue.

*Prereq: Program admission; TMS110; TMS120.*  
*Coreq: TMS140.*  
 (2 lec/3 lab) **3 sem hrs**

### TMS 130 Massage Techniques III

As the final massage course in the Therapeutic Massage Program, the student refines massage techniques, the student is introduced to energy based body work and spa treatments, and the student prepares for the Massage and Bodywork Licensing Examination (MBLEx). The topics covered in this course include: massage techniques to support clients with common conditions and postural deviations, Asian and energy based body work, stress reduction techniques, hydrotherapy and temperature therapies, aromatherapy, and spa treatments.

*Prereq: TMS125; TMS140.*  
*Coreq: TMS146; TMS164.*  
 (3 lec/4 lab) **5 sem hrs**

### TMS 136 Clinical Preparation

In this course, students learn the information and skills necessary to prepare them for their first clinical experience. Students gather information in a client interview, assess the client condition, plan the therapeutic massage session, and document the session. Students learn medical terminology and medical abbreviations and symbols. In addition, students become certified in CPR and First Aid.

*Prereq: Program admission.*  
 (2 lec/0 lab) **2 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. In addition, students spend 16 hours in seminar discussing clinical situations, massage session plans and session documentation, as well as learning the indications and contraindications of massage with regard to common medications.

*Prereq: Program admission; TMS110; TMS120.*  
*Coreq: TMS125.*  
 (1 lec/2 lab) **2 sem hrs**

### TMS 146 Massage Clinical II

This course is a supervised clinical experience designed to provide training and real-life experience in applying therapeutic massage addressing a specific client complaint. Students spend 30 hours at on or off-campus locations. In addition, students spend 16 hours in seminar discussing the student clinical experience, massage session plans, and session documentation. In order to better address the client's needs, students learn to create functional goals to assess the results of multiple massage sessions.

*Prereq: Program admission; TMS125; TMS140.*  
*Coreq: TMS130; TMS164.*  
 (1 lec/2 lab) **2 sem hrs**

### TMS 150 Business Practices for Massage Therapists

This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Students will learn how to create a business plan for starting their massage practice as a professional massage therapist. The business plan will include establishing a bookkeeping system, maintaining client records, developing business policies and a marketing plan.

*Prereq: Program admission; TMS110.*  
 (3 lec/0 lab) **3 sem hrs**

### TMS 162 Neuromusculoskeletal Foundations for the Massage Therapist

This course studies the anatomical structure and function of the human nervous, muscular and skeletal systems, and how these systems work together to produce movement. Students will learn to palpate the various anatomical structures of the musculoskeletal system. Students will use this foundational knowledge to study the biomechanics of movement, including posture and gait.

*Prereq: BIO260 or BIO270 and concurrent enrollment in BIO272.*  
 (2 lec/2 lab) **3 sem hrs**

**TMS 164 Pathology for the Massage Therapist**

This course studies how therapeutic massage can affect pathologic conditions of the human body. Students begin learning the fundamental concepts of pathology and homeostasis. Students move on to learn how specific pathologic conditions, of each body system, affect the body; and how massage will impact the specific pathological condition. The body systems studied include the integumentary system, musculoskeletal system, nervous system, cardiovascular system, lymph and immune system, respiratory system, digestive system, endocrine system, urinary system and reproductive system.

*Prereq: BIO260, or BIO270 and BIO272.*

(2 lec/2 lab) 3 sem hrs

**Website Development (WEB)****WEB 110 Web Development With HTML**

This course is an introduction to the World Wide Web and its authoring environment, Hypertext Markup Language (HTML5), and Cascading Style Sheets (CSS3). Web design techniques are illustrated, analyzed and implemented, along with methods to enhance Web pages using the following features: Web standards, forms, images and multimedia.

(3 lec/0 lab) 3 sem hrs

**WEB 170 Web Prototyping**

This course covers a variety of methods of developing digital wireframes and mockups to create a prototype of a website focused in user experience and interface design. Prototyping tools, best practices and principles of user interface design will be explored.

*Prereq: WEB110.*

(3 lec/0 lab) 3 sem hrs

**WEB 230 Dreamweaver**

Using Dreamweaver, students will learn to utilize frameworks and templates to design and publish fully functional websites. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

*Recommended Prereq: WEB110.*

(2 lec/2 lab) 3 sem hrs

**WEB 250 Advanced Website Development**

Students in this course utilize knowledge from prior Web development courses and Web development software programs to develop a live and fully functional website that meets current Web standards. Current Web development strategies such as User Experience (UX), are discussed and appropriately incorporated into student websites.

*Recommended Prereq: WEB110 and WEB230.*

(2 lec/2 lab) 3 sem hrs

**Welding Technology (WLD)****WLD 100 Survey of Welding**

This is a survey course introducing the principles and practical application of the major manual and semi-automatic welding and cutting processes. The emphasis of this introductory 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 analyzing blueprints and identifying welding symbols are included.

(3 lec/0 lab) 3 sem hrs

**WLD 102 Blueprint Reading for Welders I**

This course emphasizes the development of print reading for welders with a focus on the interpretation of drawings and dimensioning standards. Several practical problems and exercises identifying the elements of orthographic interpretation and dimensioning are included.

(1.5 lec/0 lab) 1.5 sem hrs

**WLD 103 Blueprint Reading - Welders II**

This continuation of WLD102 studies welding symbols and dimensioning standards. Several practical problems and exercises analyzing blueprints and identifying welding symbols are included.

(1.5 lec/0 lab) 1.5 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 joints are produced in various positions on low carbon steel. Correctly adjusting the operating variables, safety using oxy-fuel equipment, the five basic weld joints, and four welding positions are emphasized.

(2 lec/2 lab)

3 sem hrs

**WLD 120 Shielded Metal Arc Welding I**

The theory and practice of shielded metal arc welding — stick (SMAW) are featured in this course. Process techniques using various types of mild steel electrodes in the four positions are practiced. Safety using shielded metal arc welding (SMAW) equipment, electrode classifications, welding currents or polarities, and the five basic welding joints are emphasized.

(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. Discontinuities or defects in weldments are identified using quality control, welding standards, and tools.

*Recommended Prereq: WLD120.*

(2 lec/0 lab)

2 sem hrs

**WLD 125 Gas Metal Arc and Flux Cored Arc Welding**

The theory and practice of gas metal arc welding — Metal Inert Gas (GMAW- MIG) and flux cored arc welding 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. Safety, wire feed speed (WFS), voltage, and various gases are emphasized.

(2 lec/2 lab)

3 sem hrs

**WLD 130 Gas Tungsten Arc Welding**

The theory and practice of gas tungsten arc welding — tungsten inert gas (GTAW — TIG) are featured in this course. Process techniques using various types of mild steel, stainless steel and aluminum in the four positions using the five basic joints are practiced. Safety, electrodes and filler material classifications and parameters for gas tungsten arc welding (GTAW) are emphasized.

(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, hardenability, impact strength and Rockwell hardness. Non-destructive testing such as zygo, 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.

(3 lec/0 lab)

3 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. Safety, welding processes, and build sequences are emphasized.

*Recommended Prereq:* WLD101.

(2 lec/2 lab)

3 sem hrs

**WLD 220 Shielded Metal Arc Welding II**

The theory and practice of shielded metal arc welding — stick (SMAW) on V-grooves are featured in this course. V-grooves with and without backing in all four positions are practiced. Safety, welding standards, and electrodes and their classifications are mentioned.

*Prereq:* WLD120.

(2 lec/2 lab)

3 sem hrs

**WLD 223 Shielded Metal Arc Pipe Welding**

The theory and practice of Shielded Metal Arc Welding (SMAW) on pipe are featured in this course. Process techniques using various types of mild steel electrodes in the 1G, 2G, 5G, and 6G positions on pipe are practiced. Safety, acceptability standards, welding variables, and pipe preparation are emphasized.

*Prereq:* WLD220.

(2 lec/2 lab)

3 sem hrs

**WLD 226 Gas Tungsten Arc Pipe Welding**

The theory and practice of Gas Tungsten Arc Welding (GTAW) are featured in this course. Process techniques for mild steel pipe in the 1G, 2G, 5G, and 6G are practiced. Safety, acceptability standards, welding variables, and pipe preparation are emphasized.

*Prereq:* WLD130.

(2 lec/2 lab)

3 sem hrs

**WLD 296 Special Topics/Welding**

This course offers in-depth exploration of a special topic, issue or trend in the welding field. Topics may include robotic and plastic welding or welding certification. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

WAUBONSEE

*what you can learn*

# **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®, ABE/ASE or HSE), 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 Credit Students

In order to help students be successful from day one, Waubonsee is transitioning its admissions and enrollment processes throughout this academic year. Instead of attendance status driving requirements, it will be a student's educational goals.

## ADMISSIONS PROCESS FOR DEGREE AND CERTIFICATE-SEEKING STUDENTS

Students in this category need to submit a New Student Application, obtain proper course placement (certificate-seeking students will only need to place in areas required by the certificate program being pursued), and complete the Pre-Registration Review (PRR) online session. See page 8, Getting Started at Waubonsee, for complete steps.

While not usually required prior to registering, students may find it valuable to submit official transcripts from their previously attended high school, ABE/ASE or HSE 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 will be placed into courses based on their high school GPA; ACT, SAT, GED® or HiSet scores; placement testing results; previous coursework (including transitional high school courses); or other measures. Visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement) for more specific criteria and details.

Once course placement has been obtained, students must complete the Pre-Registration Review (PRR) online tutorial.

All students pursuing a transfer degree program must meet the Illinois Board of Higher Education admission standards. Those standards are described in this catalog under the Transfer Degrees Program.

## PRE-REGISTRATION REVIEW (PRR)

All new credit students must complete the Pre-Registration Review (PRR) online tutorial before registering for courses. The tutorial explains Waubonsee's degree and certificate programs and teaches students how to use the college catalog, online credit schedule and test scores to select courses. Students then register and pay for their first semester of courses online.

Students can access PRR through the mywcc portal at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). An X-number is needed to login. See page 8, Getting Started at Waubonsee, for more details.

## WAUBONSEE 101/ NEW STUDENT ORIENTATION

After completing PRR and registering for courses, new students should also view the online Waubonsee 101 video and then attend their assigned New Student Orientation session. These sessions are free and do not earn college credit. Once a student registers for courses, a session will be assigned to attend.

New Student Orientation sessions are offered July and August for fall term and January for spring term. For more information, call Admissions at (630) 466-5756.

## ADMISSIONS PROCESS FOR STUDENTS NOT SEEKING A DEGREE/CERTIFICATE

These students must complete the New Student Application and the Pre-Registration Review (PRR) online tutorial before registering for their first semester of classes.

Prior to enrolling in English or mathematics courses, students in this category are required to obtain proper course placement based on their high school GPA; ACT, SAT, GED® or HiSet scores; placement testing results; previous coursework (including transitional high school courses); or other measures. Visit [www.waubonsee.edu/placement](http://www.waubonsee.edu/placement) for more specific criteria and details.

For more information, see page 8, Getting Started at Waubonsee or call Admissions at (630) 466-5756.

## Admission of Transfer Students

### TRANSFERRING CREDIT TO WAUBONSEE:

Students wishing to transfer credit to Waubonsee from other accredited colleges and/or universities should follow the procedures described on page 163 for new degree or certificate-seeking students. They should also:

1. Submit official transcripts from all previous regionally-accredited colleges and/or universities to Registration and Records.
2. Once these students have an X-number and can log in to mywcc, they should complete the online Transcript Evaluation Request Form (TERF) located in mywcc.

Transfer credit will be evaluated after Waubonsee receives all official transcripts. Evaluation results are emailed to the student within four weeks of receipt of official transcripts.

Students may meet with an Academic and Career Advisor to receive an unofficial credit evaluation and degree plan at any time while they are awaiting their official results. For more information regarding which types of credit are accepted for transfer into Waubonsee and how these credits apply to Waubonsee degree/certificate programs, see page 177.

## Readmission/Returning Students

Students who haven't taken a course within the past two years (six semesters) will have to complete the Readmission Form to be readmitted. This process allows students to update their personal information and educational goals.

## Admission of Noncredit Students

Students interested in Professional Development should complete the Noncredit Registration Form, found online at [www.waubonsee.edu/register](http://www.waubonsee.edu/register).

## Reclassification of Student Status

A student wishing to change status, from non-degree seeking to degree-seeking, must complete the Change of Major Request form. This form is available through the mywcc portal. Once the form is completed, the student must follow the admission steps described earlier for new degree or certificate-seeking students.

## Programs with Special Admission Applications

Certain programs at Waubonsee have specific entry requirements as well as limited enrollment capacities. Depending on the number of applicants, enrollment priority for these courses may be based on district residency. Students who have out-of-district charges waived under the Special Residency Classifications are not considered district residents. See page 169 for more information on Special Residency Classifications.

In accordance with Illinois Statute 110 ILCS 805/3-29.10, veterans or military service members that have current eligibility for either federal VA education benefits or Illinois military grants will be granted priority admission into the limited enrollment programs. Students must meet the program admission requirements and attach a copy of the benefit's Certificate of Eligibility to the specific program application. Confirmation of benefit eligibility by the Financial Aid Office will determine consideration for priority admission.

## Honors Program

Waubonsee Community College has offered an academic Honors Program to its most academically successful students for more than 30 years. The Honors Program is designed to recognize academically talented and highly motivated students and to assist the development of independent and creative thinking skills through individual class projects that require work above and beyond the normal course requirements.

### PARTICIPATION IN THE HONORS PROGRAM:

- fosters collaborative relationships between students and faculty;
- provides a competitive advantage in college admissions and scholarship applications;
- features a special transcript notation indicating honors courses taken;
- all students graduating from Waubonsee who have completed 15 or more semester hours of honors courses with a 3.5 cumulative grade point average in all credit semester hours and a 3.0 grade point average in all honors courses are designated as an Honors Program graduate;
- provides consideration for educational expenses.

Students are required to apply for admission to the Honors Program. Students may consider 100 and 200 level coursework for the Honors Program. Courses that are scheduled for less than eight weeks and developmental courses are not eligible.

## Criteria for Admission to the Honors Program

*Note: Documentation must be provided as proof that criteria have been met.*

### STUDENTS ENTERING COLLEGE FOR THE FIRST TIME:

- are required to have a high school diploma or its equivalent;
- must be in the top ten percent of their high school graduating class, OR have an ACT composite score of 27 or higher, OR have an SAT composite score of 1150 or higher;
- must have fewer than 12 credit hours earned through dual credit;
- must submit a letter of recommendation from an individual who can verify their ability to succeed in an honors program;
- must obtain Honors Committee approval for admission into the program;
- may enroll for a maximum of two honors courses in the first semester of Honors Program participation.

## STUDENTS WITH EXISTING COLLEGE CREDIT:

- must have a minimum of 12 college transfer-level hours (including dual credit courses) from Waubonsee or another accredited institution with a minimum GPA of 3.50 (*NOTE: Credit for developmental course work is excluded from the 12 college transfer-level hours/GPA of 3.50 requirement; credits earned through AP, IB or CLEP are not calculated into the GPA; and GPA is calculated for the prior five years only.*)
- must verify that this credit has been earned within the last five years;
- must submit a letter of recommendation from an individual who can verify their ability to succeed in an honors program;
- must obtain Honors Committee approval for admission into the program;
- may enroll for a maximum of two honors courses in the first semester of Honors Program participation.

The goal of the Honors Program is to provide opportunities to broaden and enrich the college experience of intellectually motivated students at Waubonsee Community College. Honors students who do not complete course requirements by the end of the semester are subject to the “I” grade and associated policies.

Additional information regarding Honors Program criteria, deadlines, and how to apply can be found on mywcc in the Student tab under Student Forms - Academic or contact the Honors Program in the Science Building, Suite 214, (630) 466-2319.

## 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. The High School Student Registration/Authorization Form is available online.

Current high school students younger than 16 years of age must submit an Underage High School Student Authorization Form, in addition to the High School Student Registration/Authorization Form, and meet with an admissions advisor prior to the Friday before the semester starts. Please note both forms require authorization signatures from the student's high school. The forms are available online. Some courses may require additional approval.

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.

Final grades will appear on the student's permanent Waubonsee transcript regardless of the grade earned. For questions regarding enrollment of high school students, contact Registration and Records at (630) 466-2370.

## Admission of International Students (I-20)

A person who is a citizen of a country other than the United States and is requesting I-20 documentation and 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. Applications will be accepted only for degree programs, not for English as a Second Language courses or certificate programs. To apply for international student status, this person must:

1. Submit an Application for Status as International Student (I-20/F-1 status). Application packets are available from the Admissions Office or online at [www.waubonsee.edu/admissions/how-enroll/international-student](http://www.waubonsee.edu/admissions/how-enroll/international-student). Applications and all supporting documents must be received by the following deadlines: July 1 for fall semester, November 1 for spring semester and April 1 for summer semester.
2. If the student's native language is NOT English, he/she must take the Test of English as a Foreign Language (TOEFL) and attain a minimum score of 500 (paper-based) or 173 (computer-based) or 61 (Internet-based) on the examination. For information on the test, write TOEFL Services, Educational Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA or visit the TOEFL website at [www.toefl.org](http://www.toefl.org).
3. Complete the Educational Background forms and submit transcripts from high school and college or the equivalent. If the transcripts are NOT from a United States high school or college, they must be submitted for evaluation at the applicant's expense by a credential evaluator that is a member of the National Association of Credential Evaluation Services (NACES). Contact: Educational Credential Evaluators, P.O. Box 514070, Milwaukee, WI 53202-3470 or at the ECE website at: [www.ece.org](http://www.ece.org).
4. Present the Immigration and Naturalization Service Affidavit of Support form (I-134). This form must be completed by a resident of the United States. The statement is necessary in recognition of the fact that the college does not provide food, housing, health or transportation services.

The Admissions Office 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 in the fall and spring semesters in a minimum of 12 semester hours;
- meet with the international student advisor before registering for each semester;
- pay international tuition rates (see Tuition and Fees);
- report any changes in address, support, and/or temporary leave or status to the international student advisor immediately;
- follow the standard academic and disciplinary policies of the college.

Questions regarding the international status of a student can be referred to Admissions (see directory).

## Joint Admission and Dual Degree Partnerships

### ***Waubonsee and Northern Illinois University (Joint Admission)***

Waubonsee Community College has entered into a joint admission agreement with Northern Illinois University (NIU). The joint admission agreement provides a means for students to be simultaneously admitted to Waubonsee and NIU. This agreement simplifies the process of degree completion for students who wish to begin at Waubonsee and continue at 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 NIU after completing the Waubonsee degree without going through any further admissions processes.

To be eligible for joint admissions under this agreement, students must meet all applicable admissions requirements for both Waubonsee and 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 Academic and Career Advising at Waubonsee (see directory) or Northern Illinois University at (815) 753-0446 and ask for the Transfer Center.

### ***DePaul University – DePaul Admission Partnership Program (DAPP)***

Students can sign up for this partnership if they have fewer than 30 semester hours at Waubonsee, or they may join before their first semester here. By also applying to DePaul as a transfer student, they will lock in DePaul degree requirements for three years. Students will meet with both Waubonsee and DePaul counselors during their time at the community college. Students must be in good standing at Waubonsee, by maintaining a 2.0 GPA or higher. Students will submit transcripts to DePaul after every semester and follow DePaul's admission process when transferring out after receiving an associate degree.

### ***Governors State University – Dual Degree Program (DDP)***

The dual degree agreement guarantees that participating Waubonsee students, after earning their associate degree in two years, will be able to complete a bachelor's degree at Governors State University (GSU) with some significant benefits. Their GSU tuition will be fixed at the rate in effect when they begin their freshman studies at Waubonsee. They will be eligible to compete for the debt-free education offered by the GSU Promise Scholarship, while also receiving the guidance of both institutions during their studies.

### ***Roosevelt University – Dual Degree Program (DDP)***

The Dual Degree Program (DDP), a unique partnership between Waubonsee Community College and Roosevelt University, provides a pathway for full-time students to earn quality, accessible, and affordable associate and bachelor's degrees close to home. Benefits include guaranteed admission to Roosevelt, guaranteed tuition discount plan, eligibility for scholarships, and dual advising from Waubonsee and Roosevelt.

To be eligible for the program, students must be enrolled full-time at Waubonsee, be in good academic standing, and have less than 30 hours of credit earned at the community college-level before signing up for the program. Upon completion of the associate degree, students will have seamless transfer to the four-year university.

### ***Northern Illinois University – Reverse Transfer Program***

Northern Illinois University (NIU) and Waubonsee Community College have an agreement that allows NIU students who transferred from Waubonsee without an associate degree to earn the two-year degree using credit from NIU courses.

## Auditing a Course

Students who wish to audit a course without receiving credit can contact Registration and Records. Audit registration is not available for skill or performance courses. Students registering for a course for credit have first priority. Auditing students (including senior citizens) pay full tuition and fees, and they must meet the course prerequisites. See Tuition and Fees for details. Students registered for credit have up until midterm of a course to change to audit status. Once the course has started, auditing students cannot change to credit status. High school students are not eligible to audit courses.

## Administrative Drop/Withdrawal

Waubonsee Community College reserves the right to administratively drop/withdraw those students

- who are not actively attending or pursuing course objectives as established by their instructors,
  - who are enrolled in courses not consistent with placement testing and course prerequisites,
  - who fail to pay their tuition and fees, or
  - who receive sanctions from the Student Conduct Board.
- Call the Dean for Students for more information (see directory).

## Student-Initiated Drop or Withdrawal

Students are responsible for dropping or withdrawing from a course by the deadline dates. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript. After the refund deadline, students are able to withdraw from a course until the withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a grade of W will be recorded on the academic transcript.

Students should review the Registration, Refund and Withdrawal dates, which are located on the Waubonsee website and the Student Handbook. Students who fail to properly drop or withdraw from a course may receive a failing grade of F for the course.

Students should consult with an Academic and Career Advisor before dropping or withdrawing from a class to determine the best course of action for their situation. Students receiving financial aid should also consult with the Financial Aid Office, as drops and withdrawals can impact financial aid eligibility.

## Withdrawal Due to Active Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2), students who are called to active military service have the right to receive a refund of tuition and fees, applicable to their registration, when called to duty for a period of seven or more consecutive days. Eligible students should first withdraw from the affected course(s) and complete the Student Account Appeal Form, which is available in the mywcc portal, and attach a copy of their orders. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service. Additional information on the Withdrawal Due to Active Duty Policy can be found on the website at [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans). Questions should be directed to the Veterans Services staff.

WAUBONSEE

*what you can learn*

# Tuition and Fees

## Tuition and Fees

Waubonsee Community College charges tuition and fees 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 tuition and fees, students enrolling at Waubonsee are classified as in-district students, out-of-district students, out-of-state students or international students.

## In-District Students

To qualify as in-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 provide documentation proving residency in the district. Contact Registration and Records for more information (see directory).

## 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 provide documentation 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 the Cooperative Agreement on page 170.

## Out-of-State and International Students

Students whose legal residence is outside of Illinois are considered out-of-state. Students whose legal residence is outside of the country are considered international students.

## Special Residency Classifications

Students who live out-of-district may qualify to have out-of-district charges waived under the special residency classifications listed below. Students approved for these classifications are not considered district residents. Please contact the Registration and Records Office for more information.

**In-District Employment:** Students who do not live in the district but who are employed by a business in the district for at least 35 hours per week may have out-of-district charges waived. Students are required to provide proof of employment every term.

**Property Owner:** Students who do not live in the district but own property in the district may have out-of-district charges waived. Students are required to provide documentation every term.

**Attended VALEES Participating High School or Area Career Center:** Students who do not live in the district but attended a VALEES member district school with a date of high school graduation or last term of high school attendance that is within two years may have out-of-district charges waived for nine consecutive terms (includes summer terms). Students are required to provide an official high school transcript. See page 13 for more information about VALEES.

**Attended an In-District High School:** Students who do not live in the district but attended a high school within Waubonsee's district with a date of high school graduation or last term of high school attendance that is within two years may have out-of-district charges waived for nine consecutive terms (includes summer terms). Students are required to provide an official high school transcript.

## Tuition

Tuition for college credit courses is charged per semester hour and is determined by residency.

### \*Estimated Tuition per Semester Hour

In-district student.....	\$132.00
Illinois out-of-district student .....	\$378.28
Out-of-state student .....	\$411.82
International student.....	\$411.82
Online (all students) .....	\$132.00

*\*Tuition rates and fees are subject to change during the academic year.*

## Fees

Waubonsee charges the following fees:

### Fee Schedule

Student fee .....	\$8/credit hour
Course fee .....	varies
Set-up fee for payment plan option (per semester/nonrefundable) .....	\$25.00
Late payment fee.....	\$20.00
Insufficient funds charge .....	\$25.00
Delinquent account fee.....	\$25.00
Transcript Fee	

Written request.....\$10.00/each  
Online request..... \$5.00/each

*Free unofficial transcripts are available through mywcc.*

## Student Fees

The student fee is assessed at a rate of \$8 per credit hour. Student fee monies are used to support a variety of services and educational, scholarship, social, recreational, club and entertainment programs.

## Course Fees

Certain courses require extra costs for supplies, equipment or services. A course fee is charged to partially cover this extra expense. 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

Senior citizens who are 65 years of age or older by the start of the term may be eligible for a full tuition waiver of in-district tuition for all regularly scheduled credit courses if they are under a specific income level as outlined in the Senior Citizen Courses Act (110 LCS990).\* To apply for this waiver, senior citizens must complete the Senior Citizen Tuition Waiver Application and present it to Registration and Records. Courses specifically designed for senior citizens and audits do not qualify for this tuition waiver. Eligible senior citizens are still responsible for all applicable fees, books, and any classroom supplies costs.

\*Some restrictions apply. For more information, contact the Student Accounts and Cashier Office at (630) 466-5705.

## Cooperative Agreement

Students in Waubonsee's District 516 who wish to pursue career and technical education degree and certificate programs not available at Waubonsee Community College may do so through cooperative agreement.

Waubonsee participates in the Community College Educational Agreement: Comprehensive Agreement Regarding the Expansion of Education Resources (CAREER). Through this agreement, a resident of District 516 may attend another participating community college at the other school's in-district tuition rate. All Illinois community colleges participate in this agreement.

For information and guidelines regarding the cooperative agreement, contact the Vice President of Student Development (see directory). Out-of-district students who want to enroll in a program at Waubonsee under a cooperative agreement should contact their own community college first to make the initial application.

## Arrange for Payment

To hold your classes, you must make one of the following tuition payment arrangements according to the schedule:

- Pay in full (required for less than \$200) or
- Enroll in an interest-free payment plan *or*
- Provide a verified source (financial aid, scholarships, veterans, or employer/3rd party)

Payment Arrangement Due Date Schedule	
Registration Day	1st Payment or Verified Source Due by Midnight of:
Monday	Wednesday
Tuesday	Thursday
Wednesday, Thursday, Friday	Sunday
Saturday	Monday
Sunday	Tuesday

*Note: Any prior balance must be paid in full prior to registration.*

## WHAT ARE THE PAYMENT OPTIONS?

- **Full Payment:** Students may pay the balance in full with no additional fees (total tuition and fees less than \$200 requires full payment).
- **Payment Plan:** There are multiple payment plans available. A \$25 required payment plan fee will apply (non-refundable). See [www.waubonsee.edu/paying](http://www.waubonsee.edu/paying) for more details about these options.
- **Verified Sources:** Verified sources are defined below. Preferably if you are using a verified source to pay for tuition and fees it is arranged prior to registration. If you are using Financial Aid, check your award and acceptance status. If you are using scholarships, veteran benefits, or employer/third party, log into your student account the day after registration to see the verified source applied to your account or contact the Student Accounts and Cashier Office to check the status. Students must pay any remaining balance not covered by your verified sources.

### Financial Aid:

1. Financial aid awarded and accepted by the payment arrangement due date will hold your classes.
2. Financial aid not awarded and accepted by the payment arrangement due date requires the student to enroll in a payment plan.

### Scholarships:

1. Waubonsee Gustafson and/or Waubonsee Foundation Scholarships apply to student accounts automatically and will hold your classes.
2. Private scholarship payments must be applied to student accounts by the payment arrangement due date to hold your classes.

### Veterans Using CH 33 or 31:

With the submission of a Veterans Enrollment Certification Request (VECR) prior to registering for classes, classes will be held and the funds

received from the Department of Veteran Affairs (VA) will be credited to the student's account. The college will not impose a penalty, or require the beneficiary to borrow additional funds to students responsible for paying any balance remaining after benefits have been credited, should benefit eligibility not be covered at 100% level. Use the search bar in mywcc to locate the VECR form.

#### **Employer/Third Party Payments:**

If a student's employer or a third party is paying for your classes and should be billed directly, a letter from the company is required by the payment arrangement due date to hold your classes. The letter must be on company letterhead and include contact name, company address, books, and classes covered for the student.

Questions? Contact the Student Accounts and Cashier Office at (630) 466-5705.

## **HOW TO PAY**

Waubonsee accepts full and partial payments in cash, electronic check\*, bank debit, or credit/debit card (VISA, MasterCard, Discover, and American Express). Payments can be made:

- online at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu) (credit card or electronic check);
- in person at the Sugar Grove, Aurora Downtown, Aurora Fox Valley or Plano campuses;
- by faxing payment information to (630) 966-4867;
- by mailing payment to:  
Student Accounts and Cashier Office  
Waubonsee Community College  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454
- Authorized User: If students wish to have their parents, employers or other third party make a payment on their account, you must first set them up as an authorized user in mywcc through the Student Account Suite. The assignment does not give the authorized user the ability to access the student's confidential academic history.

*\* Waubonsee processes checks electronically. When students provide a check as payment, they authorize the college to use information from their check to make a one-time electronic fund transfer from their account. There will be a \$25 fee for any insufficient funds/declined checks. For questions call (630) 466-5705.*

## **What If I Don't Pay?**

Waubonsee will drop students from courses if payment arrangements are not made according to the payment arrangement due date schedule (see Paying for Classes on previous page).

Students must officially drop/withdraw from each course they do not plan to attend. A drop for non-payment will not occur if a payment arrangement has been received for the semester.

Any unpaid balance on the student account will prevent registration for additional courses or receipt of grades, diploma, and/or transcripts. Student accounts with unpaid balances are subject to the collection procedures of the college and a \$25 delinquent fee.

## **Refunds and Student Account Appeals**

Tuition refunds are issued based upon the official date of a course drop or withdrawal. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript. After the refund deadline, students are able to withdraw from a course until the withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a grade of W will be recorded on the academic transcript. Students should review the Registration, Refund and Withdrawal dates, which are located on the Waubonsee website and the Student Handbook.

Drops and withdrawals made online are effective when the transaction is complete. Drops and withdrawals submitted by mail or fax are effective according to the postmark date of the mailed Change of Enrollment form or the fax date and time. Full refund of tuition and fees are granted if the college cancels a course.

A student account appeal process is available if disputing charges. Appeals must be based on circumstances that prevented course attendance. The Student Account Appeal Form is available at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu).

The college reserves the right to make the final decision on all refunds. If you have a question in regards to refund policies, please contact the Student Accounts and Cashier Office.

## **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 at either the Sugar Grove or Aurora Downtown Campus, or by ordering online at [waubonsee.collegestoreonline.com](http://waubonsee.collegestoreonline.com).

**MyMaterials (Inclusive Access):** This program is designed to assure students have the correct course materials at the lowest price possible. For courses using this program, a MyMaterials fee is charged at registration. Students then receive online access to the materials they need on a tablet, laptop or desktop computer. Visit [www.waubonsee.edu/mymaterials](http://www.waubonsee.edu/mymaterials) for more information and a list of courses which offer MyMaterials.

Cost for books and supplies are listed by course at [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses) but are subject to change by the publisher. To view this information on the website, click on the course title, then select "View Books/Materials."

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 online at [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid).

## General Application Procedure

Details on the application process can be found online at [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid).

Students must apply each academic year. The application process starts October 1 for the following academic year starting in the fall.

Refer to the Financial Aid Handbook each year for detailed timelines and important deadlines.

## Eligibility Requirements

General eligibility requirements for state and federal financial aid programs include the following criteria. Other requirements may apply for certain programs. Students must be sure they meet all requirements before applying:

- be a citizen or eligible noncitizen;
- have a valid social security number;
- have a high school diploma from an accredited high school or high school equivalency;
- have a reading score on the ACT, SAT, or ACCUPLACER test that meets the minimum requirements to complete a certificate or degree at Waubonsee. ACCUPLACER testing is done by Learning Assessment and Testing Services;
- not be in default on any student loan;
- not owe a refund on any grant or loan, and not have borrowed in excess of the loan limits under Title IV programs at any institution;
- agree to use any student financial aid solely for educational purposes;
- agree to not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by federal student aid;
- if required, register with the Selective Service;
- submit a Waubonsee Community College New Student Application Form and select an eligible program.  
A certificate program must be at least 16 credit hours to qualify. A list of ineligible programs is available online at [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid);
- enroll for eligible classes. A list of ineligible classes is available online at [www.waubonsee.edu/financialaid](http://www.waubonsee.edu/financialaid);
- make satisfactory academic progress toward a degree or certificate as defined in the Standards of Academic Progress;
- be aware that financial aid does not cover audited courses or more than one repeat of a previously passed course;
- accept the Terms and Conditions of all financial aid offered.

## Standards of Academic Progress

In accordance with the United States Department of Education, and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress guidelines for the receipt of financial aid. These standards apply to all students who apply for grant, loan, and/or work-study funds from state or federal programs of financial aid. The standards apply to cumulative academic performance regardless of whether or not the student was an aid applicant during each term of attendance.

### 1. COMPLETION RATE REQUIREMENT

Students must **complete at least 67 percent of all credits attempted** in order to finish their academic programs within the Maximum Time Frame (see #3 below). The 67 percent completion rate applies to the total of transfer credits accepted plus Waubonsee credits earned divided by the total of transfer credits accepted plus Waubonsee credits attempted, and to the total credits earned at Waubonsee divided by the total credits attempted at Waubonsee. Both completion rates must be at least 67 percent. Also, for any Waubonsee term that a student attempts 12 or more credits, the percent earned must be greater than 0. If the cumulative completion rate is less than 67 percent after two or more terms, the student can request reinstatement based on a review of his/her last term of attendance. The student must have completed all courses attempted (no withdrawals or grades of F) earning a minimum of 6 credits with a semester grade point average of 2.0. Earned hours must have increased by 6. See APPEAL/REINSTATEMENT.

- a. "Credit hours earned" refers to Waubonsee course credits for which the student received grades of A, B, C or D and to the transfer credits accepted towards the student's program of study.
- b. "Credit hours attempted" includes all credit classes in which the student is enrolled after the refund period and to transfer credits accepted toward the student's program of study.  
-Withdrawals after the refund period count as hours attempted. See Withdrawals and Financial Aid on page 175 for details about withdrawing.
- c. Audits, proficiency tests and noncredit courses are not included in the total number of credits attempted or completed.
- d. Repeated courses are always included in attempted hours. A repeated class for which the student earns credit is only counted once in completed hours unless the class is designated as one that can be repeated. This information is part of the course description.

### 2. GRADE POINT AVERAGE REQUIREMENT

A student must maintain a 2.0 cumulative grade point average (GPA). 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 classes for which the student earns credit are averaged. If the cumulative GPA is less than 2.0 after two or more terms, the student can request reinstatement based on a review of his/her last term of attendance. The student must have completed all courses attempted (no withdrawals or grades of F) earning a minimum of 6 credits with a semester GPA of 2.0. Earned hours must have increased by 6. See APPEAL/REINSTATEMENT.

### 3. MAXIMUM TIME FRAME REQUIREMENT

Student eligibility for financial aid at Waubensee Community College is limited to 90 total attempted credit hours, which represents 150 percent of standard program length, or to the first AA, AS, AGS or AAS earned by the student, whichever occurs first. The 90 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.

**WARN** – The student does not meet the required completion rate or GPA requirement as outlined in this policy. A student is able to receive financial aid while at WARN.

**FAIL** – The student fails to meet the completion rate or the GPA standard at the end of the WARN term or the student attempts 12 or more credits during a term and completes 0 credits. The student is not eligible for federal and state financial aid programs.

**FAIL-A** – If a student does not complete all courses attempted with a 2.0 GPA average in each term subsequent to an appeal being approved, the student's status will change to FAIL-A, FAIL after appeal.

**DENIED** – The student's appeal is denied.

**MAX** – The student has attempted a total of 90 credits including transfer credits.

**MAX-D** – The student has earned an AA, AS, AGS or AAS degree.

**MAX-W** – The student has attempted a total of 65 credits including transfer credits. A student is able to receive financial aid while at MAX-W.

**MAX-A** – The student is taking the courses that were submitted and approved on the Financial Aid Degree Audit.

**PROBATION - ACADEMIC PLAN** – The student's Appeal/Reinstatement Request is approved including a Financial Aid Academic Plan. A student remains in this status as long as all attempted courses are completed with a 2.0 GPA average in each subsequent term and the student's status does not change to MAX or MAX-D.

### 5. APPEAL/REINSTATEMENT

Appeal requirements are based on the student's ineligible status:

**FAIL** – The student may submit an Appeal/Reinstatement Request. To be approved, the student must meet one of the following:

- Appeal – There must be documentable mitigating circumstance, like medical, that affected the academic performance. Failure to provide the required documentation for mitigating circumstances will result in denial.
- Reinstatement – The student can request reinstatement based on a review of his/her last term of attendance. The student must have completed all courses attempted (no withdrawals or grades of F) earning a minimum of 6 credits with a semester GPA of 2.0. Earned hours must have increased by 6.

If the Appeal/Reinstatement Request meets one of the above requirements, the student will be notified that he/she must meet with an advisor to prepare a Financial Aid Academic Plan. This Plan must be signed by an advisor and be submitted to the Financial Aid Office before the Appeal/Reinstatement Request will be approved for the upcoming term. The Financial Aid Academic Plan will specify the point in time when the student should be meeting the standards. Until the student is meeting the standards, he/she will be at a status of Probation-Academic Plan.

**MAX** – The student is required to appeal and submit a Financial Aid Degree Audit signed by an advisor. The Degree Audit lists the courses that are required for the student to complete his/her degree or certificate program. Students can also appeal to complete preparatory courses required for acceptance to an academic program at another school by submitting a letter from the other school listing the courses that are required for admission. If approved for the additional courses, the student's status is changed to MAX-A.

**MAX-D** - An appeal and Financial Aid Degree Audit signed by an advisor may be submitted for the pursuit of a second degree other than an AGS, certificate or for preparatory courses required for a second degree. Only courses on the Financial Aid Degree Audit are recognized for the receipt of financial aid. If the student applied to graduate but he/she has not completed all required courses, the student can change his/her graduation term by contacting the Graduation Analyst in Counseling. If approved for a second degree, the student's status is changed to MAX-A.

Appeal/Reinstatement Requests must be submitted within 30 calendar days following the date the student's academic progress is reviewed and the student is notified of the ineligible status. Appeals turned in after the 30 day deadline can be denied. Appeals will be reviewed by the Financial Aid Appeals Committee and responded to within 14 calendar days of receipt.

## 6. RE-ESTABLISHING ELIGIBILITY

A student who is below the Completion Rate and/or GPA requirements can re-establish eligibility by achieving a cumulative 2.0 GPA and/or a 67 percent completion rate as long as the student is not at MAX due to 90 attempted hours or the completion of an AA, AS, AGS or AAS degree. Once eligibility is re-established, the student's status will be PASS.

## 7. NOTICE

This policy is subject to change without notice to comply with federal or state regulations, or Waubonsee Community College Board of Trustee policy or action. For the most current Satisfactory Academic Progress Policy, visit [www.waubonsee.edu](http://www.waubonsee.edu).

## Withdrawals and Financial Aid

Federal regulations require students to maintain a minimum completion rate (see Standards of Academic Progress) to retain eligibility. Withdrawing from a course(s) or failure to earn credit hours in a course(s) will lower a student's completion rate. Withdrawing from all courses or failure to successfully complete all course(s) may require a student to pay back the financial aid he/she may have received. Consultation with an Academic and Career Advisor is highly recommended before withdrawing.

- ***Withdrawing from some but not all courses.***

If the courses remaining in the student's schedule total less than 6 credit hours, the student is not loan eligible. Student loans require a minimum of 6 credit hours at the time of disbursement.

- ***Withdrawing from all courses.***

This results in a reduction to federal aid eligibility including grants and loans. Federal regulations require that students "earn" their financial aid by attending or participating in class. Waubonsee records attendance at the end of the 100 percent refund period and at mid-term. These attendance records determine the amount of financial aid that has been earned by a student who withdraws from all courses. For example, withdrawing from all courses after mid-term would result in reducing a \$1,000 Pell Grant or Direct Loan to approximately \$500 (50 percent) because mid-term would have been the last recorded date of attendance. This reduction in financial aid could result in the student owing institutional charges, and, if the withdrawal occurred after the financial aid was disbursed, a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

- ***Failure to successfully complete courses.***

Students who do not complete at least one course with a final grade of A,B,C or D are considered unofficial withdrawals. Last dates of attendance are reported by instructors for students whose final grades are F or W. The last dates of attendance are used to determine the percentage of federal financial aid that has been earned. If the latest date that the student attended is not after the 60 percent point of the term, financial aid will be reduced to equal the percentage earned. For example, if the latest date of attendance reported by an instructor is mid-term, a \$1,000 Pell Grant or Direct Loan would be reduced to approximately \$500 (50 percent). This reduction in financial aid could result in the student owing institutional charges and a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

## Disbursement of Financial Aid Funds

Financial aid funds will be reflected on the student's account only after the student has submitted a Title IV Authorization and accepted his/her financial aid award online through the mywcc portal. Loans, state grants, and pell grants are disbursed the third week of a full fall or spring term. A bookstore voucher will be processed if financial aid funds are sufficient to cover all current term charges on a student's account and the student does not owe a prior balance. Financial aid awards are subject to reduction if a student drops some or all of his/her courses.

## Financial Aid Refund Policy

Refunds based on the difference between institutional charges for the term and loan amounts are mailed to permanent local address or direct deposited no later than 14 days after aid is disbursed.

## Veterans Programs

Students interested in VA benefits, Illinois veterans' benefits and any other related programs can find details on the application process online at [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans). Additional questions may be directed to your Academic and Career Advisor. A 2.0 cumulative GPA is required to maintain eligibility for state and federal benefits.

## Scholarships

A variety of scholarships are available to Waubonsee students from the Waubonsee Community College Foundation and private funding sources. The Foundation awards more than 300 scholarships annually. Information about the opportunities can be obtained from the Development Office (see directory) or online at [www.waubonsee.edu/foundation](http://www.waubonsee.edu/foundation). Waubonsee Community College Foundation scholarship applications are typically due in February for use during the following academic year.

WAUBONSEE

*what you need to know*

# **Academic Information and Regulations**

## Class Attendance

Class attendance has a direct effect on successful course completion. If students do not attend at least one class meeting during the 100 percent refund period, they may be withdrawn from the course with no refund. Students may be administratively withdrawn at any time if they are not actively attending and pursuing course objectives. See Administrative Drop/Withdrawal on page 167 for more information.

In case of illness or other mitigating circumstances, students should contact instructors. Accommodations such as make-up work may be arranged at the instructor's discretion. Compliance-related recommendations (Title IX or ADA, for example) may also affect class attendance accommodations. See also Administrative Drop/Withdrawal on page 167 and [www.waubonsee.edu/legal](http://www.waubonsee.edu/legal) for more information.

## Non-Attendance Due to Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2), a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans).

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll.

## Class Standings

Class standings are based upon the number of semester hours earned at Waubonsee. A freshman is a student who has earned fewer than 30 semester hours. A sophomore is one who has earned 30 or more semester hours. A student who has earned 65 or more semester hours is considered an unclassified sophomore.

## Transfer Credit and Credit For Prior Learning

### TRANSFERRING CREDIT TO WAUBONSEE: INFORMATION AND REGULATIONS

Credits to be considered for transfer must have been earned at a post-secondary institution accredited by the Higher Learning Commission or other regional accrediting agency with an earned grade of D or better in the course(s) involved. Credits to be considered for ENG 101 or ENG 102 must have an earned grade of C or better if pursuing a transfer degree.

A maximum of 45 credit hours from transfer and/or prior learning assessment can be applied to a degree. For certificate programs, the maximum amount of transfer and/or prior learning assessment credit hours that can be applied is one-half of the required credits. Transfer credit and credit for prior learning assessment do not apply to the College's credit hour residency requirement, nor does it count in the grade point average. Credit will not be granted if a student has previously earned credit for an equivalent course at Waubonsee. There is no fee for processing transfer credit.

Transcripts from foreign universities must first be reviewed by a foreign educational credentials services recognized by the National Association of Credential Evaluation Services (NACES).

To learn how to get your credit evaluated by the college, see Admission of Transfer Students on page 164 or visit [www.waubonsee.edu/transfer-in](http://www.waubonsee.edu/transfer-in).

**PRIOR LEARNING ASSESSMENT:  
INFORMATION AND REGULATIONS**

Prior Learning Assessment (PLA) is an academic process of identifying, documenting and awarding college credit for a student's knowledge and skills gained outside of the traditional classroom. Credits earned through PLA may help reduce the time required to earn a degree or certificate.

Prior learning credit may be specific course credit, an elective credit in a specific area or it may be a general elective. Program requirements should be discussed with an advisor to determine how PLA credits will apply toward a degree or certificate.

- Credit by proficiency (noted as an E with 0 Grade Point Level) is awarded and recorded on transcript.
- A maximum of 45 credit hours from transfer and/or prior learning assessment can be applied to a degree. For certificate programs, the maximum amount of transfer and/or prior learning assessment credit that can be applied is one-half of the required credits. Transfer credit and credit for prior learning assessment do not apply to the College's credit hour residency requirement, nor does it count in the grade point average.
- Credit will not be granted if a student is currently enrolled in or has previously earned credit for an equivalent course.
- Students should be aware that Credit by Proficiency may not transfer to other colleges and universities.
- Students must visit the Registration and Records Office to request credits to be posted on the record. Credit will be recorded after the refund period of the student's first semester of enrollment.
- A transaction fee of \$10 may be assessed.
- ACE (American Council of Education) recommends a credit-granting score of 50 for each CLEP exam. This is a scaled score, equivalent to earning a C in the relevant course.

The Prior Learning Assessment Inventory presents examples of how students can earn credit.

**PRIOR LEARNING ASSESSMENT INVENTORY**

Method	Description	Example(s)
Credit By Exam (CBE)	Vendor or college standardized exams providing students opportunity to receive college credit.	<ul style="list-style-type: none"> <li>• CLEP (College-Level Examination Program)</li> <li>• DANTES/DSST Examination Program</li> <li>• ICE (Institutional Credit by Exam)</li> <li>• AP (Advanced Placement)</li> </ul>
Military Training	Credit awarded for certain armed service experience based on ACE (American Council of Education) guidelines.	<ul style="list-style-type: none"> <li>• Joint Services Transcript (JST) Community College of the Air Force (CCAF)</li> <li>• DD 214</li> <li>• ACE (American Council on Education) Military Guide Recommendation</li> </ul>
Professional Training	Credit awarded based on evaluated training in the workforce or corporate venue, apprenticeship, government, or professional association.	<ul style="list-style-type: none"> <li>• Evaluation by faculty</li> <li>• ACE College Credit Recommendation Service</li> <li>• Evaluated Waubensee Workforce Development Courses</li> </ul>
Industry Certification and Licensure	Credit awarded based on evaluated industry certification or licensure.	<ul style="list-style-type: none"> <li>• MSSC, NIMS, RN, Autodesk Certified User, Adobe Certified Associate, MOS</li> </ul>
Articulation Agreements	Credit awarded based on agreements of course articulation with high schools or training organizations.	<ul style="list-style-type: none"> <li>• VALEES agreements</li> </ul>
Faculty Evaluation	Credit awarded that does not fit in the standard categories. College level learning has been demonstrated in a documented faculty pre-approved method.	<ul style="list-style-type: none"> <li>• Portfolio</li> </ul>

**CLEP EXAMS AND COURSE EQUIVALENTS**

Exam Title	Minimum Score Required	Class Credit Granted For	Credits Awarded
American Government	50	PSC 100	3
American Literature	50	ENG 211, ENG 212	6
Analyzing and Interpreting Literature	50	Elective Credit	3
Biology	50	BIO 120	4
Calculus	50	MTH 131	4
Chemistry	50	CHM 121	4
College Algebra	50	MTH 129	3
College Composition	50	ENG 101, ENG 102	6
College Composition - Modular	50	ENG 101	3
College Mathematics	50	MTH 101, MTH 102	6
English Literature	50	ENG 221, ENG 222	6
Financial Accounting	50	ACC 202	3
French Language	50	FRE 101, FRE 102	6
	59	FRE 101, FRE 102, FRE 201, FRE 202	12
German Language	50	GER 101, GER 102	6
	60	GER 101, GER 102, GER 201, GER 202	12
History of the U.S. I	50	HIS 121	3
History of the U.S. II	50	HIS 122	3
Human Growth and Development	50	PSY 205	3
Humanities	50	ART 100, ENG 211, ENG 212, HUM 101, MUS 100 (choose 2)	6
Information Systems	50	Elective Credit	3
Introduction to Educational Psychology	50	EDU 210	3
Introductory Business Law	50	BUS 211	3

Exam Title	Minimum Score Required	Class Credit Granted For	Credits Awarded
Introductory Psychology	50	PSY 100	3
Introductory Sociology	50	SOC 100	3
Natural Sciences	50	BIO 100, CHM 100, ESC 100, HED 100 (choose 2)	6
Pre-Calculus	50	MTH 129, MTH 130	6
Principles of Management	50	MGT 200	3
Principles of Macroeconomics	50	ECN 202	3
Principles of Microeconomics	50	ECN 201	3
Principles of Marketing	50	MKT 200	3
Social Sciences and History	50	HIS 111, HIS 112, HIS 121, HIS 122	6
Spanish Language	50	SPN 101, SPN 102	6
	63	SPN 101, SPN 102, SPN 201, SPN 202	12
Spanish with Writing	50	SPN 101, SPN 102	6
	65	SPN 101, SPN 102, SPN 201, SPN 202	12
Western Civilization I	50	HIS 111	3
Western Civilization II	50	HIS 112	3

**AP EXAMS AND COURSE EQUIVALENTS**

Exam Title	Accepted Score	Waubonsee Equivalent Course(s)	Credits Awarded
AP Seminar	3	Elective Credit	3
AP Research	3	Elective Credit	3
Art History	3	Elective Credit	3
Art History	4	ART 101, ART 102	6
Studio Art Drawing	3	Elective Credit	3
Studio Art Drawing	4	ART 120	3
Studio Art 2-D Design	3	Elective Credit	3
Studio Art 2-D Design	4	ART 110	3
Studio Art 3-D Design	3	Elective Credit	3
Studio Art 3-D Design	4	ART 111	3
Biology	3	BIO 100	3
Biology	4	BIO 100, BIO 120	7
Calculus AB	3	MTH 131	4
Calculus BC	2	MTH 131	4
Calculus BC	4	MTH 131, MTH 132	8
Chemistry	3	CHM 121	4
Chemistry	4	CHM 121, CHM 122	8
Chinese Language and Culture	3	CHN 101, CHN 102	6
Chinese Language and Culture	4	CHN 101, CHN 102, Elective Credit	12
Computer Science A	3	CIS 150	3
Computer Science Principles	3	CIS 115	3
Economics-Macro	3	ECN 202	3
Economics-Micro	3	ECN 201	3
English Language and Composition	3	ENG 101	3
English Language and Composition	4	ENG 101, ENG 102	6
English Literature and Composition	3	ENG 101	3
English Literature and Composition	4	ENG 101, ENG 102	6
Environmental Science	3	BIO 110	3
French Language and Culture	3	FRE 101, FRE 102	6
French Language and Culture	4	FRE 101, FRE 102, FRE 201, FRE 202	12

Exam Title	Accepted Score	Waubonsee Equivalent Course(s)	Credits Awarded
German Language and Culture	3	GER 101, GER 102	6
German Language and Culture	4	GER 101, GER 102, GER 201, GER 202	12
Government and Politics: Comparative	3	PSC 220	3
Government and Politics: US	3	PSC 100	3
History-European	3	HIS 111, HIS 112	6
History-US	3	HIS 121, HIS 122	6
History-World	3	HIS 101, HIS 102	6
Human Geography	3	GEO 235	3
Japanese Language and Culture	3	JPN 101, JPN 102	6
Latin	3	Elective Credit	6
Latin	4	Elective Credit	12
Music Theory	3	MUS 121	4
Physics 1	3	PHY 111	4
Physics 2	3	PHY 112	4
Physics C: Electricity and Magnetism	3	PHY 222	5
Physics C: Mechanics	3	PHY 221	5
Psychology	3	PSY 100	3
Spanish Language and Culture	3	SPN 101, SPN 102	6
Spanish Language and Culture	4	SPN 101, SPN 102, SPN 201, SPN 202	12
Spanish Literature and Culture	3	SPN 215	3
Statistics	3	MTH 107	3

## STATE SEAL OF BILITERACY

The State Seal of Biliteracy (SSB) is a high school program that recognizes students who have attained an advanced level of proficiency in speaking, writing, and reading one or more languages in addition to English. The Illinois State Seal of Biliteracy posted to a student's high school transcript will be evaluated for up to twelve (12) credit hours of foreign language coursework at Waubonsee Community College if the applicable language course is offered at the College (Chinese, French, German, Japanese, or Spanish). For example, a student who has earned the SSB in Spanish would receive SPN 101 (3), SPN 102 (3), SPN 201 (3), and SPN 202 (3) while a student who has earned the SSB in Chinese would receive CHN 101 (3) and CHN 102 (3).

Credit must be applied to the college transcript within three academic years of high school graduation. Also, duplicate credit will not be awarded.

## INTERNATIONAL BACCALAUREATE (IB) COURSE EQUIVALENCY GUIDE

IB Subject	IB Level	Required Score	Waubonsee Equivalent Course(s)	Credits Awarded
<b>Language and Literature</b>				
Language A: Literature	SL	4-7	ENG 245	3
Language A: Literature	HL	4-7	ENG 245	3
Language A: Language and Literature	SL	4-7	ENG 245	3
Language A: Language and Literature	HL	4-7	ENG 245	3
Literature and Performance	SL	4-7	Elective Credit	3
<b>Language Acquisition</b>				
Classical Languages	SL	4-7	Elective Credit	3
Classical Languages	HL	4-7	Elective Credit	3
Language B	SL	4-7	FRE 102 or SPN 102	3
Language B	HL	4-7	FRE 201 or SPN 201	3
Language Ab Initio	SL	4-7	FRE 101 or SPN 101	3
<b>Individuals and Society</b>				
Business Management	SL	4-7	BUS 100	3
Business Management	HL	4-7	BUS 100	3
Economics	SL	4-7	ECN 100	3
Economics	HL	4-7	ECN 201, ECN 202	6
Geography	SL	4-7	GEO 120	3
Geography	HL	4-7	GEO 120	3
Global Politics	SL	4-7	PSC 260	3
Global Politics	HL	4-7	PSC 260	3
History	SL	4-7	HIS 101	3
History	HL	4-7	HIS 101, HIS102	6
Information Technology in a Global Society	SL	4-7	Elective Credit	3
Information Technology in a Global Society	HL	4-7	Elective Credit	3
Philosophy	SL	4-7	PHL 100	3
Philosophy	HL	4-7	PHL 100	3
Psychology	SL	4-7	PSY 100	3

IB Subject	IB Level	Required Score	Waubensee Equivalent Course(s)	Credits Awarded
Psychology	HL	4-7	PSY 100	3
Social and Cultural Anthropology	SL	4-7	ANT 101	3
Social and Cultural Anthropology	HL	4-7	ANT 101	3
World Religions	SL	4-7	PHL 120 OR RLG 120	3
<b>Sciences</b>				
Biology	SL	4-7	BIO 120	4
Biology	HL	4-7	BIO 120, BIO 122	8
Chemistry	SL	4-7	CHM 100	3
Chemistry	HL	4-7	CHM 121, CHM 122	8
Computer Science	SL	4-7	CIS 115	3
Computer Science	HL	4-7	CIS 115, CIS 116	3
Design Technology	SL	4-7	Elective Credit	3
Design Technology	HL	4-7	Elective Credit	3
Environmental Systems and Societies	SL	4-7	Elective Credit	3
Physics	SL	4-7	PHY 221	5
Physics		4-7	PHY 221, PHY 222	10
Sports, Exercise and Health Science	SL	4-7	Elective Credit	3
<b>Mathematics</b>				
Further Mathematics	HL	4-7	Elective Credit	3
Mathematical Studies	SL	4-7	MTH 101 or MTH 102 or MTH 107	3
Mathematics	SL	4-7	MTH 129	4
Mathematics	HL	4-7	MTH 131	4
<b>Arts</b>				
Dance	SL	4-7	Elective Credit	3
Dance	HL	4-7	Elective Credit	3
Film	SL	4-7	FLM 250	3
Film	HL	4-7	FLM 250	3
Music	SL	4-7	MUS 100	3
Music	HL	4-7	MUS 100	3
Theatre	SL	4-7	THE 100	3
Theatre	HL	4-7	THE 100	3
Visual Arts	SL	4-7	ART 100	3
Visual Arts	HL	4-7	ART 100	3

## Dean's List

Students who achieve a 3.50 to 3.99 semester grade point average while enrolled in six 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 4.00 semester grade point average while enrolled in six or more regular semester credit hours are honored by placement on the President's List (fall, spring and summer semesters).

## Academic Load

**Full-time students:** Students enrolled in 12 semester hours or more during the fall, spring or summer terms shall be considered full-time.

**Part-time students:** Students enrolled in less than 12 semester hours during the fall, spring or summer terms shall be considered part-time.

The maximum academic load for Degree/Certificate seeking students is 18 semester hours for fall and spring terms and 12 semester hours for the summer term. The maximum academic load for nondegree/certificate students is 10 semester hours for fall, spring and summer terms. Students wishing to exceed these hours must complete an Overload Permission Request form. Please allow time to meet enrollment deadlines as this process may take up to 10 days. Forms are available in Academic and Career Advising.

## Grading

Grade points are numerical values that indicate the scholarship level of letter grades.

Grade points at Waubonsee are assigned on the following scale:

<i>Grade</i>	<i>Significance</i>	<i>Grade Point Level</i>
A	superior	4.00
B	good	3.00
C	average	2.00
D	poor	1.00
F	failure	0
W	withdrew	0
I	incomplete	0
E	credit by proficiency	0
Z	audit	0
Y	successful completion of a continuing education course	0
N	unsuccessful completion of a 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 (3.00 grade point level) was earned in a 3-semester-hour history course, the number of grade points earned would be a 3.00 x 3 which results in nine grade points. On the other hand, if a D (1.00 grade point level) was earned in a 4-semester-hour biology course, the number of grade points earned would be 1.00 x 4 or four grade points. Only grades A, B, C, and D are used in calculating grade points.

## Notification of Grades

Final course grades are recorded at the end of each semester. Students can access their official final grades through the mywcc Web portal.

### INCOMPLETE GRADES

A grade of I signifies incomplete coursework and is assigned at the discretion of the instructor when illness or other unusual circumstances prevent a student from completing course requirements by the end of the term. A grade of I may not be assigned as a final grade unless a signed, completed Agreement for Incomplete Coursework is submitted to the appropriate dean's office by the instructor no later than the Friday prior to the deadline to submit grades.

The intent of the agreement is to:

- establish course components required to be completed by the student;
- establish a time frame 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 Vice President of Educational Affairs 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 (GPA).

However, certain courses are designed to be repeatable. Examples include applied music and some kinesiology/physical education courses. All grades in these repeatable courses are used to calculate the grade point average.

For these courses that are designed to be repeatable, it is necessary to complete a Repeatable Course Grade Change Request form if the student wishes to have only the higher grade(s) calculated in their GPA. Request forms are available online in the mywcc portal.

### GRADE CHANGE PROCESS

Requests for a change in a final grade must be submitted to the instructor within one calendar year of the date the final grade was officially due to Registration and Records.

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.

Special exceptions may be presented to the Vice President of Educational Affairs for consideration. Except under special exceptions, an I grade can only be changed to an A, B, C, D or F grade and a W cannot be changed to an A, B, C, D, F or I after final grades have been assigned.

Refer to the Student Handbook ([www.waubonsee.edu/student-handbook](http://www.waubonsee.edu/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 ([www.waubonsee.edu/student-handbook](http://www.waubonsee.edu/student-handbook)) or available from the Office of the Vice President of Student Development and Executive Director of the Foundation (see directory).

## GRADE FORGIVENESS PROCEDURE

This procedure provides the student with a second chance. A student may apply for forgiveness of grades of D or F earned in courses taken previously at Waubonsee. To be eligible to apply for grade forgiveness, a student must meet the following two conditions:

- The student cannot have attended Waubonsee Community College or any other post-secondary school for a consecutive period of at least 18 calendar months between the dates of enrollment at Waubonsee, and
- The student must have completed a minimum of 15 semester hours with a grade point average of 2.0 or better at Waubonsee Community College since the re-enrollment after the 18-month out-of-school period.

Courses approved for grade forgiveness are listed with a special notation (G) on the student transcript and are not included in the calculation of the student's GPA. The Request for Grade Forgiveness form is available in the mywcc portal.

## Graduation Academic Honors

All students graduating from Waubonsee who have achieved a cumulative 3.50 to 3.99 grade point average in all semester hours attempted at Waubonsee are designated for graduation honors. Those students who earn a 4.00 cumulative grade point average are recognized with presidential honors.

## Graduation/ Commencement Ceremonies

Students who earn degrees from Waubonsee are recognized annually during public commencement ceremonies conducted at the end of the spring semester. All students who completed graduation requirements during the previous fall semester (December) and/or will complete during the spring (May) or summer (August) semester are encouraged to participate.

Students who decide to participate in the commencement ceremony are notified of the cap and gown purchase fees during the spring semester (March). May and August graduation candidates must apply for graduation no later than Feb. 15 to be included in the annual commencement ceremonies.

All students who complete graduation requirements are issued a diploma free of charge. Duplicate diplomas are issued at a cost of \$25. Contact the Graduation Office 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. **Academic and Career Advising:** Students working toward their associate degree should meet early and often with an Academic and Career Advisor 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 an Academic and Career Advisor 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, the student is responsible for the certificate or degree requirements that are specified in the official college catalog at the time the student receives a letter grade of A-F or a W grade in the first credit course taken. A student may elect to follow the certificate or degree requirements set forth in any subsequent catalog if the student receives a letter grade of A-F or a W grade in a credit course during that catalog's effective dates. Requirements may not be combined from different catalogs. No student may graduate using the requirements of a Waubonsee Community College catalog that is more than five years old prior to the date of graduation.

In the case of curriculum changes and the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate or degree requirements. Course substitutions must be approved in writing by the appropriate dean. 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. **Transfer Credit:** 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, submit a Transcript Evaluation Request Form and notify the Graduation Office.
4. **Degree Audit:** Students can track their progress toward a certificate or degree by using the Degree Audit tool located on mywcc, under "For Students" in the "Student Tools" section. The Degree Audit is an unofficial evaluation. The report should be reviewed with a Waubonsee Academic and Career Advisor for accuracy and additional information.
5. **Timing:** Graduation requirements may be completed during any semester; however, if students cannot complete their program as indicated, they should notify the Graduation Office immediately.

**6. Apply for Graduation:** Intent to Graduate forms should be submitted early in the semester before the student expects to complete their degree and/or certificate to ensure they will meet all the requirements to graduate. Intent to Graduate forms can be found located on mywcc, under "For Students" in the "Planning Your Path" section. Select "Graduation" and then the "Intent to Graduate" button; or students may contact an Academic and Career Advisor or the Graduation Office.

## Certificates of Achievement

Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted if the coursework was previously completed.

Application for Certificate forms can be found at mywcc, on the Student tab, in the Student Success box, click the Graduation Information link, or students may contact an Academic and Career Advisor or the Graduation Office.

Original certificates are free. Duplicate certificates cost \$5.

## Career and Technical Education 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 and Technical Education section of this catalog for details on the terms of this guarantee.

See also the Transfer Program Guarantee later in this section.

## Probation, Academic

All students who earn a cumulative grade point average below 2.0 are automatically placed on academic probation. Students remain on probation until their cumulative grade point average is equal to 2.0 or higher. There are three progressive stages of academic probation: (1) academic caution (2) academic warning and (3) academic restriction. A registration hold is placed at each stage until the student completes the prescribed intervention. Students avoid progressing to the next stage of academic probation if they earn a semester grade point average of 2.0 or above. Students may contact an Academic and Career Advisor for further details.

## Rights and Responsibilities

Waubonsee Community College recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedoms of speech, assembly, association, and the press, and the rights of petition and due process which are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate, through student government and college committees, in the development and review of college regulations and policies affecting them.

Upon enrolling in the college, each student assumes an obligation to conduct himself or herself in a manner that is compatible with the college's function as an educational institution. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as described in the student conduct section of the Student Handbook.

## FINANCIAL OBLIGATION OF THE STUDENT

Final grades are not released for the student whose financial account with Waubonsee has not been settled in full. Likewise, no diploma, professional certificate, academic transcript or other information concerning academic record is released until the student's account has been cleared.

## MILITARY RECRUITING

Waubonsee Community College is in compliance with the Solomon Amendment (32 CFR, Part 216 by the Department of Defense) of the National Defense Authorization Act. This amendment gives branches of the military access to student recruiting information (as defined by the Department of Defense in the October 23, 1998 Final Regulations) for student recruiting purposes. Contact Registration and Records for additional information (see directory).

## TRANSCRIPTS

All students desiring their academic transcript to be sent to another institution, prospective employer, etc., should submit a request to Registration and Records. Transcripts requested in person, by mail or by fax will be \$10 each while transcripts requested online will be \$5 each. Unofficial transcripts are available for free via mywcc. The Transcript Request form is available at [www.waubonsee.edu/transcript](http://www.waubonsee.edu/transcript) or can be requested online via mywcc.

## 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.

## Co-Curricular Transcripts

This official document records a student's co-curricular activities including athletics, student organizations and awards. Students may view and print their co-curricular transcripts through the mywcc portal. Co-curricular transcripts are updated each semester. Contact the Student Life Office for more information at (630) 466-2369 or email [studentlife@waubonsee.edu](mailto:studentlife@waubonsee.edu).

WAUBONSEE

*what you can learn*

# 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 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 and Career Advising

Waubonsee's Academic and Career Advising Program provides academic and career planning support for students from their first semester through to graduation. New students are assigned to an academic advisor by the 10th day of their first semester at Waubonsee; and will receive regular outreach from their advisor throughout their time at Waubonsee. Students should plan to check in with their advisor each semester.

Key Academic and Career Advising programs include the following:

### ACADEMIC PLAN AND PROGRAM REVIEW

Effective fall 2020, all first-semester degree seeking students are required to meet with their Academic and Career Advisor to develop their academic plan, review career and transfer options and college success resources. Students who started at Waubonsee before fall 2020 are required to meet with their advisor for program review (upon cumulative enrollment in 24-38 semester hours) to review their progress (upon email and postal notification.) First Semester Academic Planning and Program Review is required before students are permitted to register for the next semester.

### CAREER EXPLORATION SUPPORT

Students who are still deciding on their academic major and career path will get help from their advisor. Academic and Career Advisors can assist students with tools such as Career Coach to narrow down their career choices. See Career Exploration (page 189) for more information.

### ACADEMIC ALERT

Waubonsee's Academic Alert Program enables instructors to raise academic concern flags on students who may need extra assistance during a particular class. This notification helps the student identify what may help them succeed. Students flagged with alerts will get an email from their instructor and an additional outreach from an Academic and Career Advisor. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, assignments, and/or appropriate classroom behavior. Faculty may also use the Academic Alert system to share kudos and praise with a student.

## Academic Support

This area of the college includes several programs and services which provide students with free resources to achieve academic success including:

### ACADEMIC SUPPORT COACHES

Academic Support Coaches work with students to navigate college expectations, while providing resources and support inside and outside of the classroom. These coaches also provide a safe place for students to express any concerns that can impede their success. Further, the role of the coach is to help students improve academically by providing guidance and support for online learning and refining skills, such as:

- Time management
- Study skills
- Stress management
- Note taking
- Test taking
- Public speaking

### LIBRARY SERVICES

Library services are accessible online at [www.waubonsee.edu/library](http://www.waubonsee.edu/library), as well as all campus locations (Sugar Grove, Aurora Downtown, Aurora Fox Valley and Plano). The Todd Library at the Sugar Grove Campus, the Aurora Downtown Campus Library, and the Aurora Fox Valley Campus Library provide book, periodical, course reserves, and multimedia collections. Students on any campus have access to materials and services located on other campuses. Online resources, including library databases and e-books, provide research materials for students and are available through the Library website. Circulation services are available for registered Waubonsee students, faculty, staff, and residents of Waubonsee Community College District 516 high school age or older. Amenities and services specific to the Sugar Grove, Aurora Downtown, and Aurora Fox Valley Library facilities include:

- Copiers
- Wireless printing
- Smartboards
- Whiteboards
- Free printing
- Charging stations
- Study rooms
- Anatomy and physiology models
- Instructional multimedia
- Reference assistance
- Faculty reserves
- Instruction classroom

In addition, library student technology support staff are available to process equipment loan requests, assist with software and technology, and provide support to students using Canvas and other online learning platforms. Students can request technology help via LiveChat, through the ServiceDesk self-service portal ([servicedesk.waubonsee.edu](http://servicedesk.waubonsee.edu)), or by calling the Technical Assistance Center (TAC) at (630) 466-4357.



**See directory inside back cover  
or visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory)**

## QUICKPATH DEGREE PROGRAM

The QuickPath Degree Program provides highly motivated students the opportunity to earn a 60-credit hour degree in one year. Students who graduate in one year will be able to transfer to their next institution at the junior level, allowing them to earn a bachelor's degree in just three years. Visit [www.waubonsee.edu/quickpath](http://www.waubonsee.edu/quickpath) to learn more.

## TRANSFORMING AND INSPIRING UNDERGRADUATE MEN PURSUING HIGHER EDUCATION (TRIUMPH)

TRIUMPH is a program which empowers male students of color by providing academic, personal and professional support through mentoring and other services. The program supports these students by offering the following opportunities:

- Academic Wellness and Care
- Mentoring
- Networking
- Volunteering
- Service Learning
- Study Sessions

Students will meet with their mentors (professional, community and/or peer) monthly and will receive other networking opportunities with their mentor outside of campus. TRIUMPH workshops will include: "A sense of belonging: navigating new spaces", also study skills, time management, cover letter/resume building, leadership, and finding the right transfer college/university. Please visit [www.waubonsee.edu/triumph](http://www.waubonsee.edu/triumph) for more information.

## TUTORING

The college offers FREE on-campus and virtual tutoring (24/7) for students in a variety of subject areas such as writing, mathematics, science, and more! Schedules can be found at [mywcc.waubonsee.edu/tutoring-center](http://mywcc.waubonsee.edu/tutoring-center) or by contacting Tutoring (see directory).

## Access Center for Disability Resources

The Access Center for Disability Resources makes educational opportunities accessible through individualized academic accommodations and other services for students with disabilities. Any student with a disability may meet with the Access Center to determine eligibility for academic accommodations.

Accommodations include but are not limited to:

- Sign language interpreters
- Readers or audio for exams and quizzes
- Scribe or writing service
- Assistive technology
- Alternative text formats
- Extended time for exams
- Alternative site for exams
- Counseling and coaching

For more information please contact the Access Center (see directory).

## Adult Education Waubonsee Works Program

The Waubonsee Works program offers career exploration, internship, and job search/placement in the areas of Health Care, Automotive, Information Technology, and Manufacturing to eligible individuals between the ages of 17 to 24 years old. To qualify, the individual must be eligible to work in the United States and currently not attending high school or enrolled in college level courses.

Individuals eligible for the program qualify for free tuition and fees, books, course materials, equipment, wrap-around student services, and internship/job placement assistance. Individuals lacking a high school diploma will be enrolled in free High School Equivalency (HSE) classes prior to enrollment in a certificate program.

For more information or to apply for the program, visit [www.waubonsee.edu/freeworks](http://www.waubonsee.edu/freeworks) or contact the Adult Education Special Programs Office (see directory).



**See directory inside back cover  
or visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory)**

## 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 Downtown Campus at the Galena Boulevard entrance.

Textbooks for classes may be purchased by visiting the Waubonsee Bookstore at either the Sugar Grove or Aurora Downtown Campus, or by ordering online at [bookstore.waubonsee.edu](http://bookstore.waubonsee.edu). The bookstores accept cash, checks (with proper ID), and credit card (VISA, MasterCard, Discover, American Express). Financial aid can be used on approved purchases through the use of a book voucher. Date restrictions apply and are posted each term. The Financial Aid Office awards and approves financial aid.

Bookstore vouchers may be available for grants, scholarships, loans and other financial aid. Bookstore vouchers are automatically issued based on current enrollment to grant and/or loan recipients that have financial aid in excess of their current charges. See the Financial Aid Handbook for book voucher maximum amounts. Contact the Financial Aid Office about bookstore vouchers for other programs.

Students are able to purchase course materials (including textbooks) in new, used, rental, and e-book formats (based on availability). Please note that a major credit card is required for all rental agreements. All online orders can be picked up at any of the college's four campuses at no cost or shipped directly to students for a fee.

The bookstores also stock reference materials, study guides, school and office supplies, electronics (including laptops and tablets), gift items and Waubonsee branded clothing and gifts. Educationally priced computer software is available to students.

Students are able to sell their textbooks to the bookstore at designated times throughout the year. The bookstore pays the highest price possible for books being used again in future terms. Textbooks not being used again on campus may be purchased based on national supply and demand. Textbooks must be returned clean and complete.

Regular bookstore hours, along with extended hours at the beginning of each term, are posted at each location and on the bookstore website.

## Career Choices

### CAREER EXPLORATION

Both currently enrolled students and members of the community are welcome to connect with Academic and Career Advising for career exploration.

Career assessment tools such as Career Coach are used to explore a person's interests in relation to occupations. These resources are free or of minimal cost. Academic and Career Advisors help students and community members to evaluate their career options and goals, and job search techniques. Career Counselors are also available for those in need of support with in-depth career/personality assessments or complex career transitions.

College Success Topics (COL 131 - Strategies for Career Exploration) is a one credit course that allows students to explore careers that would fit their interest and talents. Check the schedule of classes at [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses) for times and locations.

### CAREER DEVELOPMENT

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.

Job search resources include information on employment projections and labor market needs, effective résumé writing and interview techniques, internship opportunities, and additional employment strategies. Waubonsee's online Career Coach is a free tool for community college students and district residents. This site offers career suggestions based on your interests, as well as information about the academic programs that can prepare you for those careers, a free résumé builder, and can help veterans find civilian careers related to their military service. Visit [www.waubonsee.edu/careercoach](http://www.waubonsee.edu/careercoach) to use this free online service.

Students may also pursue Internship and Study Abroad opportunities with Academic and Career Advising staff. See pages 12 and 14 for more information. Employers may choose to participate in career fairs, recruit or provide work site experiences that coordinate with a student's academic program.

## Class Offerings

Every semester, class schedules are available online for college credit courses. Visit [www.waubonsee.edu/schedule](http://www.waubonsee.edu/schedule) to explore course and program information, and to access the interactive schedule.

## Conduct, Complaints, and Grade Concerns

Waubonsee Community College has procedures to address student grade concerns, formal complaints, and student conduct.

Waubonsee Community College is committed to prohibiting any forms of discrimination. See the section on Federal Compliances.

Students can submit a formal complaint via the student complaint form found on [www.waubonsee.edu/wif](http://www.waubonsee.edu/wif) or by contacting the Assistant Vice President of Student Services. Nothing in these procedures limits a student's right to submit a complaint against the college to the Department of Education Office for Civil Rights. These procedures are not intended to supersede other existing college policies and procedures.

Procedures for grade concerns, student complaints, and student conduct are detailed in the Student Handbook.

For more information about these procedures, please contact the Dean for Students (see directory).

## Counseling and Student Support

Counselors assist students with issues such as stress management, lifestyle transitions, and other personal issues that may interfere with student success. Depression screenings and community agency referrals are among the many services offered. Counselors also provide academic and career advising for students, including in-depth career counseling support.

Counselors are available at all Waubonsee campuses by appointment. Call for office hours or appointments (see directory) or visit [www.waubonsee.edu/counseling](http://www.waubonsee.edu/counseling).

## Foundation

The Waubonsee Community College Foundation (Foundation) supports the philosophy and purpose of Waubonsee with the following goals:

- to continue funding existing scholarship programs and initiate new ones
- to advance the educational and charitable purposes of the college

The Foundation awards more than 300 scholarships each academic year. Online applications are available in the fall and are due in February for the following academic year. Applications available fall 2020 and due in February 2021 will be for scholarships awarded for the 2021-2022 academic year. More information may be found at [www.waubonsee.edu/foundation](http://www.waubonsee.edu/foundation).

Chartered in 1978 as a tax exempt, non-profit organization, the Foundation is governed by a 25-member board of community leaders. Contact the Development Office (see directory).

## Information Technology (IT) Services

IT Services supports technology needs and provides the following services:

- Information security
- Internet access
- Student email (google mail)
- Student portal access

## HENNING ACADEMIC COMPUTING CENTER

The Henning Academic Computing Center provides Waubonsee students and area residents with opportunities to use computers and numerous types of software in an academic laboratory featuring the latest instructional technology. The facility has eight classrooms, with 100 computer workstations and 25 spaces for students to use their own devices. 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. All classrooms are equipped with LanSchool software, enabling an instructor to demonstrate on each student's computer and simultaneously monitor the individual screens.

All currently enrolled Waubonsee Community College students have access to the open lab. Visit [www.waubonsee.edu/computer-labs](http://www.waubonsee.edu/computer-labs) for hours and contact information.

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.

## TECHNICAL ASSISTANCE CENTER (TAC)

TAC provides Waubonsee students technology support when accessing their student records through the student portal, connecting to the Internet while on campus and using student email. TAC can be contacted at (630) 466-HELP (4357).

## Intercollegiate Athletics

Waubonsee competes in intercollegiate sports and is a member of the Illinois Skyway Collegiate Conference and the National Junior College Athletic Association. Authorized sports include baseball, golf, softball, volleyball, soccer, tennis, basketball, cross country, and Esports. In addition, the college offers co-ed cheerleading.

To be eligible for any intercollegiate sport, a student must be a regular student enrolled in a minimum of 12 semester hours and must meet the eligibility requirements of the National Junior College Athletic Association (NJCAA). For more information, visit [www.njcaa.org](http://www.njcaa.org).

## Internship/Externship Program

Internships enable students to acquire professional work experience, establish references and begin a career. Students with a faculty advisor's consent can also earn up to three semester hours per term. Students are encouraged to research internship opportunities and Career Development is available to assist. Please contact [careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu) or the dean for the appropriate instructional division for more information.

## Learning Assessment and Testing Services

Learning Assessment and Testing Services is committed to facilitating student learning at Waubonsee Community College by offering a wide range of testing services to students and members of the community. Learning Assessment and Testing Services assists students throughout every phase of their college career.

Reach out to an Admissions Advisor at [www.waubonsee.edu/admissions](http://www.waubonsee.edu/admissions) or visit our course placement page at [www.waubonsee.edu/course-placement](http://www.waubonsee.edu/course-placement) to learn more about ACT, SAT, GED, HiSET, GPA, High School Transitional Courses, or any other alternate measures you could use for placement.

For additional information, contact Learning Assessment and Testing Services (see directory) or visit [www.waubonsee.edu/assessment](http://www.waubonsee.edu/assessment).

## Music Performance

Students may participate in music performances by enrolling in private instruction credit courses (see "Applied Music" in course descriptions) or by participating in an instrumental or vocal ensemble with other community members. Contact the Executive Dean for Liberal Arts and Sciences.

### INSTRUMENTAL MUSIC

Waubonsee offers all students the opportunity to perform in ensembles including the Jazz Ensemble, Jazz Improvisation Combo, Concert Band, Electronic Music Ensemble, Percussion Ensemble, and Steel Band. The ensembles are open to all interested students for credit and non-credit.

### VOCAL MUSIC

Waubonsee offers two opportunities to participate in vocal music groups: the Waubonsee Chorale, a 30 member mixed chorus who perform standard choral repertoire, and the Chamber Choir, an auditioned group of singers who perform part songs and contemporary literature.

## mywcc Web Portal

Students can access all of their important Waubonsee information in this portal at [mywcc.waubonsee.edu](http://mywcc.waubonsee.edu). Once they sign in with their X-number and password, they'll find everything from their email to their course schedule to their final grades.

## Returning Adult College Students

Waubonsee's admissions advisors can assist adult (non-traditional) students in all aspects of the registration process and address issues that concern the adult student population of Waubonsee. For more information, contact Admissions at (630) 466-5756.

## 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 Life

Co-curricular activities are a vital part of a student's education. Involvement allows students to meet people with similar interests, develop transferable skills, network, résumé build, and have fun. For more information contact the Student Life Office or check the Waubonsee Student Life page on Facebook or Twitter at @WaubonseeLife. Student Life events are listed on the college calendar.

## Student Organizations

Waubonsee Community College has a variety of student organizations to meet students' needs. All groups are student initiated and run. Student groups range from social to cultural, academic to honor societies, and political to religious. Check [www.waubonsee.edu/student-clubs](http://www.waubonsee.edu/student-clubs) or the Student Handbook for a full listing. Engagement Fairs are held each semester to allow student organizations to connect with potential members. Contact the Student Life Office for meeting information.

## 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 SENATE

Student Senate provides a channel of communication through which the administration, faculty and students may plan and discuss topics affecting the student body. All meetings are open and students are invited to attend.

The senate is composed of 12 students elected from the student body. The Student Senate charters student organizations, represents the student body on college committees and implements projects to meet students' needs.

Elections are hosted in the spring semester for the following year. Any registered student may vote in a student government election. Candidate requirements, petitions and details are available from the Student Life Office.

## STUDENT TRUSTEE

The student member of the Waubonsee Community College Board of Trustees is elected during the spring student government election and serves for one year. The student trustee attends all board meetings representing the interests of Waubonsee students. The current student trustee can be contacted through the Student Life Office.

## Transfer Advising

Assistance is available to students who plan to transfer to a four-year school upon completing an associate degree at Waubonsee. Academic and Career Advisors can share and explain transfer partnership agreements/articulation fact sheets for the state universities (and many private four-year colleges) which demonstrate the exact courses that transfer to each institution. Also see [www.waubonsee.edu/transferring](http://www.waubonsee.edu/transferring) for more information.

## TRIO/Student Support Services

TRIO/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 visible or invisible disability and demonstrate a need for academic support may qualify. Services include study tables, individual and small group tutoring; academic, career, transfer and personal counseling; financial aid guidance; college visits; cultural enrichment activities; and workshops on a variety of topics. For more information on eligibility and availability of services, contact the TRIO/Student Support Services Office (see directory) or visit [www.waubonsee.edu/sss](http://www.waubonsee.edu/sss)

## Veteran Student Services

Waubonsee is proud to serve those students who have served our country. Visit [www.waubonsee.edu/veterans](http://www.waubonsee.edu/veterans) for information about getting started, academic and career advising, and financial aid.



*See directory inside back cover  
or visit [www.waubonsee.edu/directory](http://www.waubonsee.edu/directory)*

## 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 nearly 600 square miles and has an assessed valuation of approximately \$8.4 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 1967. From among the 600 entries, the name suggested by both Susan Miller, of Aurora, and Patricia Ann Dillon, of Batavia, stood out, and the Fox Valley's community college officially became Waubonsee Community College. Waubonsee, meaning "early dawn" or "early day," was a Pottawatomie Native American chief who lived in the Fox River Valley during the 1800s.

Waubonsee Community College had a permanent name but had yet to locate to a permanent campus and so, when the college opened its doors for classes on Sept. 11, 1967, the doors were those of a variety of community facilities. The school's initial enrollment of 1,603 students—403 full time and 1,200 part time—has grown steadily since that time, with the college currently serving more than 12,000 students each semester.

Just a few months later, in December 1967, a successful bond referendum allowed the college to begin planning its first permanent campus. The campus, situated on a 243-acre tract of land north of Sugar Grove on Route 47, still serves as the college's main campus. In addition to classroom space, facilities there also include conference rooms, specialized laboratories, Student Center, café and coffee bar, library, bookstore, observatory, kiln shelter, 375-seat auditorium, multipurpose event space, gymnasium, 120-workstation computer center, and two-mile nature trail.

A second Waubonsee campus opened in 1986 in downtown Aurora at the corner of Galena Boulevard and Stolp Avenue, but this structure ceased operations in May 2011. In June 2011, Waubonsee moved its downtown campus to a new 132,000-square-foot facility at 18 S. River St. The Aurora Downtown Campus remains the headquarters for Workforce Development, Adult Education, GED, English as a Second Language and Adult Literacy.

Waubonsee established another major extension center in January 1997 on the Rush-Copley Medical Center campus, adjacent to Route 34 in far east Aurora. Renovated and renamed the Aurora Fox Valley Campus in summer 2016, it houses the college's health care programs, in addition to offering general education courses and comprehensive student services.

Spring 2011 marked the beginning of courses at the college's fourth permanent campus, located in Plano. Situated on a nine-acre site adjacent to the Lakewood Springs development, north of Highway 34 and west of Eldamain Road near Lake Plano, the Plano Campus is closed for renovation for spring and summer 2020 but will re-open as the college's Innovation and Design Center for fall 2020. Signature programs will include Computer Aided Design, Cybersecurity and Welding.

The Aurora Downtown and Plano Campuses were among the many projects undertaken as part of the 2020 College Master Plan. During the 2002-2003 academic year, the board of trustees adopted this plan, which outlined educational facilities necessary to meet the needs of students now and into the future. Five building projects were completed on the Sugar Grove Campus: the Campus Operations facility opened in August 2005, the Science Building opened during the fall 2006 semester, the Academic and Professional Center held classes for the first time in fall 2007, the Student Center opened in spring 2009, and the Field House opened in spring 2015.

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 more than 15 other extension sites throughout the district as well. For those students who prefer to learn from home, Waubonsee offers online learning options. Waubonsee has always been a leader in distance learning, from being a founding member of the Illinois Virtual Campus (IVC) to providing courses to students statewide through Illinois Community Colleges Online (ILCCO). Currently, the college offers nearly 200 online courses and delivers fully-accredited associate degrees and certificates to students in an online format.

During the 2016-2017 academic year, Waubonsee proudly celebrated its 50th anniversary with a focus on its "Proud Past, Bold Future," and now looks forward to its next half-century.

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 Compliance

Waubonsee Community College does not discriminate on the basis of race, color, sex, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in educational programs, activities, services or employment practices. Career and technical education (CTE) courses and program offerings and admission criteria can be found on the college's website at [www.waubonsee.edu](http://www.waubonsee.edu). The college will take steps to ensure the lack of English-language skills will not be a barrier to admission and participation in CTE programs.

Inquiries regarding this policy may be directed to: Michele Needham, Title IX/ADA and Section 504 Coordinator, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554, [compliance@waubonsee.edu](mailto:compliance@waubonsee.edu). Inquiries may also be made directly to the U.S. Department of Education, Office of Civil Rights: Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, or (312) 730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## Title VII of the Civil Rights Act of 1964

Waubonsee Community College is in compliance with Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, religion, sex and national origin.

## The Age Discrimination in Employment Act of 1975

Waubonsee Community College is in compliance with The Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age.

## Title IX

Waubonsee Community College adheres to the provisions outlined in Title IX of the 1972 Federal Education Amendment Act prohibiting sex discrimination and sexual harassment in all activities of the college. The Title IX coordinator is Michele Needham, Executive Director of Human Resources (see directory).

## Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973

Waubonsee Community College follows the provisions of ADA and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination on the basis of an individual's disability and offers to disabled persons the opportunity to participate fully in all educational programs and activities. The ADA and Section 504 coordinator is Michele Needham, Executive Director of Human Resources (see directory).

## Family Educational Rights and Privacy Act (FERPA)

All information provided to Waubonsee Community College is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380).

In accordance with FERPA, the following student rights are covered by the act and afforded to all students at Waubonsee:

- Inspect and review their educational records;
- Request the amendment of inaccurate or misleading records;
- Consent to disclosure of personally identifiable information contained in their educational record;
- Request confidentiality, and;
- File a complaint with the U.S. Department of Education concerning alleged failures by Waubonsee Community College to comply with this law.

At the College's discretion, directory information may be provided in accordance with the provisions of the act without the written consent of the student unless the student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released for any purpose at the discretion of Waubonsee Community College unless a request for non-disclosure is on file.

- student's name
- city of residence
- major field of study
- Waubonsee email address
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (and withdrawal)
- full- or part-time status
- degrees, certificates and awards received

Contact the Registration and Records Office for any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act or visit the Waubonsee website.

## Student Right to Know and Campus Security Act of 1990

Waubonsee Community College is in compliance with the Student Right to Know and Campus Security Act (P.L. 101-542). Information is collected to provide institutional graduation rates, as well as safety policies and crime statistics to students. Further information is available through Waubonsee's Campus Police Department (see directory) or online at [www.waubonsee.edu](http://www.waubonsee.edu).

## **Annual Security and Disclosure Report**

The Waubonsee Community College Annual Security and Disclosure Report is available to all students, faculty and staff in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as the Student Right to Know Act, Violence Against Women Act, Drug-Free Schools and Communities Act, Higher Education Opportunity Act, Title IX, and Illinois Abused and Neglected Child Reporting Act. It contains information on campus security measures, alcohol/drug policies and sanctions, and retention and graduation rates. Visit [www.waubonsee.edu/annual-disclosure](http://www.waubonsee.edu/annual-disclosure) to view this report online.

## **Illinois Abused and Neglected Child Reporting Act**

In accordance with the Abused and Neglected Child Reporting Act (ANCRA) all personnel of higher education institutions are mandated to report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS) toll-free, 24-hour Child Abuse Hotline at 1-800-25-ABUSE (22873).

## **Violence Against Women Act (Reauthorized, 2013)**

This Federal law requires colleges to annually train new students and employees about the campus climate related to sexual assault, dating violence, domestic violence, and stalking, as well as the crimes in the Annual Security Report. A handout for victims of these crimes can be obtained from the Academic and Career Advising Staff, Dean for Student Success and Retention, Assistant Vice President of Student Services, or the Vice President of Student Development. Educational sessions regarding safety, bystander education, and sexual misconduct prevention will be ongoing and announced on mywcc.

WAUBONSEE

*what you can learn*

# Staff

## Full-Time Faculty and Administrators

### **Archos, Vaseliki**, Assistant Professor

Communications

BA, MS, Illinois State University

### **Avilés-Davis, Evelyn Z.**, Bilingual Counselor/ Professor

BA, MA, University of Puerto Rico

### **Ballee, Shawn**, Assistant Professor

Industrial Systems Technology

AS, Elgin Community College;

BS, Northern Illinois University;

MEd, Concordia University

### **Barreto, David**, Counselor/Associate Professor

AA, Triton Community College;

BA, Concordia University;

MA, Roosevelt University;

MA, Adams State University

### **Bartel, Kathleen**, Librarian/Assistant Professor

BA, Lake Forest College;

MLS, Dominican University

### **Bickley, Keith**, Assistant Professor

Philosophy

BA, Wabash College;

MA, Duquesne University

### **Bitterman, John C.**, Associate Professor

Communications

AA, College of DuPage;

BA, Southern Illinois University;

MA, MEd, Northern Illinois University

### **Bizoukas, Timothy**, Director

Employee Development

BA, Michigan State University;

MS, Kansas State University

### **Blagg, Brandon**, Assistant Professor

Manufacturing Technology

Machining Certificate;

Programming Certificate;

CAD/CAM Certificate of Achievement;

NIMS Certification

### **Boudreau, Charles**, Director

Student Financial Aid Services

BA, MEd, University of Illinois;

PhD, University of South Florida

### **Brayton, Spencer**, Director

Library Services

BA, University of Wisconsin - Stevens Point;

MA, University of Wisconsin - Madison;

MS, University of St. Francis

### **Brooks, Pamela**, Assistant Professor

Nurse Assistant/Allied Health

BSN, Aurora University

### **Brown, Joshua**, Assistant Professor

Nursing

AAS, Waubensee Community College;

BSN, Aurora University;

MSN, Northern Illinois University

### **Brown, Maribeth**, Assistant Professor

Mathematics

BA, Eastern Illinois University;

MA, DePaul University

### **Brus, Andrea**, Assistant Professor

Health Information Technology

BA, University of Toledo;

BA, Michigan State University;

MEd, Western Governors University;

RHIA (Registered Health Information Administrator);

CCS (Certified Coding Specialist);

CCS-P (Certified Coding Specialist - Physician-based);

CPC (Certified Professional Coder)

### **Burke, Adam**, Librarian/Assistant Professor

BA, University of Wisconsin;

MA, University of Iowa

### **Caponi, Kimberly**, Director

Presidential Communications and Operations

BA, Union College;

MA, Antioch University McGregor

### **Cardine, Darla**, Assistant Vice President

Finance

AS, Kishwaukee Community College;

BS, Northern Illinois University;

MBA, Aurora University;

CPA

### **Chaaban, Amy L.**, Assistant Professor

Information Systems

BS, Emporia State University;

MEd, Southwestern College

### **Chatman, Jason**, Assistant Professor

Sociology

BA, University of Wisconsin Milwaukee;

MA, Southern Illinois University Edwardsville

**Christensen, Nancy, Associate Professor**

Chemistry

BS, University of Wisconsin at Stevens Point;  
PhD, University of British Columbia

**Clark, Gary, Professor**

English

BA, Olivet Nazarene College;  
MA, Northern Illinois University

**Clem, Billy E., Jr., Professor**

English

BA, Culver-Stockton College;  
MA, Southwest Missouri State University;  
PhD, Northern Illinois University

**Coburn, Catherine, Assistant Professor**

Interpreter Training/Sign Language

BS, MA, Northern Illinois University

**Cofield, Robert, Director**

School District Partnerships

BS, Illinois Wesleyan University;  
MS, Illinois State University

**Collins, Catherine, Professor**

Accounting

BBA, St. Joseph's College;  
MS, University of Wisconsin-Milwaukee;  
MBA, Northern Illinois University;  
CPA

**Crawford, Mark A., Professor**

Mathematics

BA, MA, Western Michigan University

**Dale, Marc, Jr., Director**

Registration and Records/Registrar

BA, Purdue University;  
MA, Chicago State University

**Diaz, Ulysses, Bilingual Counselor/Assistant Professor**

BA, Northern Illinois University;  
MSW, University of Illinois at Chicago

**Dosch, Tracey, Professor**

Biology

BS, Southern Methodist University;  
MS, Ohio State University

**Draper, Timothy D., Professor**

History

BS, MA, Ball State University;  
PhD, Northern Illinois University

**Erickson, Sharon, Assistant Professor**

Nursing

BSN, Aurora University;  
MSN, Northern Illinois University

**Felton, Terence, Chief Information Officer**

Information Technology

BS, University of Maryland;  
MBA, University of Illinois at Chicago

**Field, Ellen, Associate Professor**

Mathematics

BA, North Central College;  
MS, Northern Illinois University

**Fischer, Danielle, Associate Professor**

Biology

BS, Loyola University Chicago;  
MS, University of California Davis

**Fozio-Thielk, Lisa A., Associate Professor**

Psychology

AA, Triton College;  
BA, MS, National Louis University;  
PhD, MA, Northcentral University

**Frankel, Amy, Professor**

Mathematics

BS, Benedictine University;  
MS, Northern Illinois University

**Friedland, Tyler, Instructor**

Automotive Technology

BS, Southern Illinois University-Carbondale;  
ASE, Certified Master Automobile Technician

**Fuller, Teri A., Professor**

English

BA, University of St. Francis;  
MA, Northern Illinois University;  
MFA, Antioch University

**Funaro, Janette, Dean**

Social Sciences, Education and World Languages

BA, Grinnell College;  
MA, The University of Chicago;  
EdD, National American University

**Garcia, Sharon, Executive Dean**

Liberal Arts and Sciences

BS, North Central College;  
MA, Teachers College at Columbia University

**Geist, Amanda, Executive Director**

Marketing and Communications

BA, North Central College;  
MBA, Keller Graduate School of Management

**Gibbons, Daniel, Professor**

Accounting

BS, Northeastern Illinois University;  
MS, MAS, Northern Illinois University;  
CPA, CMA

**Giese, Lisa, Instructor**

Medical Assistant/Phlebotomy  
AS, Waubensee Community College  
CMA (Certified Medical Assistant)

**Gloudeman, Mark, Assistant Professor**

Welding  
AGS, Waubensee Community College;  
AWS Certified Welding Inspector;  
AWS Certified Welding Educator

**Gore, Barbara J., Assistant Professor**

Chemistry  
BS, Michigan State University;  
MS, Purdue University

**Gorski, Kathleen, Dean**

Learning Outcomes, Curriculum and Program Development  
BA, Valparaiso University;  
MEd, University of Illinois;  
EdD, Argosy University

**Gregor, Jeffrey, Dean**

Health Professions and Public Service  
AAS, Community College of the Air Force;  
BS, The University of New Mexico;  
MBA, University of Phoenix

**Hartley, Jacqueline, Instructor**

Sociology  
BA, Juniata College;  
MA, University of Chicago;  
PhD, MS, University of Wisconsin-Madison

**Heiss, David, Professor**

Physical Education  
AA, Eastern Wyoming College;  
BS, Bemidji State University;  
MSEd, Chicago State University

**Heller, Emily, Assistant Professor**

Kinesiology and Health Education  
BA, Beloit College;  
MSEd, Northern Illinois University;  
EdD, Aurora University

**Hines, Randall, Assistant Professor**

CADD  
AAS, Southern Illinois University;  
BS, Eastern Illinois University;  
MPM, Keller Graduate  
School of Management

**Hladik, Paula Jean, Professor**

Business  
RRT, AS, College of DuPage;  
BS, College of St. Francis;  
MS, MBA, Benedictine University

**Hodur, Katherine, Assistant Professor**

Nursing  
BSN, Marquette University;  
MSN, Lewis University

**Hollenback, Scott, Professor**

Psychology  
BA, Marquette University;  
MA, Forest Institute of Professional  
Psychology

**Holmes, Harold (Rodney), Professor**

Biology  
BS, Abilene Christian College;  
MS, Purdue University;  
PhD, University of Oklahoma

**Hoshaw, Justin, Associate Professor**

Biology  
BS, University of Wisconsin-Madison;  
MS, University of Minnesota

**Iseli, Elinor, Instructor**

Economics  
BA, MA, Northern Illinois University

**Jeppesen, James Douglas, Associate Professor**

Art/Ceramics  
BA, BFA, University of Tulsa;  
MFA, Northern Illinois University

**Jindal, Pratima, Assistant Professor**

Physics  
MS, PhD, Panjab University

**Kewin, Therese A., Counselor/Associate Professor**

BS, Illinois State University;  
MS, National Louis University

**Kiefer, Richard, Professor**

Political Science/History  
BS, Miami University;  
MA, Governors State University

**Kifowit, Steven, Instructor**

Mathematics  
BS, Northern Illinois University;  
MS, Northern Illinois University;  
PhD, Northern Illinois University

**Kindelin, Heidi, Counselor/Professor**

Access Center for Disability Resources  
AA, Moraine Valley Community College;  
BS, Illinois State University;  
MA, Northern Illinois University;  
CRC

**Kline, Justin, Instructor**

Computer Information Systems and Cybersecurity  
BS, Western Governors University;  
MBA, University of the People

**Kloke, Joseph**, Assistant Professor

Heating, Ventilation and Air Conditioning  
RSES Refrigerant Usage Certification

**Krueger, Laurel**, Associate Professor

Nursing

AAS, Waubensee Community College;  
BSN, MSN, Lewis University

**Kunz, Kenneth**, Professor

Automotive Technology

AA, Joliet Junior College;  
BA, Governors State University;  
MEd, Olivet Nazarene University;  
ASE, Certified Master Automobile Technician

**LaCost, Heather A.**, Professor

Psychology

BA, Carthage College;  
MA, PhD, Northern Illinois University

**Larsen, Daniel**, Executive Director

Campus Safety and Operations

BS, University of Montana;  
MBA, Loyola University

**LaShure, Faith**, Dean

Admissions

BS, MS, Illinois State University

**Lathan, Mark**, Associate Professor

Music

BM, Northern Illinois University;  
MA, PhD, University of California, Los Angeles

**Laufenberg, Todd**, Assistant Professor

English

BA, University of Illinois;  
MA, Northern Illinois University

**Lawler, Aaron**, Assistant Professor

Humanities

BA, MA, North Central College;  
MEd, PhD, Concordia University

**Limbrunner, Tracy**, Associate Professor

Nursing

BSN, Illinois Wesleyan University;  
MSN, Northern Illinois University

**Lindquist, Michelle**, Associate Professor

English

AA, Rock Valley Community College;  
BA, MA, Northern Illinois University

**Little, Bernard**, Chief Diversity Officer and Dean

Students

BA, Bowling Green State University;  
MS, Miami University

**Livingston, Kimberly Rainsford**, Professor

English

BA, Western Illinois University;  
MA, Western Michigan University;  
MFA, Bay Path University

**MacDonald, Andrew**, Assistant Professor

Auto Body Repair

AAS, Waubensee Community College;  
ASE, Master Collision Repair/Refinish Technician

**Mattern, Joshua**, Assistant Professor

English

BA, North Central College;  
MA, Northern Illinois University

**McDonald, Jeanne**, Professor

English

BA, MA, Lincoln Christian College and  
Seminary;  
MA, Western Illinois University;  
PhD, Illinois State University

**McGuire, Jennifer**, Assistant Professor

Communications

BS, MS, Southern Illinois University;  
MA, Northern Illinois University

**Metych III, John**, Assistant Dean

Liberal Arts and Sciences

BA, Illinois Benedictine College;  
MEd, University of Illinois

**Mendoza, Lilia**, Assistant Professor

Foreign Language

BA, St. Norbert College;  
MA, Northern Illinois University

**Minter, Douglas**, Vice President

Finance and Administration

BS, Illinois State University  
MBA, Illinois State University

**Modaff, Lawrence**, Professor

Communications

BS, Illinois State University;  
MA, Northern Illinois University

**Montgomery, Andrea**, Assistant Professor

Fire Science Technology/Emergency Medical Technician,

BA, Aurora University

**Moore-Bohannon, Anita**, Executive Dean

Academic Support

BS, MEd, Auburn University

**Moran, Michael**, Assistant Professor

Human Services

BS, Loyola University;  
MA, Roosevelt University

**Moreno, Jessica, Dean**

Academic Support

BA, Northeastern Illinois University;  
MA, Northern Illinois University**Morgan, Melissa, Assistant Professor**

Mathematics

BS, MS, University of Minnesota

**Moriarty, Timothy, Assistant Professor**

Information Systems

BS, University of Illinois at Urbana-Champaign;  
MS, DePaul University;  
MBA, University of Chicago Booth School of Business**Murray, Suzette, Assistant Vice President**

Education and Workforce Development

AA, College of DuPage;  
BA, MBA, DePaul University**Nakaji, Denise, Professor**

Massage Therapy

BFA, MEd, Northern Illinois University;  
NCTMB**Needham, Michele, Executive Director**

Human Resources

BS, University of Illinois;  
Certificate of Human Resources Management;  
MBA, Benedictine University**Nichols, Jonathan, Assistant Professor**

English

BS, Saint Joseph's College;  
MA, DePaul University;  
MFA, Bay Path University**Nyhammer, Diane, Vice President**

Educational Affairs

BA, Barat College;  
MA, Northern Illinois University;  
PhD, Loyola University**O'Connell-Knuth, Linda M., Associate Professor**

Early Childhood Education

BS, Iowa State University;  
MA, National-Louis University**Ortiz, Laura, Dean**

Faculty Development and Engagement

BA, Iowa State University;  
MA, Roosevelt University;  
EdD, Benedictine University**Paton, Mary, Instructor**

Nursing

BSN, Aurora University;  
MSN, Lewis University**Peska, Scott, Assistant Vice President**

Student Services and Alumni Relations

AA, Highland Community College;  
BS, MS, Illinois State University;  
EdD, University of Illinois at Urbana-Champaign**Popowitch, Mark, Assistant Professor**

Music,

BA, Northern Illinois University;  
MA, Southern Illinois University**Portincaso, Daniel, Associate Professor**

English,

BA, Columbia College;  
MA, Lesley University**Powers, Amy, Professor**

History

BA, Grove City College;  
MA, John Carroll University;  
PhD, Northern Illinois University**Quirk, Sarah A., Associate Professor**

English

BA, DePaul University;  
MA, Northern Illinois University**Randall, Kathleen A., Professor**

Education

AA, Joliet Junior College;  
BS, MS, Illinois State University**Randall, Stacey, Dean**

Institutional Effectiveness

BA, Millikin University;  
MA, PhD, Northern Illinois University**Rochon, Jason, Instructor**

Computer Information Systems and Cybersecurity

AS, College of DuPage;  
BS, Northern Illinois University;  
MS, Northern Illinois University**Rothschild-Massa, Jacqueline N., Professor**

Psychology

AAS, Illinois Central College;  
BS, MA, Bradley University;  
EdD, Illinois State University**Saccone, Patricia, Associate Professor**

Health Information Technology

BA, St. Mary's College;  
MA, Concordia University;  
RHIA (Registered Health Information Administrator);  
CDIP (Certified Documentation Improvement  
Practitioner);  
CCS-P (Certified Coding Specialist - Physician-based);  
CPB (Certified Professional Biller)

**Santillan, Kristin**, Counselor/Associate Professor

AS, Waubensee Community College;  
BA, Illinois State University;  
MSEd, Northern Illinois University

**Schoolfield, Marjie L.**, Associate Professor

Nursing

AA, Waubensee Community College;  
BSN, MSN, Lewis University;  
EdD, Olivet Nazarene University

**Schauer, Adam**, Dean

Adult Education

BA, Eastern Illinois University;  
MA, Lewis University

**Schreiner, Derek**, Assistant Dean

Business, Technology, and Workforce Education

AS, AAS, Southeastern Community College;  
BA, Iowa Wesleyan College;  
MBA, St. Ambrose University

**Schulze, Karl**, Associate Professor

Earth Science

BS, Northern Illinois University;  
MS, Texas A&M University

**Scott, Jamal**, Vice President

Strategy and Community Development

BS, University of Wisconsin-Oshkosh;  
MA, Illinois Institute of Technology;  
EdD, Illinois School of Professional Psychology

**Showalter, Jennifer**, Assistant Professor

Biology

BS, Indiana Wesleyan University;  
MS, Rush University

**Silvia, Nora**, Assistant Dean

Health Professions and Public Service

BSN, St. Anselm's College;  
MS, Indiana University

**Sinclair, Kelli**, Executive Dean

Student Success and Retention

BA, MSEd, Northern Illinois University

**Skaggs, Steven**, Professor

Business/Information Systems

BSEd, Missouri Southern State University;  
MSEd, Missouri State University

**Smogur, Monica**, Assistant Professor

Nursing

BSN, MSN, Olivet Nazarene University

**Sobek, Christine J.**, President

BA, Purdue University;  
MA, Michigan State University;  
EdD, Northern Illinois University

**Stach, Marilee**, Librarian/Assistant Professor

BA, Western Illinois University;  
MLS, Dominican University

**Stahl, Lorrie**, Assistant Dean

Liberal Arts and Sciences

BS, MS, Tarleton State University

**Stepney, Ne'Keisha**, Executive Dean

Business, Technology, and Workforce Education

BBA, MBA, Benedictine University

**Tejada, Melinda**, Vice President

Student Development and Executive Director of the Foundation

BS, Murray State University;  
MS, George Williams College;  
EdD, Northern Illinois University

**Theobald, Jo Lynn**, Associate Professor

Mathematics

AS, Elgin Community College;  
BA, North Central College;  
MS, University of Illinois at Chicago

**Thomas, Evan**, Assistant Professor

Biology

BA, University of Michigan;  
MS, Bowling Green State University;  
PhD, University of Colorado Boulder

**Thomas, Katherine**, Assistant Professor

Interpreter Training/Sign Language

BS, Northern Illinois University

**Tiberio, Guy**, Assistant Professor

Automotive Technology

AAS, Waubensee Community College;  
BS, Southern Illinois University;  
MA, Governors State University;  
ASE, Certified Master Automobile Technician

**Tolappa, Maya**, Assistant Professor

Information Systems

BS, University of Delhi;  
MS, Northern Illinois University

**Trunkhill, William**, Professor

Mathematics

BS, University of Wisconsin-Whitewater;  
MS, Northern Illinois University

**Vemu, Sheela**, Assistant Professor

Biology

BS, University of Madras;  
PhD, Chicago Medical School**Voorhees, David**, Professor

Earth Science/Geology

BA, University of Rochester;  
MS, Rensselaer Polytechnic Institute**Weber, Heather**, Assistant Professor

Art

BA, Miami University;  
MA, Northern Illinois University**Weiss, Alfred W.**, Assistant Professor

Earth Science/Geography

BA, BS, MS, Southern Illinois  
University at Carbondale**Xie, Lei**, Director

Financial and Auxiliary Services

BS, University of Illinois at Urbana-Champaign;  
MBA, DePaul University**Zusman, Steven**, Associate Professor

Philosophy

BS, University of Notre Dame;  
MA, University of Illinois at Urbana-Champaign**Board of Trustees Chair Emeritus****Dickson, Richard "Shorty" W.**, Board of Trustees Chair  
Emeritus

Board Member 1972-1987, 1989-2019

**President Emeritus****Swalec, John J.**, President Emeritus

BS, MS, PhD, Illinois State University

**Professors Emeritus****Armitage, James**, Professor Emeritus

Automotive Technology

AS, Waubensee Community College;  
AAS, Elgin Community College;  
BS, Illinois State University;  
MSEd, Northern Illinois University;  
ASE, Master Automotive Technician**Bakalis, Maria**, Professor Emerita

Communications/Theatre

BA, DePaul University;  
MA, Northeastern Illinois University;  
EdD, Northern Illinois University**Ball, David C.**, Professor Emeritus

CAD/Drafting/Engineering

BS, Western Illinois University;  
MEd, National College of Education**Chapman, Pamela J.**, Professor Emerita

Information Systems

AA, Wright Junior College;  
BS, MS, Northern Illinois University**Clark, Lynn M.**, Professor Emerita

Interpreter Training/Sign Language

BS, University of Illinois;  
MA, Michigan State University;  
PsyD, Chicago School of Professional Psychology**de Boom, Patricia**, Professor Emerita

Nursing

BSN, Madonna University;  
MSN, Boston College**Diez, Carla**, Professor Emerita

Early Childhood Education

BS, MS, University of Wisconsin-Stout

**Duckwiler-Lippold, Carol**, Professor Emerita

Administrative Office Systems

AA, Spoon River College;  
BS, MS, Western Illinois University

**Easton, David**, *Professor Emeritus*

Information Systems

AAS, Morton College;  
BA, University of Illinois;  
MBA, Dominican University**Fortier, Diana L.**, *Professor Emerita*

Economics/Business

BA, Rockford College;  
MA, Northern Illinois University**Fu, John**, *Professor Emeritus*

Graphic Design

BFA, Shanghai Teacher's University;  
MA, MFA, Northern Illinois University**Gaudio, John J.**, *Professor Emeritus*

Mathematics

BS, MS, University of Illinois

**Goetz, Carla**, *Professor Emerita*

Nursing

AA, Oakton Community College;  
RN, Augustana Hospital School of Nursing;  
BSN, Barat College/University Health Sciences,  
The Chicago Medical School;  
MSN, EdD, Northern Illinois University**Gruben, John**, *Professor Emeritus*

Manufacturing Technology

AA, Rock Valley College;  
BS, MS, Northern Illinois University**Hauser, Raymond E.**, *Professor Emeritus*

History

BS, Western Illinois University;  
MA, CAS, PhD, Northern Illinois University**Knapp, Charles J.**, *Professor Emeritus*

Business and Economics

BS, MBA, MSED, Northern Illinois University;  
MST, University of Wisconsin-Whitewater**Lindeen, Ellen**, *Professor Emerita*

English

BS, University of Wisconsin Madison;  
MA, Northwestern University**Lippold, Neal W.**, *Professor Emeritus*

Criminal Justice

AAS, Waubensee Community College;  
BA, Aurora University;  
MS, Chicago State University**Murphy, David**, *Professor Emeritus*

Psychology

BS, MA, Eastern Illinois University;  
EdD, Northern Illinois University**O'Gorman, Michael J.**, *Professor Emeritus*

English

AA, Elgin Community College;  
BA, Truman State University;  
MA, University of Illinois at Chicago;  
MA, Northern Illinois University**Shaddle, Susan**, *Professor Emerita*

Nursing

BSN, MSN, Loyola University;  
CCRN;  
EdD, Northern Illinois University**Sprague-Williams, Janet L.**, *Professor Emerita*

Speech

BA, MA, CAS, EdD, Northern Illinois University

**Stuckey, Martine**, *Professor Emerita*

Art/Painting/Drawing

BA, MFA, Queens College, C.U.N.Y.

**Wampach, Jeanette E.**, *Professor Emerita*

Nursing

BS, University of Illinois;  
MS, EdD, Northern Illinois University;  
OCN**Ward, Daniel W.**, *Professor Emeritus*

Biology

BS, MS, Central Missouri State University

**Ware, Leatha P.**, *Professor Emerita*

Business

BS, Tougaloo College;  
MS, National-Louis University;  
EdD, Northern Illinois University**Posthumous Professor Emeritus****Monokoski, S. Gibson**, *Professor Emeritus*

Music/Instrumental

BM, MM, Northern Illinois University

## Administrative Offices

### ACADEMIC AND CAREER ADVISING

*Executive Dean: Kelli Sinclair*

*Manager: Julie Bechtold*

Carney, Rebecca | *Academic and Career Advisor*

Castellanos, Iris | *TRIO/Academic and Career Advisor*

Hamilton, Wendy | *Academic and Career Advisor*

Iniguez, Erika | *Academic and Career Advisor*

Janick, Lydia | *Academic and Career Advisor*

Simmons, Caitlin | *Academic and Career Advisor*

Staffeldt, Amy | *Academic and Career Advisor*

Tyson, Corbin | *Academic and Career Advisor*

Watson, Heather | *Academic and Career Advisor*

### ACADEMIC SUPPORT

*Executive Dean: Anita Moore-Bohannon*

*Dean: Jessica Moreno*

Bowman, Cynthia | *Academic Support Coordinator*

Briceno Santos, Solismar | *Administrative Specialist  
Academic Support*

Sherretz, Dr. Chassie | *Academic Success Initiatives Manager*

### ACCESS CENTER FOR DISABILITY RESOURCES

*Assistant Vice President: Dr. Scott Peska*

*Manager: Emily Hinton*

Cicci, Lisa | *Access Center Coordinator*

Rische, Daniel | *Senior Access Center Specialist*

### ADMISSIONS

*Dean: Faith LaShure*

*Manager: Joy Sanders*

Bechtold, Betty | *Admissions Data Specialist*

Cisneros, Yadira | *Admissions Advisor*

Gorman, Eric | *Admissions Advisor*

Muschong, Alec | *Admissions Advisor*

Peck, Julie | *Administrative Specialist Admissions*

Renner, Amy | *Admissions Data Administrative Assistant*

Salazar De Luna, Daniela | *Admissions Advisor*

Suarez, Carlos | *Admissions Advisor*

Zackery, Rashante' | *Admissions Advisor*

Vacant | *Admissions Advisor*

### ADULT EDUCATION

*Dean: Adam Schauer*

Chavez Hernandez, Esmeralda | *Administrative Specialist  
Adult Education*

Clark, Marques | *Adult Education Special  
Programs Manager*

Jones, Megan | *Adult Education Data  
and Compliance Manager*

Pietrzyk, Thomas | *Adult Education Transition Advisor*

Rios, Marlena | *Adult Education Transition Advisor*

Sanchez, Margarita | *Adult Education Administrative Assistant*

Woodward, Monica | *Adult Education Assessment Specialist*

Vazquez, Edith | *Adult Education Administrative Assistant*

### ATHLETICS

*Assistant Vice President: Dr. Scott Peska*

*Manager: Dana Wagner*

Betustak, Timothy | *Assistant Athletics Manager*

Geye, Tarah | *Athletics Trainer*

Thomas, Kathleen | *Athletics Administrative Assistant*

Vitiello, Lauren | *Athletics Facilities Coordinator*

### BOOKSTORE

*Director: Lei Xie*

*Manager: David Gliva*

Crookshank, Dr. Suzanne | *Textbook Coordinator*

Doebler, Kathryn | *General Merchandise Buyer*

Garcia, Gladys | *Assistant Bookstore Manager*

Herrera, Rozanna | *Senior Bookstore Associate*

Johnson, Brenda | *Bookstore Lead Associate*

Pattinson, Eva | *Bookstore Inventory Lead*

Rogers, Mary Ellen | *Bookstore Technology Coordinator*

Vacant | *Bookstore Accounting Coordinator*

### BUSINESS, TECHNOLOGY, AND WORKFORCE EDUCATION

*Executive Dean: Ne'Keisha Stepney*

*Assistant Dean: Derek Schreiner*

Chrusciel, Carolyn | *Administrative Specialist*

*Business, Technology, and Workforce  
Education*

Gaspar, Dr. Alyson | *Career and Technical Educational Services  
Manager*

Murray, John | *Automotive Technology Lab Coordinator*

Parker, Harriet | *Small Business Development Manager*

Pierce, Heather | *Workforce Education Program Manager*

Rojas, Edith | *Corporate Sales and Support Coordinator*

**BUSINESS OFFICE**

*Assistant Vice President of Finance: Darla Cardine*  
*Director: Lei Xie*  
 Anderson, Linda | *Accounts Payable Associate*  
 Bicos, Sandra | *Payroll and Accounting Specialist*  
 Buettner, Dianne | *Administrative Specialist Finance*  
 Kellen, Michele | *Payroll and Accounting Supervisor*  
 Orth, Sarah | *Finance Systems and Compliance Coordinator*  
 Wagner, Jennifer | *Accounts Payable Associate*  
 Wahler, Grace | *Grants Accounting Specialist*

**CAMPUS POLICE**

*Executive Director of Campus Safety and Operations: Daniel Larsen*  
*Campus Police Chief: Vacant*  
 Brauer, Douglas | *Campus Police Officer*  
 Braun, Christopher | *Campus Police Officer*  
 Ciancio, Joseph | *Campus Police Officer*  
 Hansma, Rebecca | *Campus Police Administrative Assistant*  
 Wiess, Larry | *Campus Police Sergeant*  
 Wold, Jeffrey | *Campus Police Officer*  
 Yanz, Charles | *Campus Police Officer*

**CAMPUS SAFETY AND OPERATIONS**

*Executive Director: Daniel Larsen*  
*Manager: Peter Adams*  
*Senior Buildings and Grounds Manager: Eileen Keeney Garcia*  
*Chief Plant Operator: Edward Plante*  
 Barkei, Michael | *Custodian*  
 Campbell, Lynne | *Lead Custodian*  
 Cardenas, Saara | *Custodian*  
 Castanon, Pablo | *Facilities Services Supervisor*  
 Chavez Perez, Luis | *Custodian*  
 Dalton, Kevin | *General Maintenance Mechanic*  
 Elliott, Laura | *Campus Safety and Project Specialist*  
 Flores, Arturo | *Facilities Services Supervisor*  
 Frederick, Karen | *Administrative Coordinator*  
     *Campus Safety and Operations*  
 Hart, Joseph | *General Maintenance Mechanic*  
 Hernandez, Daniel | *Custodian*  
 Konen, Christie | *Campus Operations Event Specialist*  
 Levine, Scott | *General Maintenance Mechanic*  
 Marquez, Noel | *Custodian*  
 Pattinson, Seth | *Shipping/Receiving Clerk*  
 Ponce Esparza, Gerardo | *Custodian*  
 Quilty, Michael | *General Maintenance Mechanic*  
 Solano, Jose | *Custodian*  
 Taylor, Linda | *Custodian*  
 Terpstra, Brian | *General Maintenance Mechanic*  
 Torres, Eustaquio | *Custodian*  
 Waszak, Robert | *Groundskeeper*  
 Wiercinski, Donald | *Campus Operations Purchasing and Receiving Supervisor*  
 Zappia, Joseph | *Facilities Operations Specialist*  
 Zappia, Joseph | *Lead Groundskeeper*

**CAMPUS SERVICES**

*Dean: Faith LaShure*  
*Manager: Diana Foley*  
 Bolden, Sherlene | *Campus Services Supervisor*  
 Delgado, Esmeralda | *Information Desk Assistant*  
 Flores, Genesis | *Information Desk Assistant*  
 Soto, Jaqueline | *Information Desk Assistant*  
 Valerio, Stephanie | *Information Desk Receptionist*

**COUNSELING AND STUDENT SUPPORT**

*Executive Dean: Kelli Sinclair*  
*Manager: Douglas Szempruch*

**DEVELOPMENT OFFICE**

*Executive Director: Dr. Melinda Tejada*  
 Carreno, Stephanie | *Development Manager*  
 Marker, Karen | *Administrative Specialist Development*

**EDUCATION AND WORKFORCE DEVELOPMENT**

*Assistant Vice President: Suzette Murray*  
 Arsenault, Deborah | *Administrative Specialist Education and Workforce Development*  
 Dwinells, Sarah | *Administrative Specialist Education and Workforce Development*

**EDUCATIONAL AFFAIRS**

*Vice President: Dr. Diane Nyhammer*  
 Gebauer, Cynthia | *Senior Administrative Coordinator*  
     *to Vice President of Educational Affairs*

**EMPLOYEE DEVELOPMENT**

*Director: Timothy Bizoukas*  
 Monthe, Brandy | *Administrative Coordinator*  
     *Employee Development*  
 Palazzola, Rebecah | *Employee Development Trainer*  
 Schiesl, Tammy | *Technology Trainer*

**FACULTY DEVELOPMENT AND ENGAGEMENT**

*Dean: Dr. Laura Ortiz*  
*Assistant Dean: Eamon Newman*  
 Leung, Dr. Hoitung | *Instructional Designer/Technologist*  
 Maloney, Ryan | *Instructional Technology and Media Specialist*  
 Williams, Angelia | *Administrative Coordinator*  
     *Faculty Development and Engagement*

**FINANCE AND ADMINISTRATION**

*Vice President: Douglas Minter*  
 Russell, Edna Marlene | *Senior Administrative Coordinator to  
 Vice President of Finance/Administration*

**FINANCIAL AID**

*Director: Dr. Charles Boudreau*  
*Manager: Christa Kristich*  
 Del Real, Adalberto | *Financial Aid Advisor*  
 Falk, Jeremy | *Imaging Data Specialist*  
 Hostetler, Allison | *Financial Aid Veterans Coordinator*  
 Koran, Valry | *Financial Aid Advisor*  
 Luna, Maribel | *Financial Aid Advisor*  
 McKeen, Douglas | *Financial Aid Administrative Assistant*  
 Phillips, Dashaun | *Financial Aid Advisor*  
 Smith, Kathleen | *Financial Aid Advisor*  
 Wittman, Victoria | *Financial Aid Data Specialist*

**HEALTH PROFESSIONS AND PUBLIC SERVICE**

*Dean: Jeffrey Gregor*  
*Assistant Dean: Nora Silvia*  
 Clementz, Suzanne | *Driver Safety Program Specialist*  
 Corral, Amanda | *Administrative Specialist*  
*Health Professions and Public Service*  
 Flores, Kelly | *Administrative Coordinator Driver Safety*  
 Mitchell, William | *Driver Safety Program Manager*

**HUMAN RESOURCES**

*Executive Director: Michele Needham*  
 Barth, Jennifer | *Administrative Specialist Human Resources*  
 Cadena, Yesenia | *Human Resources Recruitment Manager*  
 Depke, Danielle | *Human Resources Information System  
 Coordinator*  
 Griffin, April | *Human Resources Administrative Coordinator*  
 Kripp, Kathleen | *Senior Human Resources Manager*  
 Larkin, Donna | *Human Resources Recruitment Coordinator*  
 Olczyk, Julie | *Employee Relations Manager*  
 Schmidt, Karen | *Administrative Specialist Human Resources*  
 Torres, Diana | *Benefits Coordinator*

**INFORMATION TECHNOLOGY**

*Chief Information Officer: Terence Felton*  
 Aggarwal, Arvind | *Senior Data Center Manager*  
 Anthenat, Joseph | *Data Center Web Engineer*  
 Carlos, Oscar | *Database Analyst*  
 Carreno, Jared | *IT Specialist Extension Campuses*  
 Chaturvedi, Rajni | *IT Report Developer*  
 Dewey, Amanda | *Administrative Specialist IT*  
 Donka, Nicholas | *Senior Information Technology Specialist  
 Extension Campuses*  
 Duffy, Darren | *Data Center Engineer*  
 Faga, Matthew | *Systems Analyst*  
 Fier, Michael, Jr. | *Senior Computer and Media Services Manager*  
 Fowler, Zachary | *Data Center Engineer*  
 Geraghty, Bruce | *Systems Analyst*  
 Gyoerkoes, Timothy | *IT Coordinator Extension Campuses*  
 Halder, Joseph | *Data Center Analyst*  
 Hanback, Ryan | *Media Services Specialist*  
 Hammond, Benjamin | *Systems Analyst*  
 Hildebrand, Marjorie | *Senior Enterprise Systems Manager*  
 Hively, Ryan | *Network Technology Coordinator*  
 Kero, Daniel | *Voice Systems Supervisor*  
 Kessler, Holly | *IT Purchasing Administrative Coordinator*  
 Komal, Amritpal | *IT Project Coordinator*  
 Lass III, Frank | *Data and System Analyst DBA*  
 Leal, Erik | *IT Customer Service Specialist*  
 Marczewski, Christopher | *Data Center Engineer*  
 McKanna, Ryan | *Senior Computer Services Specialist*  
 Morales III, Rafael | *IT Customer Service Supervisor*  
 Nemcher, Jeffrey | *Senior Network Technology Specialist*  
 Parker, Ryan | *Information Technology Specialist  
 Extension Campuses*  
 Pike, James | *Senior Network Technology Manager*  
 Pratomo, Arvinto | *Computer Support Specialist*  
 Rquibi, Hassan | *Data Center Engineer*  
 Schultz, William | *Information Technology Computer Lab Assistant*  
 Subick, Suzette | *Senior Database Analyst*  
 Strain, Scott | *Information Security Specialist*  
 Trivedi, Tarun | *Senior Information Security Manager*  
 Underwood, Jonathan | *IT Budget Administrative Coordinator*  
 Vonderohe, Angela | *IT Services Manager*  
 Wells, Micah | *Media Services Coordinator*  
 Wicker, John | *Computer Services Coordinator*  
 Winkelmann, Luke | *IT Customer Service Specialist*  
 Zokan, Barry | *Media Services Technology Specialist*

**INSTITUTIONAL EFFECTIVENESS**

*Dean: Dr. Stacey Randall*  
 Flavin, Shannon | *Grants Compliance Manager*  
 Mapes, Kristia | *Research and Reporting Manager*  
 McCullum, Shellee | *Administrative Specialist  
 Institutional Effectiveness*  
 Osman, Kathleen | *Grants and Special Projects Analyst*  
 Thomas Cheney, Emily | *Data Analyst*  
 Vacant | *Institutional Data and Analytics Manager*

**LATINX RESOURCE CENTER**

*Chief Diversity Officer and Dean: Bernard Little*

*Manager: Franklin Ortega-Palaguachi*

Vacant | *Latinx Engagement Coordinator*

Vacant | *Latinx Engagement Coordinator*

**LEARNING ASSESSMENT AND TESTING SERVICES**

*Executive Dean: Anita Moore-Bohannon*

*Manager: Carol Byrd*

Carrasco-Unive, Irais | *Assessment Assistant*

Hernandez, Neftaly | *Testing Services Administrative Assistant*

Johnson, Jennifer | *Assessment Assistant*

Slatton, Brandon | *Assessment Data Assistant*

Sobieraj, Jo Ellen | *Assessment Program Specialist -  
Academic Testing*

Walder, Ann | *Assessment Program Specialist -  
External Testing and Training*

White-Shepard, Kisha | *Testing Services Department Coordinator*

Yung, Jessica | *Assessment Program Specialist -  
Specialized Testing*

Vacant | *Assessment Data Specialist*

Vacant | *Assessment Technology Coordinator*

Vacant | *Testing Services Department Coordinator*

**LEARNING OUTCOMES, CURRICULUM AND PROGRAM DEVELOPMENT**

*Dean: Dr. Kathleen Gorski*

Diederich, Kelly | *Instructional Services Coordinator*

Ford, Toni | *Program Development Coordinator*

Lyons, Terry | *Administrative Specialist Learning Outcomes,  
Curriculum and Program Development*

Malley, Loretta | *Instructional Services Manager*

**LIBERAL ARTS AND SCIENCES**

*Executive Dean: Sharon Garcia*

*Dean for Social Sciences, Education and*

*World Languages: Dr. Janette Funaro*

*Assistant Dean: John Metych III*

*Assistant Dean: Lorrie Stahl*

Guglielmi, Jessica | *Administrative Specialist  
Liberal Arts and Sciences*

Koehring, Janet | *Administrative Specialist  
Social Sciences, Education and World Languages*

Ragsdale, Katherine | *Biology Lab Coordinator*

Wilson, Kerri | *Administrative Specialist  
Liberal Arts and Sciences*

Vacant | *Chemistry Lab Coordinator*

**LIBRARY**

*Executive Dean: Anita Moore-Bohannon*

*Director: Spencer Brayton*

Chan, Debra | *Aurora Fox Valley Library Technology Specialist*

Chrisman-DeNegri, Jessica | *Aurora Downtown Campus  
Library Technology Specialist*

Hunter, Rhea | *Circulation Assistant*

Markley, Victoria | *Library Cataloging Specialist*

Ramirez, Rocio | *Aurora Downtown Campus Library Specialist*

Vance, Kendall | *Resource Sharing Specialist*

Wohlers, John | *Library Technology Coordinator*

Zwergel, Jane | *Circulation Assistant*

**MARKETING AND COMMUNICATIONS**

*Executive Director: Amanda Geist*

*Senior Marketing Manager: Stephanie Wennmacher*

Alberty Layhew, Linda | *Communications Manager*

Edmonson, Meghan | *Graphic Design Coordinator*

Feiza, Jamie | *Marketing and Communications Coordinator*

Haugen, Linda | *Marketing and Communications  
Senior Coordinator*

Hollenbeck, Kera | *Marketing and Communications Specialist*

Lindell, Anders | *Marketing and Communications  
Web Developer*

Murphy, Bayley | *Digital Communications Coordinator*

Rollins, Emily | *Marketing and Communications Coordinator*

Vacant | *Multimedia Coordinator*

Vacant | *Multimedia Coordinator*

**PRESIDENT'S OFFICE**

*President: Dr. Christine Sobek*

*Director of Presidential Communications*

*and Operations: Kimberly Caponi*

Baccheschi, Mary | *Executive Administrative Coordinator  
to President/Clerk of the Board*

Farmer, Kevin | *Administrative Specialist Office of the President*

Jones, Ronna | *Administrative Specialist Office of the President*

**PURCHASING**

*Assistant Vice President: Darla Cardine*

*Manager: Theresa Larson*

Twait, Sibylle | *Purchasing Administrative Coordinator*

**REGISTRATION AND RECORDS**

*Registrar: Marc Dale, Jr.*  
*Manager: Jill Pierson*  
 Babb, Maggie | *Credentials Analyst*  
 Brooks, Amy | *Administrative Specialist Registration and Records*  
 Contreras, Nydia | *Administrative Specialist Registration and Records*  
 Fedele, Lori | *Administrative Specialist Registration and Records*  
 Ferguson, Angela | *Administrative Specialist Registration and Records*  
 Nicholson, Emily | *Registration/Records System Analyst*  
 Novak, Brenda | *Administrative Specialist Registration and Records*  
 Parks, Susan | *Administrative Specialist Registration and Records*  
 Sparks, Dawn | *Administrative Specialist Registration and Records*  
 Werth, Steven | *Credentials Analyst*

**SCHOOL DISTRICT PARTNERSHIPS**

*Director: Robert Cofield*  
 Costin, Kristin | *School District Partnerships Administrative Coordinator*

**STRATEGY AND COMMUNITY DEVELOPMENT**

*Vice President: Dr. Jamal Scott*  
 Forney, Kimberly | *Senior Administrative Coordinator to Vice President of Strategy and Community Development*

**STUDENT ACCOUNTS AND CASHIER OFFICE**

*Director: Lei Xie*  
*Manager: Duri Choi*  
 Frieders, Linda | *Student Accounts Technician*  
 Scott, Theresa | *Student Accounts and Cashier Associate*

**STUDENT DEVELOPMENT AND EXECUTIVE DIRECTOR OF THE FOUNDATION**

*Vice President: Dr. Melinda Tejada*  
 Way, Angela | *Senior Administrative Coordinator to Vice President of Student Development and Executive Director of the Foundation*

**STUDENT LIFE**

*Chief Diversity Officer and Dean: Bernard Little*  
*Manager: Dr. Mary Tosch*  
 Dahlstrom, Michelle | *Student Life Coordinator*  
 Lerma, Lina Griselda | *Administrative Specialist Student Life*

**STUDENT RETENTION OUTREACH**

*Executive Dean: Kelli Sinclair*  
*Manager: Lisa Richardson*  
 Burnell, Sherri | *Student Retention Administrative Assistant*  
 Geers, Katie | *Student Retention Administrative Assistant*  
 Lopez, Lorena | *Student Retention Coordinator*

**STUDENT SERVICES AND ALUMNI RELATIONS**

*Assistant Vice President: Dr. Scott Peska*  
 Nuñez, Myrna | *Administrative Specialist Student Services and Alumni Relations*

**STUDENT SUCCESS**

*Executive Dean: Kelli Sinclair*  
*Manager: Lisa Richardson*  
 Lopez-Linton, Erica | *Student Success Coach*  
 Rios, Gabriela | *Student Success Coach*

**STUDENT SUCCESS AND RETENTION**

*Executive Dean: Kelli Sinclair*  
 Klotz, Tina Kayln | *Administrative Specialist Student Success and Retention*  
 Kocunik, Sarah | *Graduation and Transfer Coordinator*

**STUDENT SUPPORT SERVICES**

*Chief Diversity Officer and Dean: Bernard Little*  
*Manager: Andrea Egle*  
 Castellanos, Iris | *TRIO/Academic and Career Advisor*  
 Koehler, Imelda | *TRIO/ Student Support Services Educational Advisor*

**STUDENTS**

*Chief Diversity Officer and Dean: Bernard Little*  
 Wendt, Stacy | *Administrative Specialist Students*  
 Heredia, Marcelo | *Student Conduct and Education Coordinator*

**UPWARD BOUND**

*Chief Diversity Officer and Dean: Bernard Little*  
*Manager: Robert Cook*  
 Arceo, Jesus | *Upward Bound West Advisor*  
 Dominguez, Adrian | *Upward Bound East Advisor*

WAUBONSEE

*what you can learn*

# Facilities and Extension Locations

## Sugar Grove Campus

The Sugar Grove Campus includes the Student Center, which houses admissions, academic and career advising, financial aid, the café and coffee bar, and other student services; the Field House/ Erickson Hall, which houses the gymnasium; the Auditorium; Collins Hall, which houses the Todd Library and tutoring center; 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; Ceramics Building; Auto Body; and various athletic fields. See the map on following pages or online at [www.waubonsee.edu/maps](http://www.waubonsee.edu/maps) for directions to campus. Parking lots are provided at no cost to the student. Parking regulations are posted throughout the campus.

Consult the website for the hours of operation for all campus services.

## Aurora Downtown Campus

Waubonsee's Aurora Downtown Campus is conveniently located at 18 S. River Street. The 132,000 square-foot building includes classrooms, computer labs, two science labs, other specialized instructional spaces, bookstore, library, tutoring center, multipurpose meeting rooms, conference room with catering kitchen and grab-and-go café and coffee bar. Free parking is available in Lot W, Lot X, and Lot A. See the map on following pages or online at [www.waubonsee.edu/maps](http://www.waubonsee.edu/maps) for directions to campus.

Comprehensive student services, including admissions, registration, academic and career advising, financial aid and assessment are available at the campus. The Aurora Downtown Campus is also headquarters for Adult Basic Education, Adult Education Special Programs, the Adult Education Computer Center, ASE/HSE, English Language Acquisition and the Adult Education Tutor Training Program.

This campus offers transfer courses and career degree and certificate programs, developmental and adult basic education, and workforce development.

## Aurora Fox Valley Campus

As evidence of its strong commitment to the growing demands of District 516, Waubonsee opened its third major extension center in January 1997 on the Rush-Copley Medical Center campus on Route 34 in far east Aurora. Renovated and renamed in 2016, the Aurora Fox Valley Campus houses the college's health care programs, including nursing, phlebotomy, medical assistant, emergency medical technician, and nurse assistant. There are also general education course offerings and comprehensive student services. Free on-site parking is available. See the map on following pages or online at [www.waubonsee.edu/maps](http://www.waubonsee.edu/maps) for directions to campus.

## Plano Campus

Waubonsee's Plano Campus is located off of Route 34, west of Eldamain Road in Plano. Over the spring and summer 2020 semesters, the Plano Campus was transformed into the college's Innovation and Design Center — a place where innovation, creativity, and partnerships lead to degrees, industry certifications, a skilled workforce, and community collaboration. Free on-site parking is available.

Re-opened for the fall 2020 semester, the Plano Campus features Computer Aided Design and Drafting, Cybersecurity, and Welding. Please visit [www.waubonsee.edu/plano](http://www.waubonsee.edu/plano) for a virtual 360° tour of the completed renovation.

## 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 courses at locations close to home.

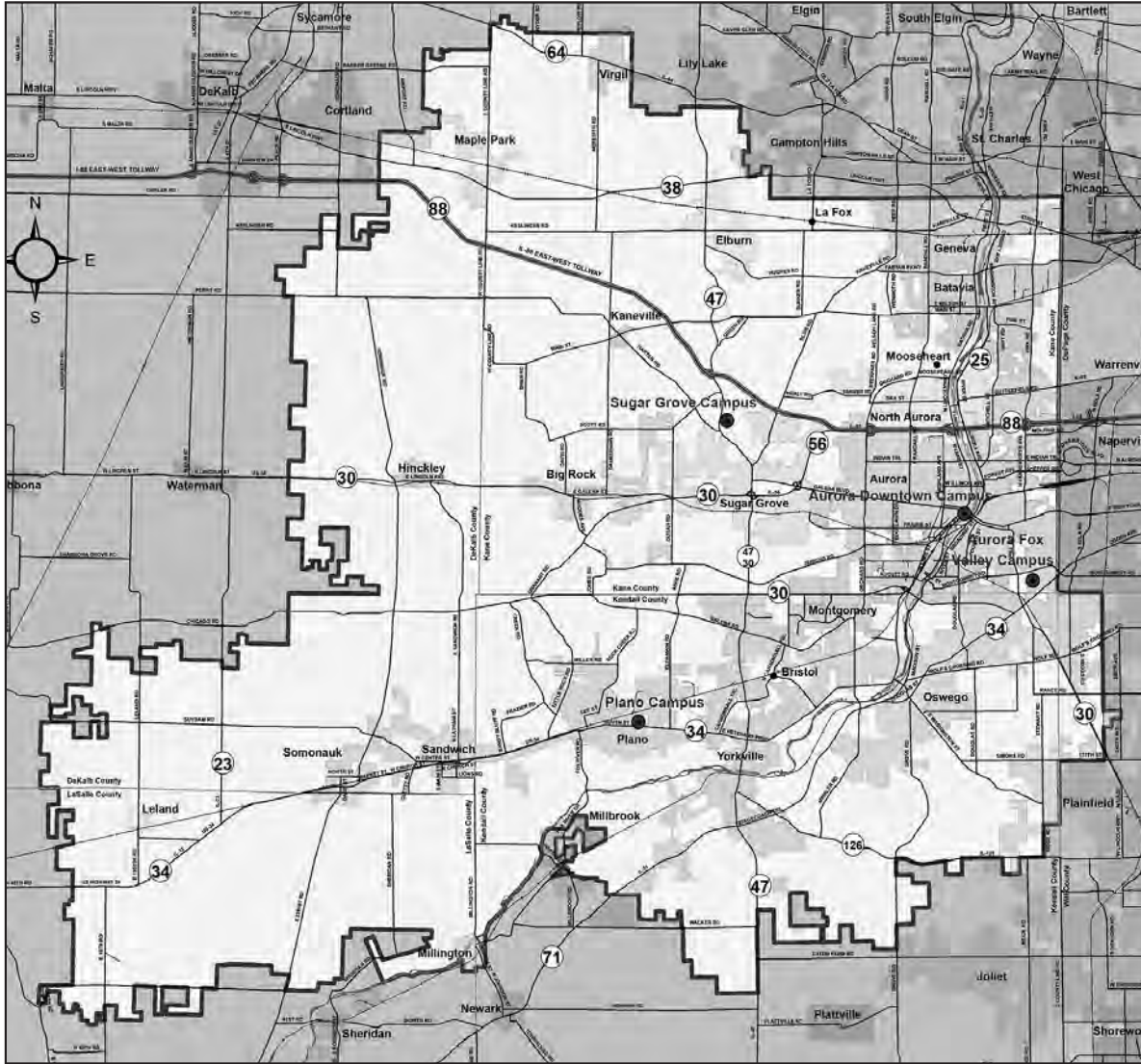
Each semester, students are able to enroll in a wide range of Waubonsee offerings at several locations across the college district. These Waubonsee extension sites save students travel time, and in some cases, provide the opportunity for students to take basic core education courses necessary for an associate degree without leaving their hometown.

For a complete listing of classes offered at locations throughout the college district, visit [www.waubonsee.edu/courses](http://www.waubonsee.edu/courses).

## Waubonsee on the Web

Waubonsee's website at [www.waubonsee.edu](http://www.waubonsee.edu) provides a wide range of important and timely information about the college. Members of the college community can find updated class schedules, details about transfer and career programs, a faculty and staff directory, and campus maps. Information about financial aid, registration, athletics programs, student life and services, and general news about the college is also available online.

In addition, the website provides access to mywcc, a personalized campus portal that centralizes student services, records, classes and clubs online. Users with an X-number can sign-in to check email, get important announcements, view grades, pay account balances and more. In addition, mywcc makes class schedules and course materials available anytime, anywhere. Students are encouraged to sign-in regularly to discover frequent enhancements and new resources.



## ILLINOIS COMMUNITY COLLEGE DISTRICT #516

2020 District population estimate\* **454,127**  
 Projected population for the year 2030 **461,943**

Illinois Community College District 516 encompasses 624 square miles and includes southern Kane County and portions of Kendall, DeKalb, LaSalle and Will counties. Waubonsee’s central campus is in Sugar Grove, about 45 miles west of Chicago. A second campus is in downtown Aurora, a third permanent facility is located on the campus of the Rush-Copley Medical Center, Route 34, Aurora and a fourth campus is in Plano off of Route 34.

### District 516 serves

- 12 public high school districts
- 8 private high schools
- 22 municipalities

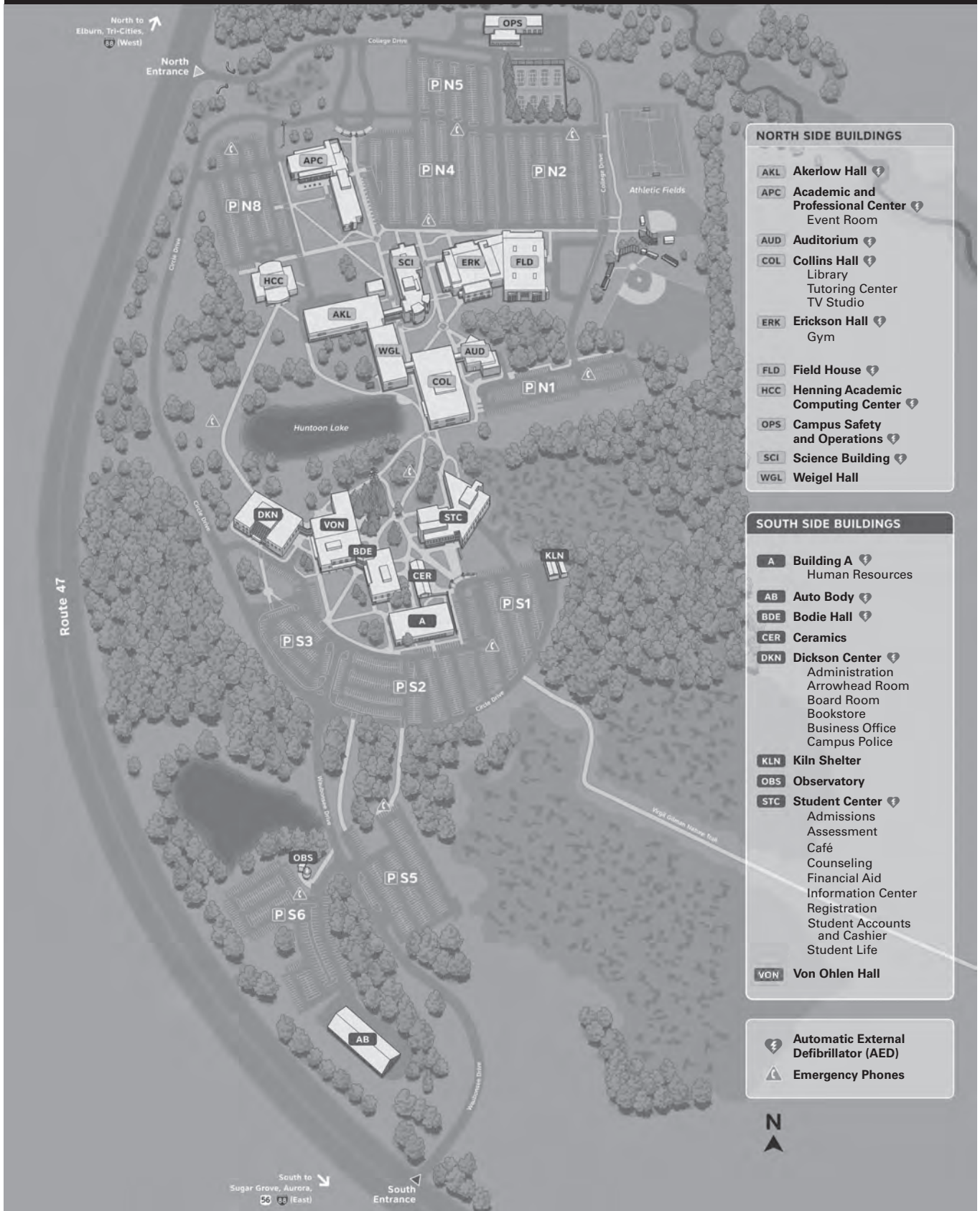
Town Name	ZIP Codes
<i>Within/Partially within district</i>	
Aurora	60502, 60503, 60504, 60505, 60506
Batavia	60510
Big Rock	60511
Bristol	60512
Elburn	60119
Geneva	60134
Hinckley	60520
Kaneville	60144
La Fox	60147
Leland	60531
Maple Park	60151
Millbrook	60536
Millington	60537
Montgomery	60538
Mooseheart	60539
North Aurora	60542
Oswego	60543
Plano	60545
Somonauk	60548
Sugar Grove	60552
Yorkville	60554, 60560



**WAUBONSEE**  
COMMUNITY COLLEGE

# SUGAR GROVE CAMPUS

Route 47 at Waubonsee Drive, Sugar Grove, IL 60554

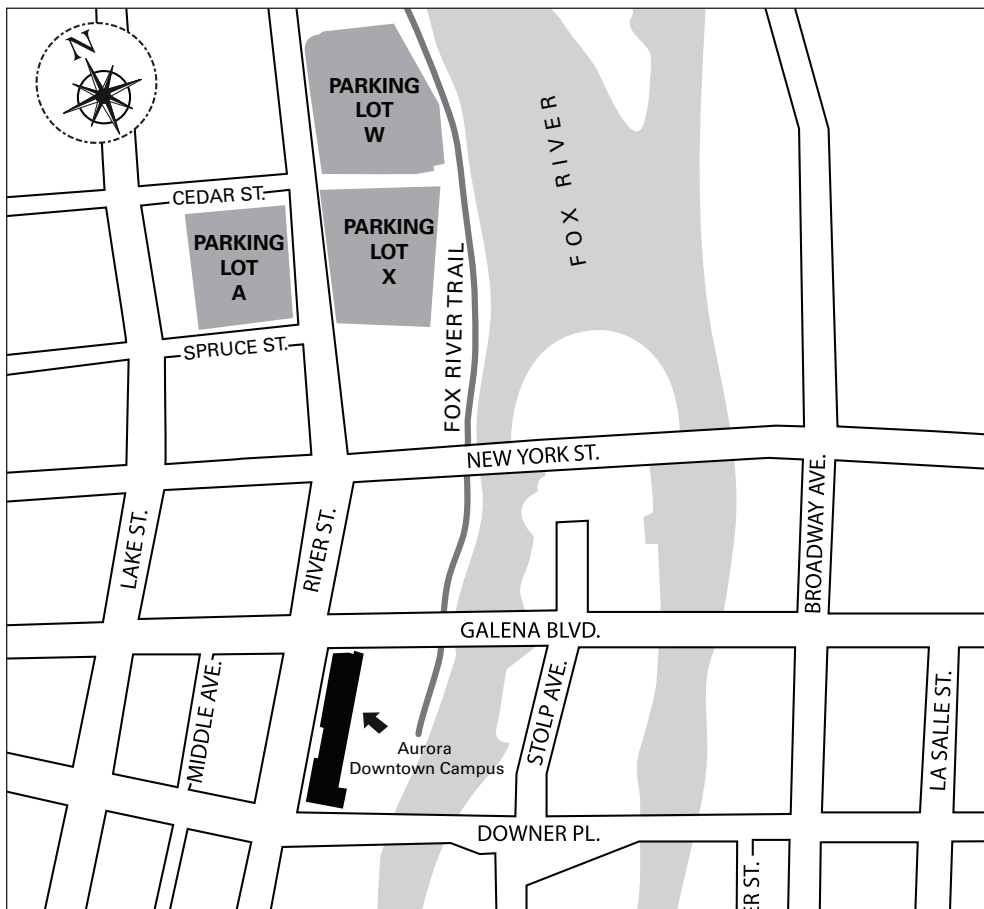
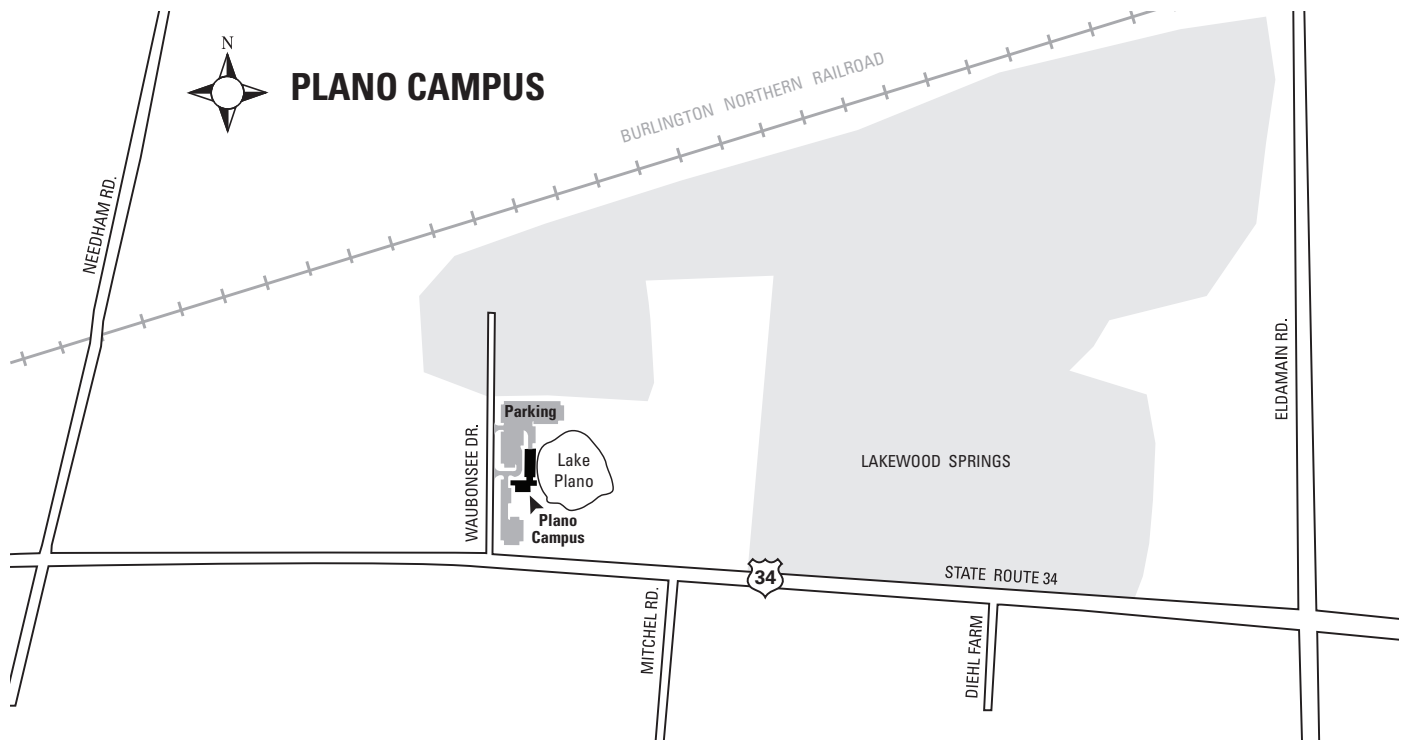


- NORTH SIDE BUILDINGS**
- AKL** Akerlow Hall
  - APC** Academic and Professional Center  
Event Room
  - AUD** Auditorium
  - COL** Collins Hall  
Library  
Tutoring Center  
TV Studio
  - ERK** Erickson Hall  
Gym
  - FLD** Field House
  - HCC** Henning Academic Computing Center
  - OPS** Campus Safety and Operations
  - SCI** Science Building
  - WGL** Weigel Hall

- SOUTH SIDE BUILDINGS**
- A** Building A  
Human Resources
  - AB** Auto Body
  - BDE** Bodie Hall
  - CER** Ceramics
  - DKN** Dickson Center  
Administration  
Arrowhead Room  
Board Room  
Bookstore  
Business Office  
Campus Police
  - KLN** Kiln Shelter
  - OBS** Observatory
  - STC** Student Center  
Admissions  
Assessment  
Café  
Counseling  
Financial Aid  
Information Center  
Registration  
Student Accounts and Cashier  
Student Life
  - VON** Von Ohlen Hall

- Automatic External Defibrillator (AED)
- Emergency Phones





**AURORA DOWNTOWN CAMPUS**

The campus, located at 18 S. River Street, has on-site, short-term parking, limited to 15 minutes, which is strictly enforced.

**Free student parking is available:**

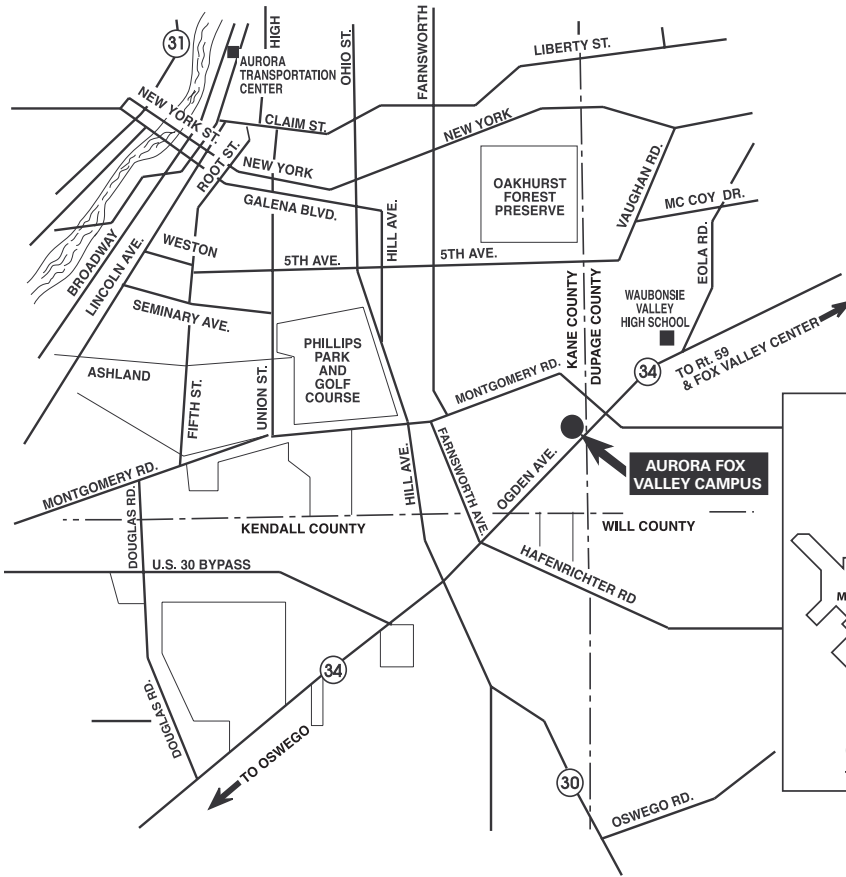
**Lot W** - located north of the campus on the east side of River Street

**Lot X** - located just south of Lot W on the east side of River Street

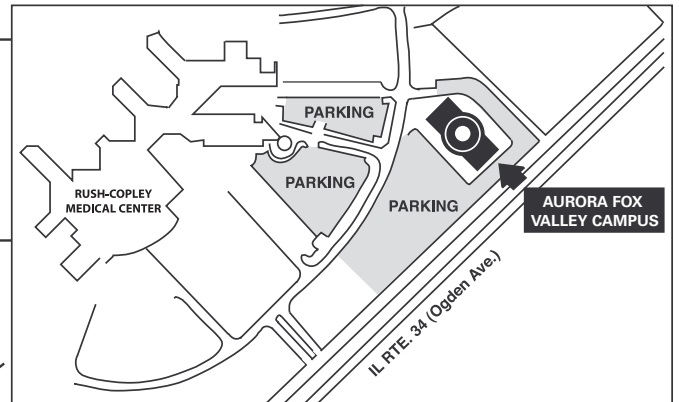
**Lot A** - across from Lot X on the west side of River St. between Spruce and Cedar Streets

*Note that these lots have 6 or 10 hour parking lot time limits. These time limits are enforced by the City of Aurora.*

Drop-offs are easily made on the Fox River side of the Aurora Downtown Campus by using the Waubonsee driveway. A Pace Bus Stop is available on Galena Blvd.



## AURORA FOX VALLEY CAMPUS



- A**
- Academic and Career Advising..... 187, 189  
 Academic calendar..... 6, 7  
 Academic alert..... 187  
 Academic information/regulations ..... 176  
 Academic plan ..... 187  
 Academic progress, standards of ..... 173  
 Academic support..... 187  
 Academic support coach ..... 187  
 Access Center for  
   Disability Resources..... 188  
 Accounting (ACC) ..... 50, 100  
 Accreditation ..... Inside front cover  
 Addictions Counseling (Certificate)..... 78  
 Administrative Assistant (Certificate) .... 58  
 Administrative offices ..... 205  
 Administrative drop/withdrawal ..... 167  
 Admission process and  
   registration ..... 8, 162  
 Adult Education..... 10  
 Adult Education,  
   Special Programs..... 11, 188  
 Adult Education Computer Center ..... 11  
 Adult Education Transition and  
   Career Services ..... 11  
 Adult Education Tutor  
   Training Program..... 11  
 Adult Education  
   Waubensee Works ..... 11, 188  
 Adult students..... 10, 191  
 Age Discrimination..... 194  
 Alcohol and Drug Counselor  
   Post-Baccalaureate (Certificate)..... 78  
 Americans with  
   Disabilities Act (ADA) ..... 194  
 Annual Security and  
   Disclosure Report ..... 195  
 Anthropology (ANT) ..... 101  
 Armed Forces experience credit ..... 178  
 Army ROTC transfer option..... 14  
 Art (ART)..... 101  
 Articulated credit, high school..... 13  
 Articulation compact ..... 20  
 Assessment Services..... 191  
 Associate in Applied  
   Science (AAS) degree..... 45  
 Associate in Arts (AA) degree..... 22  
 Associate in Engineering  
   Science (AES) degree..... 26  
 Associate in Fine Arts  
   (AFA) degree ..... 28, 30  
 Associate in General Studies  
   (AGS) degree..... 41  
 Associate in Science (AS) degree ..... 24  
 Astronomy (AST)..... 104  
 Athletics ..... 191, 192  
 Attendance, class ..... 177  
 Audio Production Technology  
   (Certificate) ..... 86  
 Auditing a course ..... 166  
 Aurora Downtown Campus..... 211, 214  
 Aurora Fox Valley Campus..... 211, 215  
 Auto Body Repair (ABR)..... 52, 104  
 Automation Technology (AMT) ..... 54, 105  
 Automotive Technology (AUT) ..... 55, 106
- B**
- Bachelor's Degree, completion..... 21  
 Basic Nurse Assistant (Certificate)..... 89  
 Biology (BIO) ..... 108  
 Board of Trustees ..... 4  
 Bookstore..... 189  
 Business Administration (BUS)..... 58, 110
- C**
- CAD ..... 59, 116  
 Calendar, academic..... 6, 7  
 Campus maps..... 213-215  
 Campus Security Act..... 194  
 Career advising ..... 187  
 Career choices..... 189  
 Career development ..... 189  
 Career exploration ..... 187, 189  
 Career and  
   Technical Education ..... 10, 43  
 Career and Technical Education  
   curriculum, purpose of ..... 44  
 Career and Technical Education  
   Degrees and Certificates..... 49  
 Career and Technical Education  
   program guarantee ..... 44, 185  
 Career and Technical  
   Education programs ..... 47  
 Career Development ..... 189  
 Career Exploration..... 189  
 Certificates of achievement..... 47, 185  
 Chemistry (CHM)..... 110  
 Child Care Worker (Certificate)..... 69  
 Chinese (CHN)..... 111  
 Class attendance..... 177  
 Class offerings..... 190  
 Class standings ..... 177  
 CLEP, credit for ..... 178  
 CMA Preparation (Certificate) ..... 51  
 CNC Operator (Certificate)..... 81  
 CNC Programmer (Certificate) ..... 81  
 Co-Curricular Transcripts ..... 185  
 College Level Examination Program..... 178  
 College Success Topics (COL)..... 111  
 Commencement Ceremony..... 184  
 Communications (COM) ..... 112  
 Company Fire Officer (Certificate)..... 74  
 Complaints, student ..... 190  
 Computer Aided Design and  
   Drafting (CAD)..... 59, 116  
 Computer Information  
   Systems (CIS) ..... 61, 112  
 Computer Software  
   Development (AAS) ..... 61  
 Computer Support (AAS) ..... 62  
 Computing center ..... 190  
 Conduct, student..... 190  
 Construction Management (CMT) ..... 117  
 Cooperative agreement..... 170  
 Counseling and Student Support..... 190  
 Course descriptions..... 94  
 Course fee ..... 170  
 Course placement information ..... 34  
 CPA Preparation (Certificate) ..... 51  
 Credit by College Level  
   Examination Program ..... 178  
 Credit for high school work ..... 13  
 Credit for prior experience ..... 178  
 Criminal Justice (CRJ) ..... 117  
 Cybersecurity..... 63

- D**
- Dean's list ..... 182
  - Definitions ..... 95, 220
  - Degrees and certificates/  
career education ..... 43, 49
  - Degrees and certificates/  
general studies ..... 40
  - Degrees/transfer education ..... 20
  - DePaul University ..... 166
  - Development Office/Foundation ..... 190
  - Director Level 1 (Certificate) ..... 69
  - Directory  
of information ..... inside back cover
  - Disabilities, students with ..... 188
  - Disability Studies (DIS) ..... 118
  - District #516 map ..... 212
  - District students ..... 169
  - Drafting ..... 59, 116
  - Driver Safety Program ..... 11
  - Dual Credit ..... 12
  - Dual Degree Program ..... 166
- E**
- Early Childhood Education (ECE) ...65, 118
  - Early Childhood Education  
Level 2 (Certificate) ..... 66
  - Early Childhood Education  
Level 3 (Certificate) ..... 67
  - Earth Science (ESC) ..... 120
  - Economics (ECN) ..... 120
  - Education (EDU) ..... 121
  - Educational options ..... 10
  - Emergency Medical  
Technician (EMT) ..... 70, 122
  - Engine Performance (Certificate) ..... 57
  - Engineering (EGR) ..... 123
  - Engineering Science (AES)  
associate degree ..... 26
  - English (ENG) ..... 123
  - English Language Acquisition (ELA) ..... 10
  - ESL and Bilingual Level 2  
(Certificate) ..... 67
  - ESL and Bilingual Level 3  
(Certificate) ..... 67
  - Evaluation, credit by ..... 178
  - Extension locations ..... 211
  - Externship ..... 12, 191
- F**
- Face-to-face instruction ..... 12
  - Facilities ..... 210
  - Faculty listing ..... 197
  - Family, Educational  
Rights and Privacy Act (FERPA) ..... 194
  - Federal compliances ..... 194
  - Fees ..... 168
  - Film Studies (FLM) ..... 127
  - Finance and Banking (FIN) ..... 127
  - Financial aid ..... 172
  - Fine Arts, Associate in ..... 28, 30
  - Fire Science (FSC) ..... 73, 127
  - Firefighter (Certificate) ..... 74
  - Flex instruction ..... 12
  - Foreign Languages ..... See individual  
languages: Chinese, French,  
German, Japanese, Spanish
  - Foundation ..... 190
  - French (FRE) ..... 128
  - Full-time student, academic load ..... 182
- G**
- General Education Core Curriculum  
(GECC) Credential ..... 32
  - General Educational  
Development (GED®) ..... 10
  - General Studies ..... 40
  - Geography (GEO) ..... 128
  - Geology (GLG) ..... 129
  - German (GER) ..... 129
  - Getting started at Waubonsee ..... 8
  - Governors State University ..... 166
  - Government, student ..... 192
  - Glossary ..... 220
  - Grading ..... 183, 190
  - Graduation academic honors ..... 184
  - Graduation/  
Commencement Ceremony ..... 184
  - Graduation requirements ..... 184
  - Guarantee, career program ..... 44
  - Guarantee, transfer ..... 20
- H**
- Health Education (HED) ..... 130
  - Health Information  
Technology (HIT) ..... 75, 130
  - Heating, Ventilation and  
Air Conditioning (HVA) ..... 76, 131
  - Henning Academic  
Computing Center ..... 190
  - High school articulated credit ..... 13
  - High school course requirements ..... 21
  - High School Dual Credit ..... 12
  - High School Equivalency (HSE) ..... 10
  - High school student admission ..... 165
  - High school student programs ..... 12
  - High school summer school ..... 12
  - History (HIS) ..... 133
  - History, college ..... 193
  - Holidays ..... 6, 7
  - Honors, graduation ..... 184
  - Honors Program ..... 164
  - Human Resources Management ..... 82
  - Human Services (HSV) ..... 77, 134
  - Humanities (HUM) ..... 135
  - Hybrid instruction ..... 12
- I**
- IAI General Education courses ..... 97
  - IAI Major courses ..... 99
  - Illinois Abused and  
Neglected Child Reporting Act ..... 195
  - Illinois Articulation Initiative (IAI) ..... 20
  - Illinois Small Business Development  
Center (IL SBDC) ..... 11
  - Inclusive access (MyMaterials) ..... 171
  - Incomplete grades ..... 183
  - Independent Study (IND) ..... 136
  - Infant and Toddler Level 2  
(Certificate) ..... 68
  - Infant and Toddler Level 3  
(Certificate) ..... 68
  - Information Technology Services ..... 190
  - Institutional Learning Outcomes ..... 16
  - Instrumental music performance ..... 191
  - Insurance (INS) ..... 136
  - Integrated Reading and  
Writing (IRW) Path ..... 36
  - Intercollegiate athletics ..... 191

Interdisciplinary Studies (IDS) ..... 136  
 International student (I-20) ..... 165  
 Internship (ITS) ..... 137  
 Internship Program ..... 12, 191  
 Interpreter Training (ITP) ..... 79, 137  
 Interpreting, Legal (LGI) ..... 80, 140  
 Intramurals ..... 192  
 IRW Path ..... 36

## J

Japanese (JPN) ..... 138  
 Joint admission with Northern  
 Illinois University ..... 166

## K

Kinesiology/Physical  
 Education (KPE) ..... 138

## L

Learning Assessment  
 and Testing Services ..... 191  
 Legal Interpreting (LGI) ..... 80, 140  
 Library services ..... 187  
 Lifelong Learning Institute (LLI) ..... 11  
 Light Duty  
 Diesel Repair (Certificate) ..... 57  
 Limited Enrollment Programs ..... 164  
 Locations, campus ..... 213-215

## M

Machine Tool Technology  
 (MTT) ..... 81, 140  
 Management (MGT) ..... 58, 82, 142  
 Manufacturing Technology,  
 Advanced (AAS) ..... 81  
 Maps, campus ..... 213-215  
 Marketing (MKT) ..... 142  
 Massage Therapy (TMS) ..... 83, 159  
 Mass Communication (MCM) ..... 142  
 Math Path ..... 35  
 Math Placement Guide ..... 34  
 Mathematics (MTH) ..... 143

Medical Assistant (MLA) ..... 84, 145  
 Medical Billing and  
 Coding (Certificate) ..... 75  
 Military Recruiting ..... 185  
 Military Science (MSC) ..... 146  
 Mission, college ..... 2  
 Music (MUS) ..... 86, 146  
 Music performance ..... 191  
 mychoice learning formats ..... 12  
 MyMaterials (inclusive access) ..... 171  
 mywcc Web Portal ..... 191

## N

New Student PRR ..... 8, 163  
 Noncredit Students ..... 8, 164  
 Nondiscrimination statement ..... 194  
 Northern Illinois University ..... 166  
 Nurse Assistant (NAS) ..... 87, 150  
 Nursing (NUR) ..... 88, 150

## O

Office Software Specialist  
 (Certificate) ..... 64  
 Online instruction ..... 12  
 Out-of-district ..... 169

## P

Paralegal (PLG) ..... 90, 152  
 Paramedic ..... 70  
 Parking maps ..... 213-215  
 Part-time student, academic load ..... 182  
 Payment for classes ..... 170  
 Payroll and  
 Tax Accounting (Certificate) ..... 50  
 Petition for graduation ..... 184  
 Philosophy (PHL) ..... 152  
 Phlebotomy (PBT) ..... 91, 153  
 Phone numbers ..... inside back cover  
 Physical Education ..... see Kinesiology  
 Physics (PHY) ..... 154  
 Placement Information ..... 34  
 Placement testing  
 (learning assessment) ..... 191  
 Plano Campus ..... 211, 214

Political Science (PSC) ..... 154  
 Pre-Registration Review  
 (PRR) ..... 8, 163, 220  
 President's list ..... 182  
 President's message ..... 5  
 Prior Learning Assessment ..... 178  
 Probation, academic ..... 185  
 Professional Development ..... 8, 14, 164  
 Proficiency Examination ..... 178  
 Program Review ..... 187  
 Psychology (PSY) ..... 155

## Q

Quickpath Degree ..... 188

## R

Reclassification of student status ..... 164  
 Records/transcripts ..... 164, 185  
 Refunds, tuition ..... 171  
 Registered Nursing ..... 88  
 Registration ..... 8, 162  
 Rehabilitation Act ..... 194  
 Religious Studies (RLG) ..... 156  
 Repeated courses, grades ..... 183  
 Requirements, high school ..... 21  
 Residency requirements ..... 169  
 Resources and Services ..... 186  
 Returning Adult Students ..... 191  
 Returning students ..... 8, 164  
 Reverse transfer students ..... 8, 177  
 Rights, student ..... 185  
 Roosevelt University ..... 166  
 ROTC transfer option ..... 14

**S**

Safety, Campus..... 3  
 Security and Disclosure Report..... 195  
 Schedule of class offerings..... 190  
 Scheduling your classes ..... 39  
 Scholarships ..... 175  
 School District Partnerships..... 12  
 Semester calendar ..... 6, 7  
 Senate, student..... 192  
 Senior citizen tuition ..... 170  
 Sign Language (SGN) ..... 156  
 Skyway Conference..... 191  
 Small Business Development Center  
   (SBDC) ..... 11  
 Social Science (SSC) ..... 157  
 Sociology (SOC) ..... 157  
 Spanish (SPN) ..... 157  
 Special Admission Programs ..... 164  
 Special programs, adult education ..... 10  
 Sports..... 191, 192  
 Staff ..... 196  
 Standards of Academic Progress..... 173  
 S.T.A.R. Program..... 191  
 Student Life ..... 192  
 Student organizations ..... 192  
 Student fee ..... 170  
 Student government ..... 192  
 Student Right to Know Act ..... 194  
 Student Support Services ..... 190  
 Student trustee..... 192  
 Study abroad ..... 14  
 Sugar Grove Campus..... 211, 213  
 Summer Opportunity  
   for Advancement  
   and Recovery (SOAR) ..... 12  
 Sustainability (SUS) ..... 158  
 Sync online instruction ..... 12

**T**

Technical Assistance Center (TAC) ..... 190  
 Testing..... 191  
 Textbooks..... 171  
 Theatre (THE) ..... 158  
 Therapeutic Massage (TMS) ..... 83, 159  
 Title VII ..... 194  
 Title IX..... 194  
 Transcripts/Records ..... 164, 185  
 Transfer advising ..... 20, 192  
 Transfer Partnership Agreements ... 20, 166  
 Transfer Degree curriculum,  
   purpose of..... 20  
 Transfer Degree Pathways..... 38  
 Transfer education ..... 10  
 Transfer program guarantee ..... 185  
 Transfer students  
   (reverse transfer) ..... 8, 177  
 Transferring credit  
   from Waubensee ..... 20  
   to Waubensee ..... 164, 177  
 Transitional Math Guide ..... 34  
 Trustee, student..... 4, 192  
 Trustees ..... 4  
 TRIO/Student Support Services ..... 13, 192  
 TRIUMPH Program ..... 188  
 Tuition and fees ..... 168  
 Tutoring..... 188

**U**

Upward Bound/TRIO ..... 13

**V**

VALEES ..... 13, 169  
 Values, college..... 2  
 Veteran Information  
   Active duty ..... 167  
   Financial Aid/Benefits..... 170, 175  
   Limited enrollment programs ..... 164  
   Non-Attendance Due  
     to Military Service ..... 177  
   Service credit ..... 178  
   Student Services ..... 192  
   Withdrawal ..... 167  
 Violence Against Women Act ..... 195  
 Vision, college ..... 2  
 Vocal music performance..... 191

**W**

Waubensee on the Web ..... 211  
 Waubensee Works Program ..... 11, 188  
 Ways to take courses ..... 12  
 Web Authoring (Certificate) ..... 92  
 Website Development (WEB) ..... 92, 160  
 Weekend Schedule..... 14  
 Welding Technology (WLD)..... 93, 160  
 Withdrawal ..... 167, 171, 175  
 Work experience, credit for ..... 178  
 Workforce Education ..... 2, 14

## Glossary

**Academic and Career Advisor** - a professionally-trained person who assists students with academic and career planning.

**Academic calendar** - important dates for the semester related to instruction.

**Area of concentration** - courses a student takes to build a foundation for intended major or electives to meet credit-hour requirements for a degree.

**Assessment** - tests in language usage, writing, reading, numerical and algebra skills to determine proper course placement.

**Associate degree** - awarded to students completing 60-64 semester hours in a particular field of study. Waubonsee awards six associate degrees: arts (AA), science (AS), fine arts (AFA), engineering science (AES), applied science (AAS) and general studies (AGS).

**Auditing** - taking a class to benefit from the experience without receiving a grade or college credit.

**Baccalaureate** - bachelor's degree; refers to four-year full-time academic program of study.

**Certificate of Achievement** - awarded to students completing specific requirements in career/occupational-oriented programs.

**Counselor** - a professionally-trained Master's level person who can assist students with personal and mental health concerns, in addition to academic and career planning.

**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 students signifying completion of a program of study. *See associate degree.*

**Discipline** - area of study such as criminal justice, English or welding technology.

**Division** - educational or administrative unit of the college. *See instructional division.*

**Drop a course** - specific action taken by a student to withdraw from a class he/she registered for.

**Extra-curricular or co-curricular activities** - offered outside the credit curriculum; e.g., intramurals, sports, clubs and social events.

**Fee** - set amount charged for registration; also an additional set amount for certain activities or courses.

**Financial aid** - grants, loans, scholarships and student employment to help students pay their way based on financial need and eligibility.

**Full-time** - student registered for 12 hours or more per semester.

**General studies** - designed for students taking a broad range of courses and not pursuing either a career education or transfer degree program. Waubonsee offers an Associate in General Studies degree and a general studies certificate.

**Grade point** - numerical value assigned to the letter grade received in a class. Grade point average is number of grade points earned divided by number of semester hours attempted.

**Graduation** - completion of coursework required for a degree. Students must petition for graduation.

**IAI** - Illinois Articulation Initiative; an agreement to facilitate the transfer process among Illinois schools.

**Instructional division** - grouping of disciplines, Waubonsee has four: Academic Support; Business, Technology, and Workforce Education; Health Professions and Public Service; Liberal Arts and Sciences.

**Lec/Lab** - number of hours students spend per week in lecture and/or laboratory time in a course.

**Part-time** - student taking fewer than 12 hours per semester.

**Pre-Registration Review (PRR)** - an online program for all new regular students to assist in orientation and course selection.

**Prerequisite** - course that must be completed before taking another. Corequisite refers to a course that must be taken in conjunction with another.

**Probation** - warning that student is not attaining satisfactory academic progress.

**Registration** - process of completing forms and steps necessary to enroll in classes.

**Reverse transfer** - student transferring from another college to Waubonsee.

**Schedule** - a complete listing of courses available on Waubonsee's website.

**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.

## Campuses

**Sugar Grove** — Route 47 at Waubonsee Drive | Sugar Grove, IL 60554-9454 | (630) 466-7900

**Aurora Downtown** — 18 S. River St. | Aurora, IL 60506-4134 | (630) 801-7900

**Aurora Fox Valley** — 2060 Ogden Ave. | Aurora, IL 60504-7222 | (630) 585-7900

**Plano** — 100 Waubonsee Drive | Plano, IL 60545-2276 | (630) 552-7900

## College Information Center

First Floor, Student Center, Sugar Grove Campus | (630) 466-7900

First Floor, Aurora Downtown | (630) 801-7900

## Departments

When calling, please dial (630) 466-7900, then enter the extension shown.

Department	Building	Extension
Academic Support	COL 162	5706
Access Center for Disability Resources	STC 201/ DWNTN 110 FOXVLY 231	2564
Admissions	STC 260/ DWNTN 110	5756
Adult Education Division	DWNTN 460	4600
Adult Education Computer Center	DWNTN 454	4128
Adult Literacy/Volunteer Project	DWNTN 460	4661
Athletics	FLD 170	2524
Bookstore	DKN 1st floor DWNTN 1st Floor	2908 4174
Business, Technology, and Workforce Education Division	AKL 230	2263
Campus Police	DKN 1st floor DWNTN 1st Floor	2552 4142
Career Development Center	STC 209	2368
Computing Center	HCC DWNTN 218	5723 4124
Connect4Success (C4S)	STC 262/ DWNTN 110	4660
Counseling, Advising and Transfer Center	STC 262/ DWNTN 110 FOXVLY 231/ PLANO 130	2361
Development Office	DKN 2nd floor	2316
Driver Safety	DWNTN 266	3675
Educational Affairs	COL 132	2352
Financial Aid	STC 234/ DWNTN 241 FOXVLY 234/ PLANO 128	5774
GED® and TASC Testing	DWNTN 275	4182
Graduation	STC 276	2933
Health Care Programs	FOXVLY 107	3901

Department	Building	Extension
Health Professions and Public Service Division	FOXVLY 107	3900
High School Equivalency Preparation Classes	DWNTN 457	4600
Honors Program	SCI 214	2319
Human Resources	A 110	2718
Learning Assessment and Testing Services	STC 230/ DWNTN 275 FOXVLY 229/ PLANO 123	5700
Library	COL 2nd floor DWNTN 1st floor FOXVLY 2nd floor	2400 4625 3917
Lifelong Learning Institute	COL 174	2593
Marketing and Communications	DKN 250	2411
Liberal Arts and Sciences Division	BDE 136 SCI 214 APC 244	2921 2319 5734
President's Office	DKN 2nd floor	2903
Registration and Records	STC 249/ DWNTN 110 FOXVLY 231/ PLANO 129	2370
Student Accounts and Cashier	STC 2nd floor	5705
Student Development	STC 134	2941
Student Life	STC 126	2369
Student Services	STC 234	2349
Student Support Services	STC 262	5767
Tutoring Centers	COL 144 DWNTN 215	2408
Education and Workforce Education	A101	2356

**Campus Hours of Operation** Please visit [www.waubonsee.edu/hours](http://www.waubonsee.edu/hours) for current hours of operation.

## Campus Closed

The college is closed and services are not available on:

**Independence Day:** Monday, July 5, 2021  
**Labor Day:** Monday, Sept. 6, 2021  
**Thanksgiving Holiday:** Wednesday, Nov. 24 through Sunday, Nov. 28, 2021

**Winter Break:** 4:30 p.m., Thursday, Dec. 23, 2021 through Sunday, Jan. 2, 2022  
**Martin Luther King, Jr. Day:** Monday, Jan. 17, 2022  
**Easter:** Sunday, April 17, 2022  
**Memorial Day:** Monday, May 30, 2022

**Disclaimer:** Information contained in this edition of the catalog was, to the best knowledge of the Waubonsee Community College staff, considered correct and complete when submitted to the publisher. Waubonsee Community College reserves the right to change all or part of this catalog without prior notice. This catalog should not be considered a contract between Waubonsee Community College and any student.



# WAUBONSEE

COMMUNITY COLLEGE

[www.waubonsee.edu](http://www.waubonsee.edu)

**Sugar Grove**

Route 47 at Waubonsee Dr.  
Sugar Grove, IL 60554  
(630) 466-7900

**Aurora Downtown**

18 S. River St.  
Aurora, IL 60506  
(630) 801-7900

**Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504  
(630) 585-7900

**Plano**

100 Waubonsee Dr.  
Plano, IL 60545  
(630) 552-7900