College Catalog
2019-2020

WAUBONSEE
COMMUNITY COLLEGE

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.

Since 2003, Waubonsee has been participating in the Higher Learning Commission's Academic Quality Improvement Program (AQIP), which seeks to infuse the principles and benefits of continuous improvement into the culture of colleges and universities in order to assure and advance the quality of higher education.

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

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

Auto Body Repair Program
Accreditation: National Automotive Technicians Education Foundation (NATEF)

Automotive Technology Program
Accreditation: National Automotive Technicians Education Foundation (NATEF)

Emergency Medical Technician - Paramedic
Accreditation: Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

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

Heating, Ventilation and Air Conditioning Program
Accreditation: HVAC Excellence

Medical Assistant Program
Accreditation: Medical Assisting Education Review Board (MAERB)

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

Surgical Technology Program
Accreditation: Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

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.*

www.waubonsee.edu

WAUBONSEE

our programs and services

College Catalog 2019-2020

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 2019-2020.

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.

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

Developmental Education: Courses, programs and services designed to assist academically underprepared students to be successful in the next level of education, including integrated reading and writing, mathematics, college success, literacy, high school equivalency exam preparation (HSE), Adult Basic Education (ABE) and English Language Acquisition (ELA).

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

Community Education: Programs designed to help learners of all ages meet their personal and professional goals and make the most out of life. A wide selection of practical courses, seminars, trips, events and experiences ensures that every member of the college community will find something of interest to enrich their life.

Student Services: Services designed to meet the needs of a diverse student population that include counseling, advising, transfer planning, admissions, registration and records, assessment, financial aid, career development, student life programming, intercollegiate athletics, tutoring and assistance for those students with disabilities.

Our Program Support

Instructional Support: Services designed to facilitate and provide support to the instructional process, including online learning and flexible delivery; the use of instructional technology; the libraries; and media services.

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

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

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

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.

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

Rebecca D. Oliver
Sugar Grove
Chair
Board member 1997-2021
Business Executive

James K. Michels, P.E.
Elburn
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 2015-2021
Consulting Scientist

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

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

Vacant
Student Trustee 2019-2020

Christine J. Sobek, Ed.D.
President

This catalog is a powerful tool. Sure, it might look like a jumble of course names, codes and numbers right now. However, this is one of the many Waubonsee tools that can help change your life! With this catalog, you can select the path that will take you where you want to go.

When I started working, I wanted to work in higher education because of the power of education to change lives. And, I wanted to work at a community college because I believe this is where deep connections and learning really happen.

Within our 53-year history, nearly 310,000 people have come to Waubonsee Community College to take that next step in their education or career. And, people find just what they need through degrees, certificates, specific classes, professional or personal development courses, support, entertainment, and more.

Community colleges have a unique place in higher education. For many, a degree from Waubonsee will be the first of many degrees in their educational journey. Others will use a Waubonsee degree or certificate to start a successful career or business. Still others find Waubonsee to be a place of new beginnings and new discoveries. Community members of all backgrounds and ages find something unique at Waubonsee.

Waubonsee is college. Even better, Waubonsee is **community** college. 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.

Sincerely,

Christine J. Sobek, Ed.D.
President

@WCCPresident

LinkedIn

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

TRANSFER EDUCATION

Associate in Arts Degree (AA)
Associate in Science Degree (AS)
Associate in Engineering Science Degree (AES)
Associate in Fine Arts Degree (AFA)
See degree requirements page 24.
See the list of example areas of concentration page 40.

CAREER AND TECHNICAL EDUCATION

Associate in Applied Science Degree (AAS)
Certificate of Achievement
See degrees and certificates listed page 49.

GENERAL EDUCATION

Associate in General Studies Degree (AGS)
General Studies Certificate
See degree requirements page 43.

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

AREAS OF STUDY

Course descriptions begin on page 100.

Accounting
Anthropology
Art
Astronomy
Auto Body Repair
Automation Technology
Automotive Technology
Biology
Business Administration
Chemistry
College Success Topics
Communications
Computer Information Systems
Computer Aided Design and Drafting
Construction Management
Criminal Justice
Disability Studies
Early Childhood Education
Earth Science
Economics
Education
Electronics Technology
Emergency Medical Technician
Engineering
English
Film Studies
Finance and Banking
Fire Science
Foreign Languages Chinese, French, German, Japanese, Spanish
Geography
Geology
Graphic Design
Health Education
Health Information Technology
Heating, Ventilation and Air Conditioning
History
Human Services
Humanities
Independent Study
Interdisciplinary Studies
Internship
Interpreter Training
Kinesiology/Physical Education
Legal Interpreting
Machine Tool Technology
Management
Marketing
Mass Communication
Mathematics
Medical Assistant
Military Science
Music
Nurse Assistant
Nursing
Philosophy
Phlebotomy
Physics
Political Science
Psychology
Real Estate
Religious Studies
Sign Language
Social Science
Sociology
Surgical Technology
Sustainability
Theatre
Therapeutic Massage
Welding Technology
World Wide Web

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

TRANSFER DEGREE AREAS OF CONCENTRATION

See the transfer degree pathways starting on page 39.

Art/Photography
Biology/Pre-Med
Business
  Accounting/Management/ Finance/Marketing/Operations Management
Chemistry
Clinical Laboratory Science
Communications
Computer Science
Criminal Justice
Early Childhood Education
Economics
Elementary Education
English
General Science
Geography
Geology
Graphic Art
History
Kinesiology
Mass Communication
Mathematics
Music
Nursing
Philosophy
Physical Education
Physics
Political Science
Psychology
Secondary Education
Social Work
Sociology
Special Education

CAREER AND TECHNICAL EDUCATION AREAS

See the curriculum for each degree and certificate starting on page 49.

Accounting
Auto Body Repair
Automation Technology
Automotive Technology
Business Administration
Computer Aided Design and Drafting
Computer Information Systems
Construction Management
Early Childhood Education
Emergency Medical Technician
Fire Science
Graphic Design
Health Information Technology
Heating, Ventilation and Air Conditioning
Human Services
Interpreter Training/Sign Language
Kinesiology
Legal Interpreting
Machine Tool Technology
Management: Human Resources
Medical Assistant
Music - Audio Production Technology
Nurse Assistant
Paraprofessional Educator
Phlebotomy Technician
Real Estate
Registered Nursing
Surgical Technology
Therapeutic Massage
Welding Technology
World Wide Web

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

FALL SEMESTER 2019

First day of fall registration.....**May 6**
First day of classes — Monday.....**Aug. 19**
Labor Day break — Monday ..... **Sept. 2**
(Classes will not meet)
Weekend classes begin — Saturday ..... **Sept. 7**
Mid-term — last day to change audit enrollment status ..... **Oct. 9**
Spring semester registration begins at 8 a.m. .....**Nov. 4**
Thanksgiving break — Monday through Sunday ..... **Nov. 25 - Dec. 1**
(Classes will not meet)
Last day to withdraw from 16-week fall semester classes.....**Nov. 25**
(See note below)
Semester ends .....**Dec. 14**
Grades available to students — Wednesday .....**Dec. 18**

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 credit schedule 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: .....Thursday, July 4, 2019
Labor Day: ..... Monday, Sept. 2, 2019
Thanksgiving Holiday:..... Wednesday, Nov. 27 through Sunday, Dec. 1, 2019
Winter Break: ..... 4:30 p.m., Friday, Dec. 20, 2019 through Wednesday, Jan. 1, 2020
Easter: .....Sunday, April 12, 2020
Memorial Day:..... Monday, May 25, 2020
Independence Day: ..... Saturday, July 4, 2020

2019

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				

2020

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	29

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

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			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 2020

First day of spring registration ..... **Nov. 4, 2019**
First day of classes — Tuesday ..... **Jan. 21**
Weekend classes begin — Saturday ..... **Jan. 25**
Summer semester registration begins at 8 a.m. ..... **March 2**
Mid-term — last day to change audit enrollment status ..... **March 11**
Spring break — Monday through Sunday ..... **March 16-22**
(Classes will not meet)
Last day to withdraw from 16-week spring semester classes ..... **April 27**
(See note below)
Fall semester registration begins at 8 a.m. ..... **May 4**
Semester ends ..... **May 15**
Commencement ..... **May 16**
Grades available to students — Wednesday ..... **May 20**

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 credit schedule 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 2020

First day of summer registration ..... **March 2**
First day of classes – Monday (check individual course) ..... **May 18**
Memorial Day break — Saturday through Monday ..... **May 23-25**
(Classes will not meet)
Weekend classes begin — Saturday ..... **May 30**
First day of 8-week summer session ..... **June 8**
Independence Day — Saturday ..... **July 4**
(Classes will not meet)
Last day to withdraw from 8-week and 11-week summer session classes ..... **July 20**
End of Session ..... **Aug. 1**
Grades available to students — Wednesday ..... **Aug. 5**

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 credit schedule 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 Information Form found online at www.waubonsee.edu/nsif.
Please refer to the following steps to complete enrollment.

New Credit Students

STEP 1. Apply
Submit our free New Student Information Form (NSIF). This is like our application. It does not mean you have to attend Waubonsee, but 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/nsif

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** or **www.waubonsee.edu/scholarships**

STEP 3. Get Placed Into the Right Courses
You will be placed into the right English and math courses based on your ACT, SAT, GED or HiSet scores; placement testing results; previous coursework; or other measures.
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. Log in with your X-number and password, select the student tab, go to the student forms box, and select the registration tab to open the form.*

Note to part-time students: *You'll need to go through the course placement process if you plan on taking an English or math course. The reading test is required for all financial aid applicants.*

STEP 4. Choose Classes and Register
Complete the online Electronic Registration and Planning (E-RAP) 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

Once you have registered for class, your Waubonsee email is activated. Check **mywcc.waubonsee.edu** for official communications from the college such as messages about financial aid and your tuition/fees.

Note: *E-RAP is very helpful, but our Admissions team can offer in-person expertise as you build your course schedule.*

Note to part-time students: *E-RAP is optional for you, but we recommend it, as it's a great introduction to our academic offerings and processes. If you're ready to register, visit* ***mywcc.waubonsee.edu/register.***

STEP 5. Make a Payment
Don't forget to make a payment when you register for courses. If your tuition and fees total more than $200, you can opt for our payment plan option. **www.waubonsee.edu/payments**

STEP 6. Attend New Student Orientation
Come meet new classmates as you learn about Waubonsee's campuses, resources and technology. You can also get help finalizing your course schedule.

Returning/Continuing Students

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

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

New Noncredit Students

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

Questions? Call (630) 466-7900

Admissions.....ext. 5756
Assessment.....ext. 5700
Counseling, Advising and Transfer Center.....ext. 2361
Financial Aid.....ext. 5774
Registration.....ext. 2370

WAUBONSEE

what you can learn

Educational Options

Educational Options

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

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

Transfer Education

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

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

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

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

Adult Education

Adult Basic Education

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

Adult Education Computer Center (AECC)

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

Youth Services Programs

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

The **Youth Services Program** offers career exploration and job search/placement in the areas of health care, electrical maintenance and more to students between the ages of 16 and 24. Among the many benefits available to eligible students are free tuition and fees, books, limited assistance with childcare payments and transportation, individual case management, and other support services. Students lacking a high school diploma are strongly encouraged to attend high school equivalency classes to work toward HSE attainment prior to enrolling in a career certificate program. One year follow-up is given to students once they've completed their course of study and obtained employment.

Adult Literacy Project

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

English 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 develop reading, writing, speaking and listening skills necessary for success in the workplace, community and future educational aspirations. Grammar, writing, and conversation classes are also offered throughout the year. Morning and evening classes are offered at the Aurora Downtown Campus and other selected sites throughout the community. There is no charge for this program. Students must be 16 years of age or older and not attending high school or college classes. Individuals on student, tourist, or au-pair visas are not elligible to take ELA classes. To find out more about classes and information sessions, please call the Adult Education Office (see directory).

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 tests to achieve their HSE certificate. Classes are offered in the areas of Language Arts (Reading, Writing), Mathematics, Social Studies, and Science. Preparation for the U.S. Constitution Test is also available. All HSE exams are administered through Waubonsee's Learning Assesment and Testing Services (see directory) who also administers the constitution test, one of the required parts of the HSE final cerification process. Morning and evening classes are offered at the Aurora Downtown Campus and other selected 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 17 are not allowed to take the HSE exam, even if they are enrolled in preparation classes. For more information about classes and information sessions, please call the Aduly Education Office (see directory).

Transition and Career Services

Free transition and career services are offered to help High School Equivalency (HSE) and English Language Acquisition (ELA) students transition into college-level courses or obtain gainful employment. Assistance includes referrals to appropriate services (i.e. academic counseling, financial aid, and career services), coordination of appointments with different departments and assistance in exploring specific vocational careers, as well as interviewing techniques, résumé workshops, and electronic application submission assistance. For more information or to register, contact the Adult Education Office (see directory).

Community Education

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

Personal Enrichment Courses

Community Education offers noncredit courses in astronomy, art, cooking, languages, music, writing, gardening, personal finance and fitness.

Special Events

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

Youth Enrichment Programs (YEP!)

Youth Enrichment Programs for children ages 4-14 are offered each summer by Community Education. Camps feature topics such as science, technology, video game development, robotics, coding, theater, film making, and more.

Trips and Tours

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

Lifelong Learning Institute

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

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 drivers who are most at risk since 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.

Total Fitness Center

The Total Fitness Center, located in Erickson Hall, offers memberships for students, staff and the community. Members have access to cardio and selectorized weight equipment, free weights and functional training systems. Degreed and certified fitness specialists are available to provide equipment instruction and assist with the design of safe and effective workouts.

The Total Fitness Center also offers a variety of group exercise classes and programs. Call the Total Fitness Center (see directory) for more information on membership and programs.

Ways to Take Credit 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 learning formats that save them travel time and allow for flexible scheduling, including online courses and hybrid courses. Regardless of the learning format, students will receive equal hours of instruction, meet the same learning outcomes, and have access to student support services. Check the current credit schedule for a list of available courses.

Face-to-Face

Face-to-face instruction occurs when students and faculty meet together for regularly scheduled class sessions, on-campus or at another physical location. Courses delivered in this format are enhanced via the Internet through use of the college's learning management system.

Online

Online instruction is delivered 100 percent via the Internet through use of the college's learning management system. Any proctored testing requirements are indicated, which may include on-site or remote testing through our Learning Assessment and Testing Services department.

Hybrid

Hybrid instruction combines face-to-face and online formats. Between ⅓ and ⅔ of the instruction is delivered via the Internet, through use of the college's learning management system, with the balance of instruction delivered face-to-face.

Online

Online Degrees and Certificates

Students are able to complete select degrees or certificates by taking only online courses. Currently, the Associate in Arts, Associate in Science, Associate in General Studies degrees, along with several Associate in Applied Science degrees and Certificates of Achievement can be completed online. For more information about degrees and certificates, contact the Counseling Department.

Online Courses

Waubonsee offers more than 200 online courses providing students the flexibility of scheduling courses around their personal and work schedules. While convenient, online courses are not for everyone. Students should be computer-competent, self-motivated learners who are able to communicate clearly. All coursework and assessments are to be completed and submitted per the course syllabus and schedule. Students can access their online courses anywhere they have an Internet connection. They are able to interact with their instructor and fellow classmates using email, discussion boards, or other collaborative tools. Some courses may require proctored exams. Students can take proctored exams on-site at Waubonsee's Learning Assessment and Testing Services or request off-site proctoring at another institution. Check the current credit schedule for a list of available online courses.

Hybrid

Waubonsee offers select courses in a hybrid format, where instruction and collaboration occur face-to-face and online. Hybrid courses reduce the amount of time spent in class on-campus by moving instruction, coursework and other activities online. All coursework and assessments are to be completed and submitted per the course syllabus and schedule. Each class section meets face-to-face at a campus location on dates and times as noted in the credit schedule. Check the current credit schedule for a list of available hybrid courses.

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 the Career Development Center is available to assist. Please contact careerdevelopment@waubonsee.edu or the dean for the appropriate instructional division for more information.

Programs for High School Students

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

SAT/ACT Preparation Classes and Testing

Community Education offers SAT/ACT preparation classes each fall and spring semester. Dates and locations can be obtained by searching the noncredit course schedule at www.waubonsee.edu/schedules or by calling the Community Education division (see directory). Official SAT/ACT testing is also offered on national test dates through Waubonsee's Learning Assessment and 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, from high school guidance counselors, from Waubonsee's counselors or at the VALEES Office (Building A, Room 161 on the Sugar Grove Campus). Next, students should request that an official high school transcript be forwarded directly to the VALEES Office at Waubonsee. 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.
- 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

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 169).

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 High School Partnership 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 High School Partnership 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. 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 visit www.waubonsee.edu/upwardbound or contact the Upward Bound Manager (see directory).

ROTC Transfer Option

Students who intend to transfer to a four-year school that offers a Reserve Officers' Training Corps (ROTC) program may accomplish the basic coursework in their first two years at Waubonsee. The Military Science (MSC) curriculum is detailed in the Course Descriptions section. For more information, contact the Assistant Dean for Social Sciences, Education and World Languages or Counseling 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 the Career Development Center's Web page at 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 the semester credit course schedule for more information.

Workforce Education and Training

Waubonsee provides professional development opportunities and customized training solutions that enhance skills for employees of area businesses, organizations and individuals.

Professional Development

Waubonsee offers a wide range of skill-based courses for job seekers, career changers and those seeking to update their job skills. A regular schedule of courses, seminars and workshops are offered to meet the training, certification, recertification and the professional development needs of individuals in many professions. Topics range from technical and industry-specific skills to all-encompassing leadership, supervision and project management training.

Courses are focused to address specific needs, providing participants skills immediately applicable in the workplace. Classes are conveniently scheduled to begin throughout the year and to meet at various dates, times, and locations. Courses may be delivered in a classroom or lab on one of Waubonsee's campuses or online.

Professional development courses are published each semester in the college's noncredit schedule which can be found online at www.waubonsee.edu/schedules.

Customized Corporate Training

When business leaders seek expert training and talent development for their employees, Waubonsee delivers affordable training solutions that meet specific needs. Through partnerships with business, industry and other local organizations, our customized training staff arranges leading-edge, targeted training programs. The team has the expertise and experience to deliver comprehensive training solutions on-site at any employer's location or at one of Waubonsee's four campuses. With more than 100 content experts available to work with businesses, the division brings expertise to ensure both practical knowledge and real-world application. Training programs with customized content are delivered in order to solve unique challenges of an organization. Topics include, but are not limited to, business and management, communication, manufacturing and industrial skills, quality process improvement, safety, health and computer software training, supervision and leadership.

See directory inside back cover.

WAUBONSEE

what you can learn

College Learning Outcomes

2019/2020

College 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 intellectual skills, called **College 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 College 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 Degree Program

Transferring Credit from Waubonsee

TRANSFER ADVISING AND PLANNING

To make the most of your time at Waubonsee, meet with a counselor or 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. The Counseling, Advising and Transfer Center has transfer partnership agreements/articulation guides that explain how courses transfer into various programs at each university. Also, see 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 educational plan with a Waubonsee counselor or advisor. Courses taken at other colleges and/or universities are evaluated upon request. See page 168 (Admission of Transfer Students) and page 181 (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 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 senior institution. Also see the section on joint admission on page 170.

Illinois Articulation Initiative

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

Transfer Guarantee

The Transfer Guarantee formally assures students that certain courses transfer to in-state colleges and universities. The college backs up the guarantee with a tuition refund if the course does not transfer. Students should be aware that because baccalaureate degree completion requirements change over time, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution. Students should contact an advisor/counselor for determining the transferability of courses to their chosen four-year institution. To make a claim, students must notify Waubonsee's 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 the Counseling, Advising and Transfer Center 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 waubonsee.edu/transferring for more information.

High School Requirements

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

HIGH SCHOOL REQUIREMENTS

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

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

Transfer Degree Requirements

Associate in Arts (AA)

The Associate in Arts degree is designed for transfer to four-year institutions and intended for students majoring in Art/Graphic Arts, Business, Communications, Criminal Justice, Economics, English, Foreign Languages, History, Liberal Arts, Mass Communication, Music, Philosophy, Political Science, Psychology, Sociology, Social Work, and Theatre. **Consult with a counselor for specific guidelines on choosing courses.**

I. College Requirements

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

B. Grade Points
A minimum cumulative grade point average of 2.0 (C average) in all coursework taken 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 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, 229, 230, 235, 240, 245**, 255 (D)**
Film Studies: FLM 270***
French: FRE 202
German: GER 202
History**: HIS 111, 112, 125
Humanities***: HUM 101**, 102 (N),** 201, 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 a counselor to determine foreign language requirements at the four-year school to which they intend to transfer. Bachelor of Arts degrees typically require a foreign language for graduation.

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, 162, 164, 166, 170, 171, 172, 175, 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 a counselor early in their program of studies to determine appropriate course choices, including any foreign language requirement, and transferability of courses based on their major and the four-year school to which they intend to transfer.

Note: A maximum of four semester hours each of Independent Study (IND), College Success Topics (COL) or Kinesiology/Physical Education (KPE) 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 and intended for students majoring in Biology, Chemistry, Computer and Information Sciences, Education, Engineering, Geography, Geosciences, Health-related Fields, Kinesiology, Mathematics, Physics, Pre-Medicine/Dentistry, and Science. **Consult with a counselor for specific guidelines on choosing courses.**

I. College Requirements

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

B. Grade Points
A minimum cumulative grade point average of 2.0 (C average) in all coursework taken 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, 229, 230, 235, 240, 245**, 255 (D)**
Film Studies: FLM 270***
French: FRE 202
German: GER 202
History**: HIS 111, 112, 125
Humanities***: HUM 101**, 102 (N),** 201, 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)**

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Degree Requirements Footnotes

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

III. Additional College Requirements

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

Associate in 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 a counselor to determine the appropriate choice based on your major and the four-year institution to which you intend to transfer. (L indicates a lab course.)

Astronomy: AST 100, 105 (4-**L**)
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 a counselor to determine the appropriate choice based on your major and the four-year institution to which you intend to transfer.

Mathematics: MTH 101, 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 a counselor 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 Science 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) 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, 229, 230, 235, 240, 245, **255 (D)**
Film Studies: FLM 250, 260, 270
French: FRE 202
German: GER 202
History***: HIS 111, 112, 125
Humanities: HUM 101, **102 (N),** 201, 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.*

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

Chemical Engineering: CHM122 (4), 231 (4), 232 (4)
Civil Engineering: EGR101, 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 a counselor early in their program of studies to determine the appropriate choices based on their major and the four-year institution to which they intend to transfer.

Degree Requirements

Associate in Fine Arts (AFA)
Art

(AFA1) major code

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

I. College Requirements

A. Semester Hours

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

B. Grade Points

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

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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, 229, 230, 235, 240, 245**, 255 (D)**
Film Studies: FLM 270
French: FRE 202
German: GER 202
History**: HIS 111, 112**,** 125
Humanities: HUM 101, **102 (N),** 201, 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

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

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

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

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

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

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

Degree Requirements

Associate in Fine Arts (AFA)
Music Performance

(AFA3) major code

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

I. College Requirements

A. Semester Hours

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

B. Grade Points

A minimum cumulative grade point average of 2.0 (C average) in all coursework taken 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)

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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, 229, 230, 235, 240, 245**, 255 (D**)
Film Studies: FLM 270
French: FRE 202
German: GER 202
History**: HIS 111, 112, 125
Humanities: HUM 101, **102 (N),** 201, 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), 162 (1),164 (1), 166 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5)

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

COURSE PLACEMENT INFORMATION

When it comes to English and math, students will be placed into courses based on their ACT, SAT, GED or HiSet scores; placement testing results; previous coursework; or other measures. Read on for more details.

ACT/SAT/GED/HiSet Scores or Previous Coursework

The following charts outline the minimum scores/grades needed to place directly into college-level math or English courses at Waubonsee.

ACT: Math	New SAT: Math (March 2016 or later)	GED: Math Reasoning	HiSet: Math	Course Placement
22	530	165	15	College Mathematics **(MTH 101)**; or Applied Practical Math **(MTH 102)**; or Basic Statistics **(MTH 107)**; or Algebra for Business and Social Sciences **(MTH 109)**; or Precalculus I **(MTH 129)**; or Precalculus II **(MTH 130)**; or Mathematics for Elementary Teachers I **(MTH 201)**
28	660	N/A	N/A	Finite Mathematics **(MTH 210)**; or Calculus for Business & Social Science **(MTH 211)**; or Calculus w/Analytic Geometry I **(MTH 131)**
C or better in approved Transitional High School Math Course(s)				Liberal Arts Math: MTH 101, MTH 102, MTH 107 STEM Math: MTH 109, MTH 129, MTH 130, MTH 201
Waubonsee Math Bridge Program				Placement into various courses based on program completion. Contact the Division of Mathematics and Sciences for more information.

ACT: Reading & English	SAT: Evidence-Based Reading/ Writing (SAT-ERW)	GED: Reasoning Language Arts	HiSet: Language Arts - Writing & Reading	Course Placement
19 (on both)	480	165	15 (on both) and 4 on the essay	First-Year Composition I **(ENG 101)**
C or better in approved Transitional High School English Course				First-Year Composition I **(ENG 101)**

Placement Testing at Waubonsee — ACCUPLACER

If you do not have valid test scores or prior college-level coursework that meets these minimum requirements, you must take placement tests at Waubonsee. Waubonsee uses the ACCUPLACER suite of tests to gauge current skill levels in reading, writing and mathematics. A free online preparation tool is available at waubonsee.edu/plato.

Once you test, use the following interpretation guides to see which courses you are eligible to take. Waubonsee staff members will also walk you through the guides to make sure you register for the correct course.

Note the following:

- ACCUPLACER test scores used are valid for five years from the date of testing.
- Retests: You may retest once in a five-year period after waiting at least one week from your original test date. There is a fee per subject retest. Retest on a walk-in basis, space permitting. If a second retest is needed, see Assessment for details and rules.
- Programs with Special Admission Requirements: Please refer to the Program Admission Testing Interpretation Guide for program placement guidelines into Emergency Medical Technician-Basic (EMT-B), Phlebotomy (PBT), Certified Nurse Assistant (CNA), or Auto Body Repair (ABR). See waubonsee.edu/placement-testing
- The higher score on all assessments taken will be used for course placement.

Please consult with a counselor or advisor prior to course registration.

ACCUPLACER NEXT GENERATION MATH TESTING INTERPRETATION GUIDE

Arithmetic Scores	Range	Course Placement	
200-245	1	MTH 050	
246-300	2	MTH 061	MTH 066

Quantitative Reasoning, Algebra, and Statistics (QAS) Scores	Range	Course Placement *Note: In order to register for the courses with an (*) at this Placement level, you must also fulfill the Geometry requirement.*					
200-235		Use Arithmetic Scores for Course Placement					
236-245	3	MTH 062					
246-259	4	MTH 071			MTH 075		
260-261	5	MTH 072			with MTH 099		
262-300	6	MTH 0129* & MTH 0130*	MTH 109*	MTH 201*	MTH 107	MTH 102	MTH 101

Advanced Algebra & Functions (AAF) Scores	Range	Course Placement		
200-250		Use QAS Scores for Course Placement		
251-278	7	MTH 130	MTH 210	MTH 211
279-300	8	MTH 131		

Geometry Scores	Course Placement
69 and Below	MTH 075
70 and Above	Meets Geometry Requirement

***The Geometry requirement can be fulfilled by doing one of the following:**

- Having a high school transcript on file at Waubonsee with a Geometry grade of "C" or better. A score of 100 on your student record indicates that you have met the Geometry requirement.
- Scoring a 70 or above on the ACCUPLACER Geometry placement test.
- Completing MTH 075-Elementary Geometry with a grade of "C" or better.

For questions about test preparation, ACCUPLACER testing and scores, contact Learning Assessment and Testing Services at (630) 466-5700

To see how to work through the developmental math course pathway, see next page.

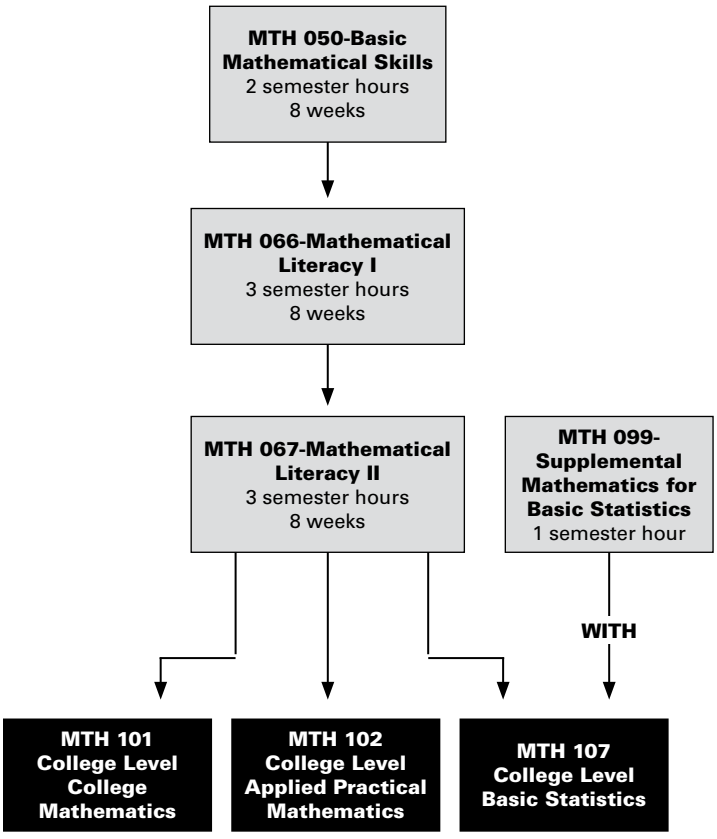
MATH PATH

See a counselor or 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 charts can help you determine the sequence of math courses you will take as well as the prerequisites required; however, you should see a counselor or advisor for assistance. Where you start in the sequence will be based on your placement test results or other math readiness indicators. Some students who place just below MTH 107 may choose to register for MTH 107 paired with MTH 099 (corequisite model) to accelerate the Math Path. See the Placement Interpretation Guide on Waubonsee's website for more information.

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

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 route? Contact the Counseling, Advising and Transfer Center at (630) 466-2361.

ACCUPLACER ENGLISH TESTING INTERPRETATION GUIDE

English Course Placement Using ACCUPLACER WritePlacer Scores

ACCUPLACER TEST	ACCUPLACER SCORE					
	Reading Comprehension *Tested before May 7, 2018*		**20-51***	**52-63**	**64-80**	**81-120**
	Next Generation Reading		**≤ 236***	**237-249**	**250-262**	**263-276+**
	WritePlacer	**0**	**SEE ADMISSIONS/COUNSELING, ADVISING AND TRANSFER CENTER**			
		1-3	**ENG 080*#**	**ENG 080*#**	**ENG 085**	
		4	**ENG 085***	**ENG 085**		
		5		**ENG 095**	**ENG 101**	
		6		**ENG 095 or (ENG 099 and ENG 101)** *Must register for BOTH ENG 099 & ENG 101*	**ENG 101**	
		7-8	**ENG 095***			

English Course Placement Using ACCUPLACER Sentence Skills Scores

ACCUPLACER TEST	ACCUPLACER SCORE					
	Next Generation Reading		**≤ 236***	**237-249**	**250-262**	**263-276+**
	Reading Comprehension *Tested before May 7, 2018*		**20-51***	**52-63**	**64-80**	**81-120**
	Sentence Skills *Tested before May 7, 2018*	**20-53**	**ENG 080*#**	**ENG 080*#**	**ENG 085**	
		54-86	**ENG 085***	**ENG 095**		
		87-120	**ENG 095***	**ENG 095 or (ENG 099 and ENG 101)** *Must register for BOTH ENG 099 & ENG 101*	**ENG 101**	

English Course Placement using ACCUPLACER ESL Scores

ACCUPLACER TEST		ESL Reading Skills 20-56*	ESL Reading Skills 57-81	ESL Reading Skills 82-101	ESL Reading Skills 102-120
	WritePlacer ESL 0	**See Admissions/Counseling, Advising and Transfer Center**			
	WritePlacer ESL 1-2				
	WritePlacer ESL 3-4	**ENG 065*#**	**ENG 075**	**ENG 075**	**ENG 075**
	WritePlacer ESL 5-6	**ENG 085***	**ENG 085**	**ENG 095**	**ENG 101**

**** Students in this score range will have a reading restriction and are limited to select IRW and Waubonsee courses. See a counselor or advisor for more information.***

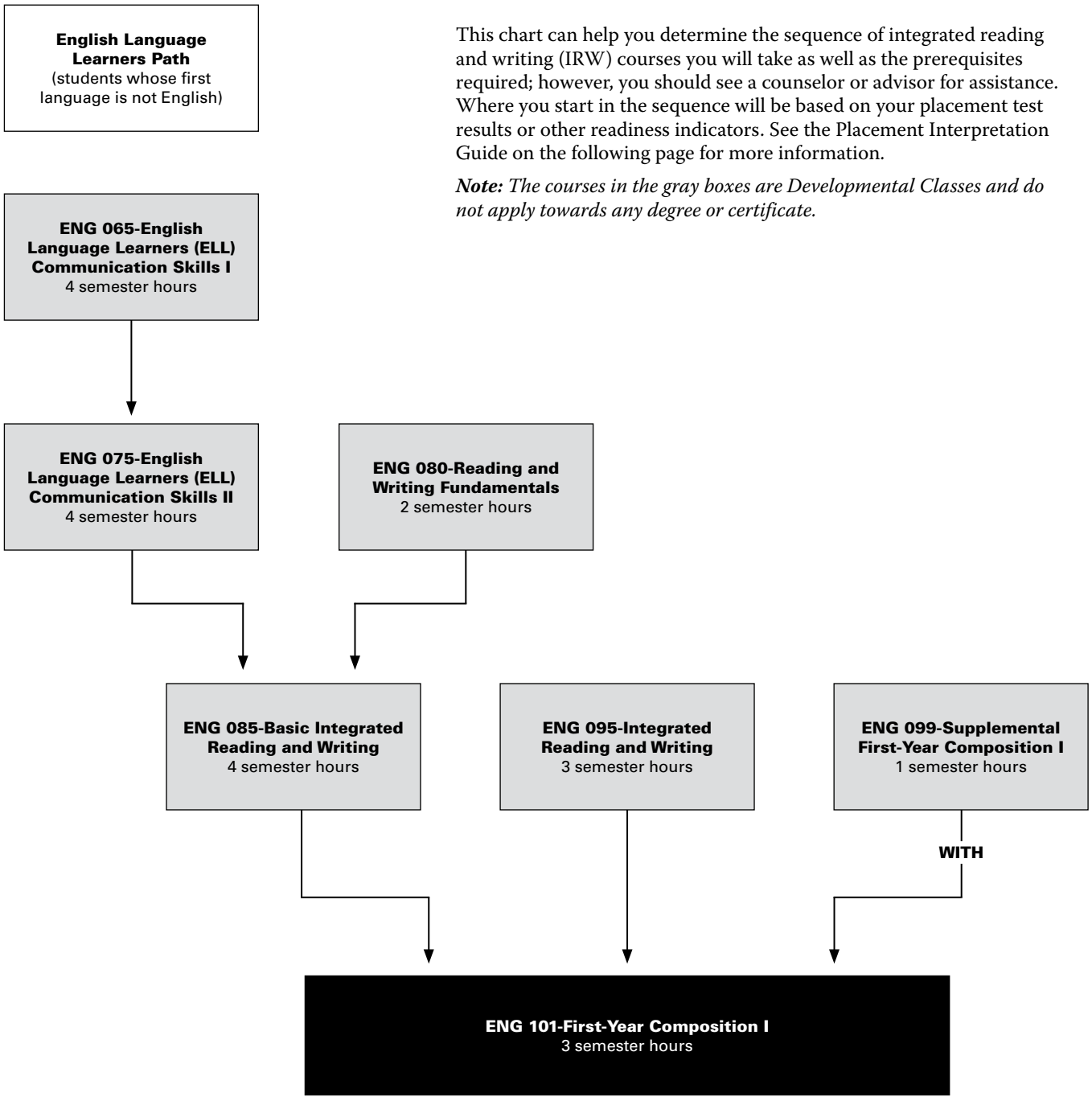
 # MTH 065 and 080 are not eligible for financial aid.

For questions about test preparation, ACCUPLACER testing and scores, contact Learning Assessment and Testing Services at (630) 466-5700.

To see how to work through the developmental English course pathway, see next page.

INTEGRATED READING AND WRITING (IRW) PATH

See a counselor or 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 a counselor or advisor for assistance. Where you start in the sequence will be based on your placement test results or other readiness indicators. See the Placement Interpretation Guide on the following page for more information.

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

See previous page for information on placement into courses outlined in the path above.

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

Additional questions or don't see your route? Contact the Counseling, Advising and Transfer Center at (630) 466-2361.

WAUBONSEE

what you can learn

Transfer Degree Pathways

Areas of Concentration

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:

Art
Biology/Pre-Med
Business
Chemistry
Clinical Laboratory Science
Communications
Computer Science
Criminal Justice
Early Childhood Education
Economics
Elementary Education
Engineering Science (see Degree Requirements: AES)
English
Fine Arts (see Degree Requirements: AFA)
General Science
Geography
Geology
Graphic Art
History
Kinesiology
LatinX
Mass Communication
Mathematics
Music
Nursing Transfer for BSN
Philosophy
Physical Education
Physics
Political Science
Psychology
Secondary Education
Social Work
Sociology
Special Education

Purpose of Areas of Concentration and Transfer Degree Pathways

The purpose of the areas of concentration and transfer degree pathways is to prepare the student for a major course of study at a transfer institution.

Students who have decided upon a major course of study to pursue at a transfer institution should see a Waubonsee counselor to choose courses that provide the foundation for that major. **The Transfer Degree Pathways show *recommended* programs of study for certain areas of concentration; however, other individual programs can be devised to meet both Waubonsee's graduation requirements and those of the chosen transfer institution. Visit waubonsee.edu/pathways to view recommended programs.**

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

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

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

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

How to Schedule Classes

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

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

Student Academic Plan Illustration

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

Name: Jane A. Student Date: 6/17/19

X Number: X12345678 Major: Business

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

A. Communications..... 9 sem hrs

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

B. Social and Behavioral Sciences .. 9 sem hrs

(Choose at least 2 different disciplines.)

✓	ECN 201	3
	ECN 202	3
	PSY 100	3

C. Physical and Life Sciences ..... 7 sem hrs

(Choose at least one course from each and one lab course.)

	Physical Science	3
	Life Science	4

D. Mathematics..... 3 sem hrs

	MTH 211	3

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

(Choose at least one course from each)

	Humanities	3
	Fine Arts	3
	Hum or FA	3

III. Additional College Requirements.....2-3 sem hrs

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

B. Non-Western and Diversity

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

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

✓	BUS 100	3		CIS 110	3		MTH 111	4
	BUS 207	3		ACC 202	3			
	BUS 210	3		ACC 203	3			

Visit the Counseling, Advising and Transfer Center for help in completing your own academic plan (see directory) and visit waubonsee.edu/pathways for recommended courses of study.

WAUBONSEE

what you can learn

General Studies Program

2019/2020

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), 262, 264, 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, 227, 228, 229, 230, 235, 240, 245, 255, 260, 265
Film Studies: FLM 250, 260, 270
French: FRE 101, 102, 201, 202
German: GER 101, 102, 201, 202
History: HIS 111, 112, 125
Humanities: HUM 101, 102, 201, 202
Japanese: JPN 101, 102
Music: MUS 100, 101, 102, 110 (2), 120, 121 (4), 123, 124 (1), 150 (2), 151 (2), 154 (2), 160 (1), 161 (1), 162 (1), 164 (1), 166 (1), 170 (1), 171 (1), 175 (1.5),176 (1.5), 180 (1), 181 (1), 182 (1), 183 (1), 184 (1), 185 (1), 187 (1), 188 (1), 200, 210 (4), 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 Waubonsee. 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 Counseling 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.

SkillsUSA®

Degree Requirements

Associate in Applied Science (AAS)

The college recommends that all students create an educational plan with a counselor. Courses numbered 100-299 may be counted toward this degree.

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), 126 (4), 200, 250 (4), 260 (4), 262, 264, 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, 122, 135, 150, 200, 201
English: ENG 204, 205, 206, 211, 212, 215, 220, 221, 222, 225, 226, 227, 228, 229, 230, 235, 240, 245, 255, 260, 265
Film Studies: FLM 250, 260, 270
French: FRE 101, 102, 201, 202
German: GER 101, 102, 201, 202
History: HIS 111, 112, 125
Humanities: HUM 101, 102, 201, 202
Japanese: JPN 101, 102
Music: MUS 100, 101, 102, 110 (2), 120, 121 (4), 123, 124 (1), 150 (2), 151 (2), 154 (2), 160 (1), 161 (1), 162 (1), 164 (1), 166 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5), 180 (1), 181 (1), 182 (1), 183 (1), 184 (1), 185 (1), 187 (1), 188 (1), 200, 210, 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 Waubonsee. 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 their counselor 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 their counselors to anticipate required coursework in each individual program they start.

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

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	***or*** 121 Communications	3
ENG	101	***or*** 152 English	3
ENG	102	***or*** 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	***or*** 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), Real Estate (REL), World Wide Web (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 47-48.*

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 AAS 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	
		or	
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	***or*** 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

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 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 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.

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), Electronics Technology (ELT), Machine Tool Technology (MTT), Management (MGT), Marketing (MKT), Welding Technology (WLD)

PROGRAM TOTAL 60

• *See course choices listed on pages 47-48.*

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

AUTO BODY REPAIR PROGRAM REQUIREMENTS: DEGREE AND CERTIFICATE

- The Auto Body Repair Program is a full-time block program.
- Prior to enrolling, students are required to fill out the New Student Information Form and place with a C or better in ENG 075, ENG 085 or placement by appropriate measures into ENG 085 or higher. Refer to the English placement guide on page 36.
- All students in the Auto Body Repair Program are required to purchase supplies and equipment by the second week of class. The estimated total cost is between $325 and $460.
- Students may not have any facial hair that comes into contact with their respirator.

Basic Auto Body Repair

Certificate of Achievement

(703B) major code

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

Course Requirements

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

Advanced Auto Body Repair

Certificate of Achievement

(705B) major code

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

Course Requirements

Fall Semester 16

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	***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	102	Manual Machine Shop Operations	3
MTT	106	Computer Integrated Manufacturing	3
MTT	110	Print Reading for the Trades	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), Electronics Technology (ELT), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD)

Program Total 60

• *See course choices listed on pages 47-48.*

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 ASE certification tests. Waubonsee Community College's Automotive Technology Program is a master ASE and NATEF certified program.

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
		Note: Transfer students should consult with Counseling 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 47-48.*

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 ASE certification tests sponsored by the National Institute for Automotive Service Excellence. Waubonsee Community College's Automotive Transportation Service Technology Program is master ASE and NATEF certified.

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
		Note: Transfer students should consult with Counseling 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), Electronics Technology (ELT), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Welding Technology (WLD).

PROGRAM TOTAL 60

- *See course choices listed on pages 47-48.*

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 ASE Brakes Exam 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/Electronics Program provides hands-on skills and prepares students to take the 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 ASE automotive 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 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 ASE Automatic Transmission/ Transaxle Exam and 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 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	***or*** 121 Communications	3
ENG	101	***or*** 152 English	3
ENG	102	***or*** 153 English	3
		Economics elective •	3
		Mathematics elective •	3

Management Major Program Requirements 33

ACC	101	***or*** 202 Accounting	3
ACC	125	***or*** 203 Accounting	3
BUS	100	Introduction to Business	3
BUS	210	***or*** 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), Real Estate (REL), World Wide Web (WEB), PSY 245.

PROGRAM TOTAL 60

• *See course choices listed on pages 47-48.*

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

Marketing

Certificate of Achievement

(153A) major code

This certificate program provides a foundation in common sales and marketing concepts and principles.

Course Requirements

ACC	101	***or*** 202 Accounting	3
BUS	100	Introduction to Business	3
CIS	110	Business Information Systems	3
MKT	200	Principles of Marketing	3
MKT	210	Principles of Selling	3
MKT	260	Consumer Behavior	3

PROGRAM TOTAL 18

Computer Aided Design and Drafting

CAD—Computer Aided Design and Drafting

Associate in Applied Science Degree

(200A) major code

The 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), Electronics Technology (ELT), 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
CAD	270	Product Design and Development	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	270	Product Design and Development	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
CAD	270	Product Design and Development	3
CIS	110	Business Information Systems	3
MTT	100	Safety Principles	1
MTT	102	Manual Machine Shop Operations	3
MTT	106	Computer Integrated Manufacturing	3

PROGRAM TOTAL 60

* *See Counseling for additional elective recommendations.*

• *See course choices listed on pages 47-48.*

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	122	Geometric Dimensioning/Tolerancing	2
CAD	125	Microstation I	3
EGR	101	Engineering Graphics	3

PROGRAM TOTAL 14

Computer Aided Design and Drafting - Mechanical

Certificate of Achievement

(211B) Major Code

This program builds on the computer aided drafting 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

(ICCB Approval Pending)

This architectural certificate is designed to provide students with knowledge and skills to work productively as a draftsperson, 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	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), World Wide Web (WEB).

Language options

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

C++ Programming Language

CIS	130	C++ Programming	3
CIS	230	Advanced C++	3

Java Language

CIS	250	Advanced Java	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 47-48.*

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	***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 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	181	Introduction to Information Systems Security	3

Electives.....6

Select electives from: Computer Information Systems (CIS), Internship (ITS), World Wide Web (WEB)

PROGRAM TOTAL.....60

• *See course choices listed on pages 47-48.*

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	181	Introduction to Information Systems Security	3
WEB	110	Web Development with HTML	3

PROGRAM TOTAL.....27

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

Construction Management

Construction Management
Associate in Applied Science Degree
(730B) major code

The Construction Management Program provides students with the fundamental principles, practices and processes of construction management.

General Education Requirements 18

COM	121	***or*** COM 100 Communications	3
ECN	100	***or*** ECN 201 Economics	3
ENG	101	***or*** ENG 152 English	3
ENG	102	***or*** ENG 153 English	3
		Mathematics elective•	3
		Physical Science elective•	3

Construction Management Major Program Requirements 21

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

Select 9 semester hours from the following CMT courses:

CMT	121	Sustainable Construction and Design Principles	3
CMT	201	Codes, Contracts and Specifications	3
CMT	210	Construction Estimating	3
CMT	215	Contract and Project Administration	3
CMT	225	Construction Project Management	3
CMT	230	Construction Safety and Health	3
CMT	240	Construction Surveying	3

Additional Program Requirements 15

ACC	101	***or*** ACC 202 Accounting	3
BUS	100	Introduction to Business	3
BUS	210	***or*** BUS 211 Business Law	3
CIS	110	Business Information Systems	3
MGT	210	***or*** MGT 200 Management	3

Electives 6

Select electives from: Accounting (ACC), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Machine Tool Technology (MTT), Management (MGT), Marketing (MKT), Real Estate (REL), Welding Technology (WLD), World Wide Web (WEB).

PROGRAM TOTAL 60

• *See course choices listed on pages 47-48.*

Construction Management
Certificate of Achievement
(732A) major code

The Construction Management Certificate Program provides basic knowledge of construction industry standards, practices and a general understanding of the construction process.

Course Requirements 12

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

Electives 6

Select electives from: Business Administration (BUS), Computer Aided Design and Drafting (CAD), Construction Management (CMT), Heating, Ventilation and Air Conditioning (HVA), Machine Tool Technology (MTT), Real Estate (REL), Welding Technology (WLD)

PROGRAM TOTAL 18

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 or to work in school-age child care programs.

Waubonsee Community College's Early Childhood Education Program is an entitled program which offers the coursework to attain the Early Childhood Education Level 2 through 4, Infant and Toddler Level 2 through 4, and School-Age and Youth Development Level 2 through 4, through Gateways. Upon completion of the Associate in Applied Science degree in Early Childhood Education, stuents may complete two additional courses towards Director Level 1 certification through Gateways. Students may choose to apply to Gateways to receive these credentials. Additional application fees may apply. Please note a high school diploma or high school equivalency is required in order to receive any of the following credentials. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

For further information regarding the attainment of the Gateways credentials or other program questions, contact the Early Childhood Education Department at (630) 906-4145 or (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 Science elective	3

Early Childhood Education Major Program Requirements 36

Students pursuing the ECE Credential Level 4 or the Infant and Toddler Credential Level 4 are required to complete this core group of courses.

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

Electives and Emphasis Areas 9

Students who plan to teach in Early Childhood Education settings or those pursuing Early Childhood Education Credential Level 4 through Gateways should select electives from the Early Childhood Education Level 4 emphasis; students who are pursuing the Infant and Toddler Credential Level 4 or the School-Age Credential Level 4 through Gateways should complete the specialized courses listed in the Infant and Toddler Level 4 emphasis or the School-Age Level 4 emphasis.

Early Childhood Education Level 4 Emphasis

Select electives from the courses listed.

m	ECE	102	Career Explorations in Early Childhood	3
m	ECE	145	Multiculturalism in Early Childhood	3
m	ECE	204	Infant and Toddler Curriculum	3
m	ECE	207	School-Age Programming	3
m	ECE	225	Play and Creative Expression for the Young Child	3
m	ECE	230**	Early Childhood Center Administration	3

(continued on next page)

Infant and Toddler Level 4 Emphasis

Complete the course listed.

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

School-Age and Youth Development Level 4 Emphasis

Complete the course listed.

m ECE 207 School-Age Programming..... 3

Illinois Director Level 1 Emphasis

In addition to completing the Early Childhood Education AAS degree (60 hours), complete the following specialized courses.

ECE 230 Early Childhood Center Administration... 3
ECE 299 Early Childhood Education Administration Internship 3

PROGRAM TOTAL 60

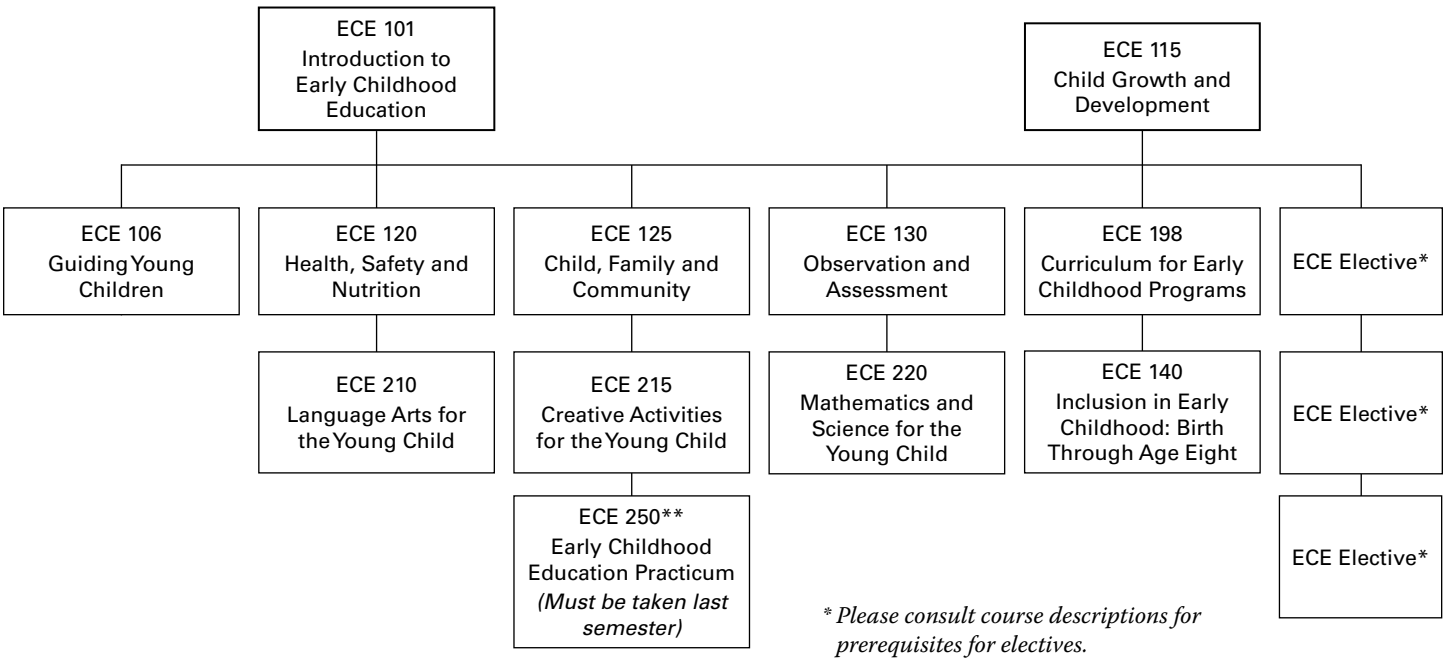
- *See course choices listed on pages 47-48.*

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 a counselor/advisor for course selection.*

** *If planning to complete the Director Level I credential, select ECE230 as one of the chosen electives.*

Recommended Course Sequence for Early Childhood Education Requirements



** Please consult course descriptions for prerequisites for electives.*

*** All required courses must be completed to enroll.*

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.*

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 programing for children birth through age 8. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

Course Requirements

m	ECE	101*	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth 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.*

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. 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

PROGRAM TOTAL 18

NOTE: *Students must complete 200 hours of documented work experience in an infant and toddler program within a two-year time period to attain the Infant and Toddler Credential Level 2.*

m *Major course requires minimum grade of C.*

* *10 Observation Hours included in ECE101.*

School-Age and Youth Development Level 2

Certificate of Achievement

(575D) major code

This certificate provides students with basic knowledge about the development, guidance, and curriculum for school-age programs.

Course Requirements

m	ECE	101*	Introduction to Early Childhood Education	3
m	ECE	207	School-Age Programming	3

PROGRAM TOTAL 6

m *Major course requires minimum grade of C.*

* *10 Observation Hours included in ECE101.*

To obtain the Gateways credential, students must have a high school diploma or high school equivalency and apply via Gateways.

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 programing for children birth through age 8. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

Course Requirements

		Mathematics elective	3
		English 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

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. 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

		Mathematics elective	3
		English 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

PROGRAM TOTAL 32

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

ECE	230	Early Childhood Center Administration	3
ECE	299	Early Childhood Education Administration Internship	3

PROGRAM TOTAL 6

Emergency Medical Technician

Emergency Medical Technician – Paramedic

Associate in Applied Science Degree

(400B major code)

The Emergency Medical Technician – Paramedic degree represents collaboration between Waubonsee Community College and the Southern Fox Valley Emergency Medical Services System (SFVEMSS) Paramedic Training Program based at Northwestern Medicine-Delnor Hospital. This degree program prepares individuals for employment as paramedics in fire departments and fire protection districts. Those entering the degree program must have a current license as an EMT-B (Emergency Medical Technician-Basic) and acceptance into the EMT-Paramedic Program.

	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 168.

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. Complete EMT120 and have an EMT-B license prior to the program application date.
2. 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 waubonsee.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. This application must be returned by July 13 with appropriate documents, including the New Student Information Form.
3. Prospective students that have submitted the application and the New Student Information 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.
4. All applicants will be notified by written mail of their tentative acceptance status.

Emergency Medical Technician-Basic

Certificate of Achievement

(402A) major code

This certificate program prepares individuals for employment as primary medical responders or as ambulance personnel. Those receiving the certificate are prepared to take either the state licensure examination, Emergency Medical Technician-Basic, through the Illinois Department of Public Health or the National Registry of Emergency Medical Technician Examination for employment as an Emergency Medical Technician-Basic (EMT-B). Additional education and experience offer the EMT-B certificate-holder an opportunity for employment in a variety of occupations, including 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 state exam after successful completion of this certificate program. The State of Illinois requires that individuals 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.

(continued on next page)

Emergency Medical Technician

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.
- Be able to lift 150 lbs. with partner.

Course Requirements

m	EMT	120	Emergency Medical Technician-Basic	9

PROGRAM TOTAL 9

m *Major course requires minimum grade of C.*

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.

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

Total Estimated Costs

(excluding medical requirements) $275

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 either the state licensure through the Illinois Department of Public Health or the National Registry of Emergency Medical Technician Examination for employment as an Emergency Medical Technician-Paramedic. The course is taught to the National EMS Education Standards and the Illinois Department of Public Health (IDPH) Scope of Practice.

This certificate is offered through a collaboration between Waubonsee 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.

	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 (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
	PROGRAM TOTAL			**60**

m *Major course requires minimum grade of C.*

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
	PROGRAM TOTAL			**16**

m *Major course requires minimum grade of C.*

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

PROGRAM TOTAL 40

m *Major course requires minimum grade of C.*

Graphic Design

Graphic Design

Associate in Applied Science Degree

(930B) major code

The Graphic Design Program provides students fundamental skills in layout, design, desktop publishing and print preparation using industry software.

General Education Requirements 15

COM	100	***or*** 120 ***or*** 121 ***or*** 135 Communications	3
ENG	101	***or*** 152 English	3
ENG	102	***or*** 153 English	3
		Social and Behavioral Sciences elective (recommend PSY100)	3
		Mathematics elective (recommend MTH101, MTH102, or MTH103)	3

Graphic Design Major Program Requirements 43

ART	110	Design I	3
ART	120	Basic Drawing I	3
ART	142	Beginning Digital Photography	3
GRD	135	Desktop Publishing	3
GRD	160	Computer Illustration	3
GRD	165	Typography	3
GRD	170	Digital Image	3
GRD	173	Graphic Design I	3
GRD	190	Prepress and Print Production	3
GRD	273	Graphic Design II	3
GRD	280	2-D Animation and Multimedia	3
GRD	285	3-D Animation and Multimedia	3
GRD	292	Graphic Design Portfolio	1
WEB	110	Web Development with HTML	3
WEB	230	Dreamweaver	3

Electives 3

Select electives from the courses listed.

ART	111	Design II	3
ART	112	Color	3
ART	260	Painting I	3
ART	265	Watercolor	3
ART	293	Art Portfolio and Professional Development	3
GRD	290	Graphic Design Studio Art	3
ITS	297	Internship	1
ITS	298	Internship	2
ITS	299	Internship	3
MCM	243	Film Production	3

PROGRAM TOTAL 61

- *See course choices listed on pages 47-48.*

Graphic Design

Certificate of Achievement

(938C) major code

This program provides a practical hands-on experience in digital design and graphic fundamentals such as design, layout techniques, computer applications, Web design, illustration/animation, digital prepress techniques and portfolio development. A professional portfolio will be expected to attain this certificate.

Course Requirements

ART	142	Beginning Digital Photography	3
GRD	135	Desktop Publishing	3
GRD	160	Computer Illustration	3
GRD	165	Typography	3
GRD	170	Digital Image	3
GRD	173	Graphic Design I	3
GRD	190	Prepress and Print Production	3
GRD	273	Graphic Design II	3
GRD	280	2-D Animation and Multimedia	3
GRD	285	3-D Animation and Multimedia	3
GRD	292	Graphic Design Portfolio	1
WEB	110	Web Development with HTML	3
WEB	230	Dreamweaver	3

PROGRAM TOTAL 37

Web Design

Certificate of Achievement

(944B) major code

This certificate program provides Web design fundamentals using multimedia, animation, sound and video in developing attractive and effective Web pages and publications.

Course Requirements

ART	142	Beginning Digital Photography	3
GRD	160	Computer Illustration	3
GRD	170	Digital Image	3
GRD	173	Graphic Design I	3
GRD	280	2-D Animation and Multimedia	3
GRD	292	Graphic Design Portfolio	1
WEB	110	Web Development with HTML	3
WEB	230	Dreamweaver	3
WEB	250	Advanced Website Development	3

PROGRAM TOTAL 25

Animation

Certificate of Achievement

(945A) major code

This certificate program provides students the tools to tell a story and give life to characters through the use of the most modern electronic media.

Course Requirements

ART	110	Design I	3
ART	120	Basic Drawing I	3
ART	142	Beginning Digital Photography	3
GRD	160	Computer Illustration	3
GRD	170	Digital Image	3
GRD	280	2-D Animation and Multimedia	3
GRD	285	3-D Animation and Multimedia	3
GRD	292	Graphic Design Portfolio	1
WEB	230	Dreamweaver	3

PROGRAM TOTAL 25

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 Waubonsee 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	***or*** 121 Communications	3
	ENG	101	***or*** 152 English	3
	ENG	102	***or*** 153 English	3
			Social Science Elective	3
	Health Information Technology Core Program Requirements			**13**
m	CIS	110	Business Information Systems	3
m	HIT	100	Introduction to Health Information Technology	3
m	HIT	110	Medical Terminology	3
m	HIT	135	Health Care Delivery Systems	2
m	HIT	140	Legal/Ethical Issues in Health Care	2
	Health Information Technology Major Program Requirements			**31**
m	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	230	Data Applications and Health Care Quality	3
m	HIT	240	Health Information Processes	3
m	HIT	245	Health Information Data Analysis	2
m	HIT	248	Organization Resources	2
m	HIT	299	Professional Practice Experience	3
	PROGRAM TOTAL			**60**

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

Medical 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
	COM	125	Communications Strategies for Health Care Careers	2
	HIT	110	Medical Terminology	3
	HIT	120	Medical Office Procedures	3
	HIT	130	Medical Insurance and Reimbursement	3
	HIT	140	Legal and Ethical Issues in Health Care	2
	HIT	210	ICD Coding	3
	HIT	215	CPT Coding	3
	HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional	3
	PROGRAM TOTAL			**29**

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 26

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	Refrigerant EPA Certification and HVAC/R Safety	2
HVA	180	HVAC/R Electrical Systems and Troubleshooting	3
HVA	200	Sheet Metal Fabrication/Installation	3
ITS	299	Internship	3

Select from the following courses 9

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 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), Electronics Technology (ELT), 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 47-48.*

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 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	Refrigerant EPA Certification and HVAC/R Safety	2
HVA	200	Sheet Metal Fabrication/Installation	3

PROGRAM TOTAL 20

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 Abuse	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 47-48.*

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 Abuse	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 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.

HSV	120	Introduction to Substance Abuse	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.

First Semester 15

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

Second Semester 15

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

Third Semester 18

(All third-semester ITP courses must be taken concurrently.)

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

Fourth Semester 18

(All fourth-semester ITP courses must be taken concurrently and after successful completion of all third semester ITP courses.)

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

Fifth Semester 3

ITP	290	The Interpreter as Practitioner +	3

PROGRAM TOTAL 69

- *See course choices listed on pages 47-48.*

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 Counseling to establish a schedule for taking the Sign Language (SGN) courses.
2. Complete all SGN courses with a grade of C or better; also, a grade of C or better AND cumulative grade point average of 3.0 or higher in SGN104, SGN105, SGN106 and SGN108 is required.
3. Submit an ITP application by April 1.
4. Earn acceptable scores on the ITP admissions tests. Contact Learning Assessment and Testing Services for more information on the ITP admissions tests and scores. Testing must be completed by June 1 before starting in the ITP that fall.
5. Complete the last SGN course within 18 months of planned start date for ITP. This requirement can only be waived by the Dean for Health Professions and Public Service when the student has documented interpreting experience.

Procedure for Completing the Interpreter Training Program

To complete the Interpreter Training Program with a certificate or degree, students must complete the following steps:

1. Complete all ITP courses with a grade of C or better.
2. Complete all ITP courses within a three-year time period.
3. Complete all practicum hours.

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

Kinesiology

Kinesiology

Certificate of Achievement

(442C) major code

This certificate will prepare the graduate to deliver a variety of exercise assessment, training, risk factor identification and lifestyle management services to healthy individuals and/or those at risk for cardiovascular, metabolic or pulmonary diseases.

Course Requirements

KPE	211	First Aid and Emergency Care	3
KPE	237	Strength and Conditioning Principles	3
KPE	238	Fitness Assessment and Exercise Programming	3
KPE	239	Exercise and Sport Nutrition	3
KPE	240	Business Management for the Fitness Professional	3
KPE	250	Sport Psychology	3
KPE	234	Group Exercise Instruction	3
		or	
KPE	245	Principles of Personal Training	3

PROGRAM TOTAL 21

To prepare for the Certified Group Exercise Instructor exam through the American College of Sports Medicine, take KPE 211, KPE 234, KPE 237, KPE 238, KPE 239, KPE 240 and KPE 250.

To prepare for the Certified Personal Trainer exam through the American College of Sports Medicine, take KPE 211, KPE 237, KPE 238, KPE 239, KPE 240, *KPE 245* and KPE 250.

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 provides students hands-on experiences with manual machining, CNC lathe and mill programming and operations, print reading and metrology.

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	102	Manual Machine Shop Operations	3
MTT	106	Computer Integrated Manufacturing	3
MTT	110	Print Reading for the Trades	3

Major Program Requirements 19

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
MTT	202	Job Shop Processes	3

Electives 7

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), Electronics Technology (ELT), 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 47-48.*

CNC Operator

Certificate of Achievement

(843B) major code

This program will provide students with the skills to set up, program and operate computerized numeric control (CNC) automated machines.

Course Requirements

MTH	103	Technical Mathematics	3
MTT	100	Safety Principles	1
MTT	102	Manual Machine Shop Operations	3
MTT	110	Print Reading for the Trades	3
MTT	111	Metrology/Mechanical Inspection	2
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 20

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 CNC mills and CNC lathes. Students also learn to program CNC machines using computer aided machining (CAM) software.

Course Requirements

MTH	103	Technical Mathematics	3
MTT	100	Safety Principles	1
MTT	102	Manual Machine Shop Operations	3
MTT	110	Print Reading for the Trades	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
MTT	202	Job Shop Processes	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	***or*** 100 Communications	3
ENG	101	***or*** 152 English	3
ENG	102	***or*** 153 English	3
		Economics elective•	3
		Mathematics elective •	3

Human Resources Management Major Program Requirements 33

ACC	101	***or*** 202 Accounting	3
ACC	125	***or*** 203 Accounting	3
BUS	100	Introduction to Business	3
BUS	210	***or*** 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), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

• *See course choices listed on pages 47-48.*

Medical Assistant

Medical Assistant

Certificate of Achievement

(422A) major code

This certificate program prepares individuals for employment in the administrative and clinical areas of medical offices, clinics, and other health care agencies. The Waubonsee Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB).

CAAHEP — Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
(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).

	Summer Semester			**10**
m	BIO	260	Human Structure and Function	4
m	HIT	105	Medical Terms for Health Occupations	1
m	MLA	220	Pharmacology/Med. Assist.	2
m	PSY	100	Introduction to Psychology	3
	Fall Semester			**12.5**
m	CIS	110	Business Information Systems	3
m	MLA	150	Basic Administrative Procedures for the Medical Assistant	3
m	MLA	171	Medical Assistant Clinical I	2.5
m	MLA	230	Medical Law and Ethics	1
m	PSY	205	Life-Span Psychology	3
	Spring Semester			**10.5**
m	COM	125	Communication Strategies for Health care Careers	2
m	MLA	172	Medical Assistant Clinical II	2.5
m	MLA	210	Laboratory Procedures/Med. Assist.	3
	Summer Semester			**2**
m	MLA	298	Medical Assistant Externship	2
	PROGRAM TOTAL			**32**

V*eterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 168.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Medical Assistant Program

Students seeking admission to the Medical Assistant Program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health Professions and Public Service (see directory).
3. Complete the special application required for entry into the program, which is available in the Health Professions and Public Service Office, the Counseling, Advising and Transfer Center or on the Internet at www.waubonsee.edu/healthcareers. Enrollment in the medical assistant (MLA) courses is limited in order to provide the best possible educational experience for students. Students interested in 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. A student has two opportunities to successfully meet assessment requirements.

   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 COM125 Communication Strategies for Health Care Careers, BIO260 Human Structure and Function and HIT105 Medical Terms for Health Occupations with a C or better within the last 5 years.

(continued on next page)

5. Understand that the medical assistant application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately three weeks after the application deadline date as to selection status.
   It is the responsibility of the applicant to make sure the following required documents are received by Registration and Records: Waubonsee New Student Information 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, COM, HIT or PSY courses prior to submitting an application to the medical assistant program.
   For continuation in the Medical Assistant Program, a 2.0 or better GPA must be received in each of the major courses. 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.
8. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

Program Costs

In addition to tuition and regular fees, the medical assistant student has the following minimum fees and expenses:

Textbooks for MLA classes
(excludes general education courses)..... $120
Uniform/white shoes $70
Stethoscope $15
Physical exam, immunizations,
TB testing ..... per health care provider

Total Estimated Costs

(excluding medical requirements)..... $205

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

Advanced Placement

Applicants who wish to transfer medical assistant courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (e.g. transcripts, course descriptions) be submitted along with the medical assistant application.

This program does not grant credit for life or work experience.

Music

Audio Production Technology

Certificate of Achievement

(986A) major code

This certificate is intended for individuals interested in working in the field of electronic music production in a variety of venues including radio, television, recording studios, internet broadcasting and live sound reinforcement. Using a variety of software audio applications, students gain knowledge and practice in digital audio recording and editing, digital sampling, audio mixing console operations, fundamentals in electronics and fundamentals of music theory. Students also gain experience in small entrepreneurial endeavors to be applied in music business practices.

Course Requirements

MCM	130	Introduction to Mass Communication	3
MUS	211	Introduction to the Recording Studio	3
MUS	213	Advanced Studio Recording	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.
6. Present a valid social security number at the time of enrollment in NAS 101.

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.

Paraprofessional Educator

Paraprofessional Educator

Associate in Applied Science Degree

(590A) major code

This degree offers students a wide range of educational experiences and prepares them to assist classroom teachers at all levels of the K-12 educational system. Students who complete this degree meet the requirements for paraprofessional educators established by the No Child Left Behind legislation.

General Education Requirements 15

COM	100	Fundamentals of Speech Communication 3
ENG	101	First-Year Composition I 3
ENG	102	First-Year Composition II 3
PSY	100	Introduction to Psychology 3
MTH	201	Math for Elementary Teachers I 3

Paraprofessional Educator Major Program Requirements 33

DIS	101	Disability in Society 3
ECE	115	Child Growth/Development
		or
PSY	220	Child Psychology
		or
PSY	226	Adolescent Psychology 3
ECE	120	Health, Safety, and Nutrition 3
EDU	100	Strategies for the Paraprofessional Educator 3
EDU	200	Introduction to Education 3
EDU	202	Clinical Experience in Education 3
EDU	205	Introduction to Technology in Education 3
EDU	210	Educational Psychology 3
EDU	220	Introduction to Special Education 3
MTH	202	Math for Elementary Teachers II 3
KPE	211	First Aid and Emergency Care 3

Electives and Emphasis Areas 12

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

Content Specialist Emphasis

Students should select courses related to their content area from sections B, C, and D of the Associate in Applied Science degree (see pages 47-48).

Disability Studies Emphasis

DIS	110	Perspectives on Disability 3

Early Childhood Education Specialist Emphasis

ECE	101	Introduction to Early Childhood Education 3
ECE	106	Guiding Young Children 3
ECE	125	Child, Family and Community 3
ECE	130	Observation and Assessment 2
ECE	207	School-Age Programming 3

Support Specialist Emphasis

Select electives from: Computer Information Systems (CIS)

Electives

Electives may be selected from the courses listed.

EDU	296	Topics/Issues for Education 1-3
HSV	120	Introduction to Substance Abuse 3
MUS	210	Music for Elementary Teachers 3
SGN	101	American Sign Language I 3
SGN	102	American Sign Language II 3
SPN	101	Elementary Spanish I 3
SPN	102	Elementary Spanish II 3
SPN	201	Intermediate Spanish I 3
SPN	202	Intermediate Spanish II 3
SPN	205	Spanish for Native Speakers 3
SPN	211	Conversational Spanish 3

PROGRAM TOTAL 60

NOTE: Proficiency credit is limited to 20 semester hours for this program.

Paraprofessional Educator

Certificate of Achievement

(594A) major code

The core courses in this certificate provide students with a basic knowledge of the American educational system, an understanding of the roles and responsibilities of paraprofessional educators, and an opportunity to develop proficiency in assisting classroom teachers.

Course Requirements

DIS	101	Disability in Society	3
ECE	115	Child Growth and Development	
		or	
PSY	220	Child Psychology	
		or	
PSY	226	Adolescent Psychology	3
EDU	100	Strategies for Paraprofessional Educator	3
EDU	200	Introduction to Education	3
EDU	202	Clinical Experience in Education	3
EDU	205	Introduction to Technology in Education	3
EDU	210	Educational Psychology	3
EDU	220	Introduction to Special Education	3
KPE	211	First Aid and Emergency Care	3
MTH	201	Math for Elementary Teachers	3

PROGRAM TOTAL 30

NOTE: Proficiency credit is limited to 15 semester hours for this program.

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	COM	125	Communication Strategies for Health Care Careers	2
m	HIT	105	Medical Terms for Health Care Occupations	1
m	PBT	105	Theoretical and Clinical Aspects of Phlebotomy	4.5
m	PBT	297	Phlebotomy Externship	1.5
	PROGRAM TOTAL			**9**

m *Major course requires minimum grade of C.*

Procedure for Enrolling in Phlebotomy Technician (PBT) Courses

Previous or concurrent enrollment in COM 125, HIT 105, and 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.

Real Estate

Real Estate Broker

Certificate of Achievement

(165B) major code

The Real Estate Broker certificate prepares students for entry into the field. Upon successful completion of this certificate, students have met the pre-license requirements to be eligible for the Illinois Real Estate Broker Examination. All real estate brokers and managing brokers must be licensed by the State of Illinois to conduct transactions in Illinois.

Requirements for the Illinois Real Estate Broker Examination:

- 21 years of age or older
- High school graduate or equivalent
- Successful completion of the 90 hours of Broker pre-license coursework
- Hold an original Uniform Real Estate Transcript (provided by Waubonsee)

Requirements for the Illinois Real Estate Broker License:

- 21 years of age or older
- High school graduate or equivalent
- Successful completion of the 90 hours of Broker pre-license coursework
- Hold an original Uniform Real Estate Transcript (provided by Waubonsee)
- Sponsorship by an Illinois licensed Managing Broker
- Successfully pass the Illinois Real Estate Broker Examination

Requirements for the Waubonsee Community College Certificate of Achievement

- Complete REL 100 and 105

Course Requirements

REL	100	Real Estate Broker Pre-License	5
REL	105	Real Estate Broker Pre-License: Applied Principles	1

PROGRAM TOTAL 6

Real Estate Managing Broker

Certificate of Achievement

(168A) major code

The Managing Broker license is required by anyone wishing to manage a real estate office. This certificate meets the Illinois Real Estate License Act of 2000 as amended in 2010 and meets the educational requirements to sit for the Managing Broker license. Candidates must complete 165 hours of required education and have two, out of the last three, years experience as a licensed salesperson or broker.

Course Requirements

REL	100	Real Estate Broker Pre-License	5
REL	105	Real Estate Broker Pre-License: Applied Principles	1
REL	115	Real Estate Broker Post-License	1
REL	116	Real Estate Broker Post-License: Applied Principles	1
REL	200	Real Estate Managing Broker Pre-License	2
REL	205	Real Estate Managing Broker Pre-License: Applied Management and Supervision	1

PROGRAM TOTAL 11

Registered 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.

	General Education Requirements			27
m	BIO	250	Microbiology	4
m	BIO	270	Anatomy and Physiology I	4
m	BIO	272	Anatomy and Physiology II	4
m	COM	100	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
	Nursing Major Program Requirements			40
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
	PROGRAM TOTAL			**67**

V*eterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 168.*

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

Procedure for Entering the Nursing Program

Students seeking admission to the Nursing Program are required to:

1. Submit a completed New Student Information Form to Admissions.
2. Meet with Counseling to establish a schedule for taking prerequisite courses.
3. Obtain specific admission information by contacting the Health Care Programs Office, (630) 870-3901.
4. Complete required Test of Essential Academic Skills (TEAS). Note: Acceptance into the program is based on assessment results, with documentation of Reading, Mathematics, Science and English and Language usage of 55 percent or higher as well as a composite score of 55 percent or higher for the TEAS. A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the TEAS assessment.
5. Complete and submit the nursing application required for entry into the program, along with a program application fee of $10 (check or money order made out to Waubonsee Community College). The Nursing Program application form is available from the Offices of Registration and Records, Counseling, and Health Care Programs, (630) 870-3901, or on the Internet at www.waubonsee.edu/healthcareers. Application to the program must be made prior to the deadline for the semester the student desires to enter:
   - March 15 for fall semester (August/October). 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.
   - September 15 for spring semester (January/March). 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. (Note: Selection for admission into the program for either August/October or January/March will be determined by the Admissions Committee. Applicants should anticipate acceptance for either start date for fall or spring semesters.)
6. Attain a cumulative GPA of 2.7 or higher for prerequisite courses.
7. Complete science courses within five years of application filing deadline. Science courses taken more than five years before the application deadline must be retaken. Anatomy and Physiology courses must include human cadaver instruction in their curriculum.

(continued on next page)

8. Understand that all of the following documentation must be submitted in order to be considered for acceptance into the program:
   - New Student Information Form;
   - Nursing Program application (including $10 non-refundable application fee);
   - ORIGINAL residency documents (see #11)
   - successful completion of prerequisite courses or test results from any proficiency examinations (CLEP);
   - nursing assessment entrance testing;
   - transcripts from other colleges/universities.
9. Once accepted into the program, the student must:
   - attend the mandatory new student orientation to the Nursing Program;
   - submit documentation of a physical and dental examination, current immunizations, and a 2-step tuberculosis (TB) test - none of which should be more than one year old at the time of entry;
   - follow the program sequence for all NUR courses;
   - attain a 2.0 (C) or better GPA in each of the nursing courses.
10. Official written notification of acceptance into the program will be received via certified mail. Students not accepted must reapply.
11. In compliance with the Illinois Community College Act, in-district applicants will be given preference over out-of-district applicants. Proof of residency may be required. Contact Registration and Records for information regarding residency. Having paid in-district tuition rates in the past does not necessarily qualify an individual as an in-district resident.
12. 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, 1606 and REAP. 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 registered nursing student has the following minimum fees and expenses:

Textbooks/online tutorials for NUR classes (excludes general education courses)	$2,500
BLS certification	$80
Uniform/shoes	$105
Nursing supplies (e.g. watch, stethoscope)	$175
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): $3,110

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.

Surgical Technology

Surgical Technology

Certificate of Achievement

(462A) major code

This certificate program prepares individuals for entry-level employment as surgical technologists. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

	Fall Semester				**15**
m	BIO	250	Microbiology		4
m	BIO	260	Human Structure and Function		4
m	HIT	105	Medical Terms for Health Occupations		1
m+	SUR	100	Principles of Surgical Tech.		4
m+	SUR	110	Surgical Pharmacology		2
	Spring Semester				**12**
m	COM	125	Communication Strategies for Health Care Careers		2
m+	SUR	120	Instrumentation and Practices Common to Surgical Procedures		5
m+	SUR	150	Health Problems and Surgical Procedures I		2
m+	SUR	151	Surgical Tech Clinical I		3
	Summer Semester				**5.5**
m+	SUR	200	Health Problems and Surgical Procedures II		2
m+	SUR	201	Surgical Tech Clinical II		3
m+	SUR	220	Seminar in Surgical Technology		0.5
	PROGRAM TOTAL				**32.5**

Veterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 168.

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

Procedure for Entering the Surgical Technology Program

The Surgical Technology Program is offered in a full-time (three semester) sequence. Students seeking admission to the Surgical Technology Program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health Professions and Public Service (see directory).
3. Complete the special application required for entry into the program, which is available in the Health Professions and Public Service Office, the Counseling, Advising and Transfer Center or on the Internet www.waubonsee.edu/healthcareers. Enrollment is limited in the surgical technology (SUR) courses in order to provide the best possible educational experience for students. Students desiring to take courses with the SUR prefix in the fall must make application by April 1.
4. Complete required Pre-Admission Exam-(PAX). Note: Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 50 percent for the PAX, as well as a composite of 60 percent for the PAX. A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the PAX assessment.
5. Understand that the surgical technology application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately four weeks after the application deadline date as to selection status.
6. Provide documentation of current American Heart Association BLS for Health Care Providers (CPR) certification. This certification must remain current for the entire length of the program.
7. Follow the program sequence once a student is accepted into the program. The student is expected to follow the program sequence for all SUR courses. Students may opt to complete any or all of the BIO, COM or HIT courses prior to submitting an application to the Surgical Technology Program. For continuation in the Surgical Technology Program, a 2.0 or better GPA must be received in each of the major courses. NOTE: SUR courses are offered on a limited basis during the year. Please contact the Office of Health Professions and Public Service for specific course information.
8. Submit documentation of a physical examination, immunization, Hepatitis-B series, and 2-step tuberculosis (TB) test upon acceptance into the program.
9. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

(continued on next page)

Program Costs

In addition to tuition and regular fees, the surgical technology student has the following minimum fees and expenses:

Textbooks for SUR classes (excludes general education courses)	$400
BLS certification	$80
White shoes, lab coat, patch	$75
Stethoscope	$15
Supplies	$20
Physical exam, immunizations, Hepatitis-B series, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements) $590

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

Operating Room Patient Care Technician

Certificate of Achievement

(465A) Major Code

Operating Room Patient Care Technician (ORPCT) is a certificate program that prepares students for entry-level positions in perioperative service careers. The certificate focuses on training operating room personnel in providing quality patient care while improving operating room turnover times.

This program also provides a foundation for possible transition into other health care careers.

	Course Requirements			12
m	COM	125	Communication Strategies for Health Care Careers	2
m	NAS	101	Basic Nurse Assistant Training	6
m	SUR	105	Perioperative Patient Care	4
	PROGRAM TOTAL			**12**

m *Major course requires minimum grade of C.*

Procedure for Entering Operating Room Patient Care Technician Program

The ability to register for the Perioperative Patient Care (SUR 105) course is based on previous or concurrent enrollment in Basic Nurse Assistant Training (NAS 101) and Communication Strategies for Health Care Careers (COM 125).

Therapeutic Massage

Therapeutic Massage

Certificate of Achievement

(472B) major code

The certificate program in Therapeutic Massage prepares the student to work in the wellness area of professional massage therapy with clients who seek massage for pleasure, relaxation and general health maintenance. Graduates are eligible to take the Massage and Bodywork Licensing Examination (MBLEx).

	Program Prerequisite Courses			**5**
m	BIO	260	Human Structure and Function*	4
m	HIT	105	Medical Terms for Health Occupations	1
	Fall Semester			**14**
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	135	Session Planning and Documentation	1
m	TMS	140	Massage Clinical I (Second 8 weeks)	2
m	TMS	162	Neuromuscular for Massage Therapy	3
	Spring Semester			**13**
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
	PROGRAM TOTAL			**32**

* *BIO 260 must be taken in a face-to-face course format.*

\+ *Program admission required for enrollment. Veterans or military members eligible for education benefits should see Programs with Special Admission Applications, page 168.*

m *Major course requires minimum grade of C.*

Procedure for Entering the Therapeutic Massage Program

Students seeking admission to the Therapeutic Massage Program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking prerequisite and program courses.
2. Obtain specific admission information by contacting the Dean for Health Professions and Public Service (see directory).
3. Complete the special application required for entry into the program, which is available from the Office of Health Professions and Public Service, the Counseling, Advising and Transfer Center, or on the Internet www.waubonsee.edu/healthcareers. Enrollment in therapeutic massage (TMS) courses is limited in order to provide the best possible educational experience for students. Students desiring to enter the program for fall must make application by April 1.
4. Complete each prerequisite course with a minimum grade of C.
5. Understand that the therapeutic massage application, completion of prerequisite courses, and previous transcripts are required for admission to the program.
6. Follow the program sequence for all TMS courses once accepted into the program. A student may opt to complete the TMS 162 and TMS 164 courses prior to submitting an application to the Therapeutic Massage Program. For continuation in the Therapeutic Massage Program, a 2.0 or better GPA must be received in each of the major courses.
7. Submit completed health form and documentation of current immunizations and a 2-step tuberculosis (TB) test upon acceptance into the program.
8. BIO 260 must be taken face-to-face. If it is taken more than five years before the application deadline, it must be retaken; NO EXCEPTIONS. **NOTE:** TMS courses are offered on a limited basis during the year. Please contact the Offices of Mathematics and Sciences (BIO) and Health Professions and Public Service (TMS) for specific course information.

Program Costs

In addition to tuition and regular fees, the therapeutic massage student has the following minimum fees and expenses:

Textbooks for TMS classes	$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.

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, MIG welding, stick welding and TIG welding. Students are prepared for American Welding Society (AWS) certifications.

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

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), Electronics Technology (ELT), Engineering (EGR), Heating, Ventilation and Air Conditioning (HVA), Internship (ITS), Management (MGT), Marketing (MKT), Welding (WLD)

PROGRAM TOTAL 60

- *See course choices listed on pages 47-48.*

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

World Wide Web

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.

General Education Requirements			**15**
ENG	101	***or*** 152 English	3
ENG	102	***or*** 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
GRD	170	Digital Image	3
WEB	230	Dreamweaver	3
WEB	250	Advanced Website Development	3
Electives			**12**

Select electives from: Computer Information Systems (CIS), Graphic Design (GRD), Internship (ITS), World Wide Web (WEB)

PROGRAM TOTAL 60

• *See course choices listed on pages 47-48.*

Web Authoring

Certificate of Achievement

(337A) major code

This certificate is intended for individuals interested in developing, constructing and maintaining websites for the World Wide Web. 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
GRD	160	Computer Illustration	3
GRD	170	Digital Image	3
GRD	280	2-D Animation and Multimedia	3
WEB	110	Web Development with HTML	3
WEB	230	Dreamweaver	3
WEB	250	Advanced Website Development	3

PROGRAM TOTAL 27

WAUBONSEE

what you can learn

Course Descriptions

2019/2020

Course Numbering System

All credit courses are described on the following pages. Curriculum placement and other course attributes are signified by the three-digit course numbers explained below.

001-049

Adult and Workforce Development courses. Vocational update/skills courses. Do not apply to any college certificate or degree.

050-099

Semester hour (sem hr) credit courses for developmental education. Do not apply to any college certificate or degree.

100-199

Semester hour (sem hr) credit courses intended primarily for freshmen.

200-299

Semester hour (sem hr) credit courses intended primarily for sophomores.

Definitions

Terminology used in course descriptions is defined below.

prereq

prerequisite(s) — courses or requirements that must be completed before taking the described course.

coreq

corequisite(s) — courses or requirements that must be taken concurrently with the described course.

IAI

designation of Illinois Articulation Initiative course number for courses that are IAI general education or major courses. Refer to the chart in this section.

lec/lab

denotes the number of hours students spend per week in either lecture and/or laboratory time (based on a 16-week course). Courses may be offered in less than 16 weeks, and lecture/laboratory time adjusted accordingly.

sem hrs

semester hours — the credit hours that apply to the course.

var

indicates that the credit hours applied to the course can vary depending upon projects undertaken.

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 Information Systems (CIS)
Computer Aided Design and Drafting (CAD)
Construction Management (CMT)
Criminal Justice (CRJ)
Disability Studies (DIS)
Early Childhood Education (ECE)
Earth Science (ESC)
Economics (ECN)
Education (EDU)
Electronics Technology (ELT)
Emergency Medical Technician (EMT)
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)
Graphic Design (GRD)
Health Education (HED)
Health Information Technology (HIT)
Heating, Ventilation and Air Conditioning (HVA)
History (HIS)
Human Services (HSV)
Humanities (HUM)
Independent Study (IND)
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)
Philosophy (PHL)
Phlebotomy (PBT)
Physics (PHY)
Political Science (PSC)
Psychology (PSY)
Real Estate (REL)
Religious Studies (RLG)
Sign Language (SGN)
Social Science (SSC)
Sociology (SOC)
Spanish (SPN)
Surgical Technology (SUR)
Sustainability (SUS)
Theatre (THE)
Therapeutic Massage (TMS)
Welding Technology (WLD)
World Wide Web (WEB)

Waubonsee's IAI General Education Courses

The chart below shows Waubonsee transfer courses (listed by IAI category) that meet IAI (Illinois Articulation Initiative) General Education Core Curriculum guidelines. IAI General Education Course Codes follow the Waubonsee title. Course descriptions in this section also include IAI codes as appropriate. Transfer degree pathways list specific courses conforming to IAI core curriculum; see the appropriate section in this catalog. See page 22 for an explanation of the initiative.

Communications:		IAI Code:
COM 100	Speech Communication	C2 900
ENG 101	First-Year Composition I	C1 900
ENG 102	First-Year Composition II	C1 901R

Fine Arts:		IAI Code:
ART 100	Art Appreciation	F2 900
ART 101	History of Western Art-Ancient to Medieval	F2 901
ART 102	History of Western Art-Ren. to Modern Art	F2 902
ART 103	History of Non-Western Art	F2 903N
ART 104	History of Photography	F2 904
ART 105	Women in Art	F2 907D
ART 106	Contemporary Art-1945 to Present	F2 902
FLM 250	Film as Art: A Survey of Film	F2 908
FLM 260	History of Film	F2 909
FLM 270	Film and Literature	HF 908
HUM 101	Survey of the Humanities	HF 900
HUM 102	The Global Village	HF 904N
HUM 201	Modern Culture and the Arts	HF 903
MUS 100	Music: Art of Listening	F1 900
MUS 101	Musics of the World	F1 903N
MUS 102	Music in America	F1 904
THE 100	Theatre Appreciation	F1 907
THE 130	Diversity in American Theatre	F1 909D

Humanities:		IAI Code:
ENG 211	American Literature to 1865	H3 914
ENG 212	American Literature From 1865	H3 915
ENG 215	Masterpieces of American Literature	H3 915
ENG 220	Multicultural Literatures of the U.S.	H3 910 D
ENG 221	British Literature to 1800	H3 912
ENG 222	British Literature From 1800	H3 913
ENG 225	Masterpieces of British Literature	H3 913
ENG 226	Introduction to Shakespeare	H3 905
ENG 228	Children's Literature	H3 918
ENG 229	Introduction to Literature	H3 900
ENG 230	Introduction to Poetry	H3 903
ENG 235	Introduction to Fiction	H3 901
ENG 240	Intro. to Drama as Literature	H3 902
ENG 245	World Literature	H3 906
ENG 255	Women's Literature	H3 911D
FLM 270	Film and Literature	HF 908
FRE 202	Intermediate French II	H1 900
GER 202	Intermediate German II	H1 900
HIS 111	Western Civilization to 1648	H2 901
HIS 112	Western Civilization Since 1648	H2 902
HIS 125	American Culture: Colonial Period to Present	H2 904
HUM 101	Survey of the Humanities	HF 900
HUM 102	The Global Village	HF 904N
HUM 201	Modern Culture and the Arts	HF 903
HUM 202	Current Trends in Digital Humanities	H9 900
PHL 100	Introduction to Philosophy	H4 900
PHL 101	Introduction to Logic	H4 906
PHL 105	Introduction to Ethics	H4 904
PHL 110	Introduction to Critical Thinking	H4 906
PHL 120	Introduction to World Religions	H5 904N
PHL 201	History of Philosophy I	H4 901
PHL 202	History of Philosophy II	H4 902
RLG 120	Introduction to World Religions	H5 904N
SPN 202	Intermediate Spanish II	H1 900
SPN 205	Spanish for Native Speakers	H1 900
SPN 215	Introduction to Hispanic Literature	H3 916

Life Science:		IAI Code:
BIO 100	Introduction to Biology	L1 900
BIO 101	Introduction to Biology-Lab	L1 900L
BIO 102	Human Biology	L1 904
BIO 103	Human Biology Laboratory	L1 904L
BIO 110	Environmental Biology	L1 905
BIO 111	Environmental Biology-Lab	L1 905L
BIO 120	Biology I	L1 900L
BIO 122	Principles of Biology II	L1 910L

Mathematics:		IAI Code:
MTH 101	College Math	M1 901
MTH 102	Applied Practical Math	M1 904
MTH 107	Basic Statistics	M1 902
MTH 131	Calculus With Analytic Geometry I	M1 900-1
MTH 132	Calculus With Analytic Geometry II	M1 900-2
MTH 202	Mathematics for Elementary Teachers II	M1 903
MTH 210	Finite Math	M1 906
MTH 211	Calculus for Business and Social Sciences	M1900-B
MTH 233	Calculus With Analytic Geometry III	M1 900-3

Physical Science:		IAI Code:
AST 100	Introduction to Astronomy	P1 906
AST 105	Astronomy	P1 906L
CHM 100	Introduction to Chemistry	P1 902
CHM 101	Introduction to Chemistry-Lab	P1 902L
CHM 102	Introduction to Organic Chemistry	P1 904
CHM 103	Introduction to Organic Chemistry-Lab	P1 904L
CHM 121	General Chemistry	P1 902L
ESC 100	Earth Science	P1 905
ESC 101	Survey of Earth Science Lab	P1 905L
ESC 110	Climate and Global Change	P1 905
ESC 120	Introduction to Meteorology	P1 905L
ESC 125	Severe and Unusual Weather	P1 905
ESC 130	Introduction to Oceanography	P1 905
GEO 121	Physical Geography	P1 909L
GLG 100	Introduction to Physical Geology	P1 907
GLG 101	Introduction to Physical Geology Lab	P1 907L
GLG 102	Historical Geology	P1 907L
GLG 103	Environmental Geology	P1 908
GLG 120	Geology of the National Parks	P1 907
PHY 103	Concepts of Physics	P1 900
PHY 104	Concepts of Physics-lab	P1 900L
PHY 111	Introduction to Physics I	P1 900L
PHY 221	General Physics I	P2 900L

Social and Behavioral Sciences:		IAI Code:
ANT 101	Cultural Anthropology	S1 901N
ANT 102	Human Origins	S1 902
ANT 110	Introduction to Archaeology	S1 903
ECN 100	Introduction to Economics	S3 900
ECN 201	Principles of Microeconomics	S3 902
ECN 202	Principles of Macroeconomics	S3 901
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

IAI General Education Core course designations:

Communications: C
Physical and Life Sciences: P & L
Mathematics: M
Humanities and Fine Arts: H & F
Social and Behavioral Sciences: S

**under IAI review*

For specific, up-to-date information on the IAI, visit Waubonsee's home page, **www.waubonsee.edu/transferring** or access the IAI website directly, **www.itransfer.org.**

Waubonsee's IAI Major Courses

The chart below shows Waubonsee transfer courses (listed by IAI major) that meet IAI (Illinois Articulation Initiative) core curriculum for specific transfer majors. IAI major course codes follow the Waubonsee title. Course descriptions in this section also include IAI codes as appropriate. See page 22 for an explanation of the initiative.

Art:		IAI Code:
ART 110	Design I	ART 907
ART 111	Design II	ART 908
ART 120	Basic Drawing I	ART 904
ART 121	Basic Drawing II	ART 905

Biological Science:		IAI Code:
BIO 120	Principles of Biology I	BIO 910
BIO 122	Principles of Biology II	BIO 910

Business		IAI Code:
ACC 202	Financial Accounting	BUS 903
ACC 203	Managerial Accounting	BUS 904
BUS 207	Business Statistics	BUS 901
CIS 110	Business Information Systems	BUS 902

Chemistry		IAI Code:
CHM 121	General Chemistry	CHM 911
CHM 122	Chemistry and Qualitative Analysis	CHM 912
CHM 231	Organic Chemistry I	CHM 913
CHM 232	Organic Chemistry II	CHM 914

Computer Science:		IAI Code:
CIS 130	C++ Programming	CS 911
CIS 145	C#.NET Programming	CS 911
CIS 150	Java Programming	CS 911
CIS 230	Advanced C++	CS 912
CIS 250	Advanced Java	CS 912

Criminal Justice:		IAI Code:
CRJ 100	Introduction to Criminal Justice	CRJ 901
CRJ 101	Introduction to Corrections	CRJ 911
CRJ 107	Juvenile Justice	CRJ 914
CRJ 230	Criminology	CRJ 912

English:		IAI Code:
ENG 211	American Literature to 1865	H 3914
ENG 212	American Literature from 1865	H 3915
ENG 215	Masterpieces of American Literature	H 3915
ENG 221	British Literature to 1800	H 3912
ENG 222	British Literature from 1800	H 3913
ENG 225	Masterpieces of British Literature	H 3913

Engineering:		IAI Code:
EGR 101	Engineering Graphics	EGR 941
EGR 220	Analytical Mechanics-Statics	EGR 942
EGR 230	Analytical Mechanics-Dynamics	EGR 943

History:		IAI Code:
HIS 101	World History to 1500	S2 912N
HIS 102	World History since 1500	S2 913N
HIS 111	Western Civilization to 1648	H2 901
HIS 112	Western Civilization since 1648	H2 902
HIS 121	American History to 1865	S2 900
HIS 122	American History since 1865	S2 901
HIS 125	American Culture: Colonial Period to Present	H2 904

Mass Communication:		IAI Code:
COM 135	Introduction to Integrated Marketing Communications	MC 912
MCM 130	Intro. to Mass Comm.	MC 911
MCM 140	Television Production I	MC 916
MCM 205	Basic Broadcast Announcing	MC 918
MCM 211	Introduction to Radio Production	MC 915
MCM 215	Basic News Writing	MC 919
MKT 215	Principles of Advertising	MC 912

Mathematics:		IAI Code:
MTH 131	Calculus With Analytic Geometry I	MTH 901
MTH 132	Calculus With Analytic Geometry II	MTH 902
MTH 233	Calculus With Analytic Geometry III	MTH 903
MTH 236	Intro. to Linear Algebra	MTH 911
MTH 240	Differential Equations	MTH 912

Political Science:		IAI Code:
PSC 280	Intro. to Political Philosophy	PLS 913

Psychology:		IAI Code:
PSY 240	Abnormal Psychology	PSY 905

Sociology:		IAI Code:
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

Theatre Arts:		IAI Code:
THE 110	Art of Oral Interpretation	TA 916
THE 201	Fundamentals of Acting I	TA 914

For specific, up-to-date information on the IAI, visit Waubonsee's home page, **www.waubonsee.edu/transferring** or access the IAI website directly, **www.itransfer.org.**

Accounting (ACC)

AN ACCOUNTING OPPORTUNITY: Considering a career change? A job promotion? Most people holding a baccalaureate degree in any field can easily take accounting and business courses to prepare for the CPA (Certified Public Accountant) Examination and/or the CMA (Certified Management Accountant) Examination. Recommended Waubonsee Community College courses include the following:

For the CPA and CMA Exams:

ACC 202	Financial Accounting
ACC 203	Managerial Accounting
ACC 215	Individual Tax Accounting
ACC 220	Intermediate Accounting I
ACC 221	Intermediate Accounting II
ACC 240	Cost Accounting
BUS 211	Business Law

Additional courses for the CMA Exam:

ECN 201	Principles of Economics-Microeconomics
ECN 202	Principles of Economics-Macroeconomics
FIN 200	Principles of Finance
MGT 200	Principles of Management

For additional information, contact the division of Business and Career Technologies.

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 Women in Art

This course focuses on women as creators and subjects of visual art throughout history and diverse cultures. Consideration is given to how gender is relevant to the definition, creation and appreciation of art.

IAI: F2 907D.

(3 lec/0 lab) ***3 sem hrs***

ART 106 Contemporary Art - 1945 to Present

This course is a study of the historical developments of the visual arts in Western society from 1945 to the present. Discussion of major artistic trends and movements and individual artists is framed by an examination of the historical context and social milieu.

IAI: F2 902.

(3 lec/0 lab) ***3 sem hrs***

ART 110 Design I

This is a basic course in the application and appreciation of the principles and elements of two-dimensional design. It examines selected 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 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, 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 mega-pixels. 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 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 & 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. 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. 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. 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, 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 belt/sheaves, bearings, gearing, couplings, lubrication, pumps, and shaft alignment. Aspects of maintenance, 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 AC and DC 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 and PLC programming are further studied.

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.

(2 lec/2 lab) ***3 sem hrs***

AMT 200 Automated Programming I

This course deals with the fundamentals of programmable logic controllers, programming basics of PLCs, troubleshooting, maintenance and system interconnections. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

(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 PLC controlled systems through the use and understanding of blueprints. Open and closed loop control systems are examined including servo systems and PID control.

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 prepares the student for a variety of career opportunities in the automotive industry, including parts specialist, automotive service consultant, and automotive service supervisor. Emphasis is placed on professionalism, workplace safety and environmental responsibility.
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.
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 testing of automatic transmissions/tranaxles.
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. Because this course is designed to build upon material previously covered in AUT113 Basic Electricity, AUT123 Ignition Systems, and AUT124 Fuel and Emission System), it is strongly advised that students complete those courses before taking this class.
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 opportunities to reinforce previously learned skills, to complete any previously uncompleted NATEF 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, including the organization, function, heredity, evolution and ecology of living things. Biological issues with personal and social implications are introduced to allow students to make informed decisions regarding issues with a biological basis.

Note: Not intended for students majoring in biology or the health professions. Students enrolling in BIO100 are not required to enroll in BIO101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO100 and BIO101.

Recommended Coreq: BIO101.

IAI: L1 900.

(3 lec/0 lab) ***3 sem hrs***

BIO 101 Introduction to Biology Laboratory

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 such as organization, function, heredity, evolution and ecology 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 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, non-renewable and renewable resources. Both local and global environmental issues are examined from scientific, economic, biological, political, societal, and/or ethical viewpoints.

Note: Students enrolling in BIO110 are not required to enroll in BIO111 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO110 and BIO111.

Recommended Coreq: BIO111.

IAI: L1 905.

(3 lec/0 lab) ***3 sem hrs***

BIO 111 Environmental Biology Laboratory

This laboratory course is meant to be taken concurrently with Environmental Biology (BIO110). Through laboratory experiences, 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 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 focusing on evolution and biodiversity. It concentrates on the basic description of organisms ranging from prokaryotes to eukaryotes. Emphasis will be placed on comparing structural and functional relationships between representatives of all major phyla. Also, using morphological and molecular technology to reinforce phylogeny will be covered in multiple labs.

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 amino acids, carbohydrates, fats, vitamins, minerals, and water, which are determinants of health and diseases in human populations. Cultural and psychosocial influences on food selection and habits are studied as well as respiration, metabolism and the digestive process. The latest nutrition and diet information, and contemporary nutrition issues will also be studied in this comprehensive program.

(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 are emphasized. Scientific methodologies and current issues in microbiology are addressed. 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 and progresses through a brief study of all body systems. Laboratory sessions provide the opportunity to identify anatomical structures on models and skeletal materials.

(3 lec/2 lab) ***4 sem hrs***

BIO 262 Neuro-musculoskeletal Systems

This course is a study of the interrelatedness of the nervous, muscular and skeletal systems as well as the influence of the hormonal system, with a focus on muscle control and movement. The course provides the foundation for the study of biomechanics and incorporates the use of anatomical models and human cadaver laboratory experiences.

Recommended Prereq: BIO260; or BIO270 and concurrent enrollment in BIO272.

(2 lec/2 lab) ***3 sem hrs***

BIO 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)

See also Finance and Banking (FIN), Management (MGT) and Marketing (MKT).

See also Business Mathematics (MTH 104) and Industrial Organizational Psychology (PSY 245).

BUS 100 Introduction to Business

This course provides the foundation for developing concepts, attitudes and philosophies about business operations. The following topics are introduced: management, marketing, accounting, finance, 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)

NOTE: A maximum of 4 semester hours of College Success Topics (COL) course credit may be counted toward degree requirements for any associate degree.

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.

(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 how to avoid credit trouble, save and invest money, stay out of bad debt, and pay for college. Students will also learn how to protect themselves from fraud and identity theft.

(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 the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films and contemporary readings on leadership.

(3 lec/0 lab) ***3 sem hrs***

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.

(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 situations and professional settings. Areas of emphasis include oral presentations for the business person, communicating in a multicultural work setting, verbal and nonverbal communication principles, interviewing, persuasion, group communication and participation, communication with customers, creating positive communication climates, and conflict resolution.

IAI: MC 901.

(3 lec/0 lab) ***3 sem hrs***

COM 122 Group Communication

This course studies the theories and research explaining the diverse perspectives of small group behavior and provides practical experience working in problem-solving and decision-making groups. Areas of emphasis include group leadership, individual roles, norms, phases of group development, decision-making processes and conflict resolution methods.

(3 lec/0 lab) ***3 sem hrs***

COM 125 Communication Strategies for Health Care Careers

This course explores the theory and practice of selected health-related models of communication for individuals in the health care field. Verbal and non-verbal communication in professional-client, professional-professional, and family relationships is stressed. Conflict resolution, informed consent, ethical responsibility, and effective intercultural communication are also emphasized. This course is designed for individuals interested in a career as a medical assistant, phlebotomist, registered nurse, licensed practical nurse, nurse assistant, or other health care fields.

Note: COM125 cannot be substituted for other communication courses required in a degree or certificate.

(2 lec/0 lab) ***2 sem hrs***

COM 135 Introduction to Integrated Marketing Communications

Students in this course explore the theory and practice of advertising with special focus on its role in integrated marketing communication. Topics include consumer behavior, market research, communication planning, creative strategies and types of media. Students prepare an original advertising campaign from market/product research to client presentations.

IAI: MC 912.

(3 lec/0 lab) ***3 sem hrs***

COM 150 Intercultural Communication

This course introduces students to the study of communication and culture. Students examine their own cultural identity and how it influences communication with others. Theories and concepts related to communication and culture are discussed 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

Building on the skills developed in Fundamentals of Speech Communication (COM 100), this course provides advanced skill development in the art of speechmaking. An additional focus is on rhetorical backgrounds in public speaking to contextualize what is commonly seen in public address.

Prereq: COM100.

(3 lec/0 lab) ***3 sem hrs***

Computer Information Systems (CIS)

See also World Wide Web (WEB).

CIS 105 Introduction to Windows

This introduction to a graphical interface software package emphasizes the Windows environment, manipulation of taskbar, file maintenance and folder manipulation. Repeatable to a maximum of 3 semester hours; 1 semester hour may apply to a degree or certificate.

(.5 lec/1 lab) ***1 sem hrs***

CIS 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 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 Requirements: PC; not compatible with MAC; Software Requirements: 2016 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 and macros. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Note: Students will not receive credit toward a degree or certificate for both CIS111 and CIS112.

Recommended Prereq: CIS105.

(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.

Note: Students will not receive credit toward a degree or certificate for both CIS113 and CIS114.

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 various programming languages. Students write, document and test approximately 10 to 12 programs in both interactive and batch modes of processing. Programs involve use of procedures, functions, and data abstraction; selection, sequence and repetition structures; arrays; objects and file-based input/output operations. Emphasis is placed on structured program design and style.

Recommended Prereq: MTH070 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 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 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 142 JavaScript Programming

This course is designed to introduce the student to JavaScript. Concepts and techniques include integrating HTML with JavaScript, creating pop-up windows, adding scrolling messages, enhancing image and form objects, working with cookies, among others. Students are also exposed to AJAX applications.

Recommended Prereq: WEB110; CIS115.

(2 lec/2 lab) ***3 sem hrs***

CIS 145 C#.NET Programming

This introductory course in C#.NET (C-Sharp), an object oriented programming language, introduces the .NET platform, the .NET framework library, object oriented software design, control structures, arrays, methods, GUI programming, string processing, files and database programming and topical subjects, such as Web Service Programming, XNA Game Programming and Mobile Device Programming. The emphasis is on building a programming foundation that allows students to take advanced programming object oriented classes using C#.NET, to develop business applications using C#.NET, and to develop internet applications, database driven applications, video games and mobile device applications.

Recommended Prereq: CIS115.

IAI: CS 911.

(3 lec/0 lab) ***3 sem hrs***

CIS 150 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

Designed for the beginning network administration student, this course covers basic network fundamentals including standard design principles, common network devices, common network operating systems and topologies, and network management issues.

(3 lec/0 lab) ***3 sem hrs***

CIS 176 Windows Server Administration

This course provides a hands-on introduction and examination of the architecture and features of Windows Server. Repeatable to a maximum of 6 semester hours for version updates; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS170 or concurrent enrollment.

(3 lec/0 lab) ***3 sem hrs***

CIS 180 Linux/UNIX Operating System

This course builds a thorough understanding of the Linux/UNIX operating system. Topics include: the role Linux/UNIX plays in today's operating systems and Internet market, use of utility commands, navigation of file system structure, VI editor, programming the Korn Shell, Linux/UNIX internals including process management, Linux/UNIX networking elements including file system structure, and Linux/UNIX tools to compile software such as C and C++.

(3 lec/0 lab) ***3 sem hrs***

CIS 181 Introduction to Information Systems Security

This introductory course is intended for the information systems and networking student. It covers an introduction to the principles of information security, including: the need for security systems; legal, ethical and professional issues; risk management; security planning; physical security; and technology, implementation and maintenance issues.

Recommended Prereq: CIS170.

(3 lec/0 lab) ***3 sem hrs***

CIS 185 Game Design

Students learn the tasks involved in the game development cycle and create game design documents. Game concepts and worlds, storytelling, character and user interface design, core mechanics and balance are examined. While learning how to design their own game, the students discuss, analyze and implement design techniques. In addition, students discuss the major game genres and identify the design patterns and unique creative challenges that characterize them. Repeatable to a maximum of 12 semester hours; three semester hours may apply to a degree or certificate.

(2 lec/2 lab) ***3 sem hrs***

CIS 186 Game Development

This introductory course in Game Development includes object-oriented, event-driven, interactive programming techniques. Students write various 2-D games. Topics include sprite creation and manipulation, and working with physics, as it relates to games. Various genres of games are discussed and developed, including serious games. Emphasis is placed on good game design and game play. Repeatable to a maximum of 12 semester hours; three semester hours may apply to a degree or certificate.

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 DBMS packages. Students are guided through database design using normalization and data modeling using the entity-relationship model. Strong foundation is provided in the SQL language and database Access standards. Projects provide practical experiences designing, building, and updating a database.

(3 lec/0 lab) ***3 sem hrs***

CIS 205 Information Technology Project Management

This course explains the foundations of project management - project integration, scope, time, cost, quality, human resources, communications, risk and procurement - using the experiences of real-life businesses. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

(2 lec/2 lab) ***3 sem hrs***

CIS 230 Advanced C++

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 250 Advanced Java

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, user interface programming, location aware applications, network enabled applications and database applications.

Recommended Prereq: CIS150.

(2 lec/2 lab) ***3 sem hrs***

CIS 261 PHP Web Server Programming

This course introduces students to the PHP language and issues associated with writing applications on a Linux Web server. Topics covered include CGI programming and integrating database management software with applications on the Linux platform. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110; CIS115.

(2 lec/2 lab) ***3 sem hrs***

CIS 280 Linux/UNIX System Administration

This course is designed to teach students to set up and administer the Linux/UNIX operating system. Students will perform hardware and software installation and customization. Other topics covered include networking and installation and customization of web server related software. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply toward a degree or certificate.

Recommended Prereq: CIS180.

(3 lec/0 lab) ***3 sem hrs***

CIS 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 Technical Drawing I course. Students will study, practice and learn to create advanced geometric constructions, threads and fastening devices, cams, gears, splines, drawing management, manufacturing processes, assembly drawings, and an introduction into architectural, electrical and welding drawings.

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 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. Topics include part dimensional control techniques, interchangeability of parts, and the differences between traditional dimensioning and geometric dimensioning. Symbols and terms for dimensioning datum and material condition symbols are studied. Various tolerances of form, profile, orientation run-out and location are demonstrated. Feature control frames are discussed. The student is expected to interpret all geometric tolerances and dimensions from a print of intermediate complexity.

Recommended 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 for a single building.

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. 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 drafting presents the fundamentals of civil drafting as it relates to land development, property design, topographical and profile layouts, and road concepts.

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.

Prereq: CAD102 or EGR101.

(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.

Prereq: CAD102 or EGR101.

(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***

CAD 270 Product Design and Development

This project based course focuses on the product design process from conception through prototype modeling and testing.

Recommended Prereq: CAD240; CAD241; or consent of instructor. Prereq: CAD120.

(3 lec/0 lab) ***3 sem hrs***

Construction Management (CMT)

CMT 101 The Construction Industry

This survey course provides an introduction to the construction industry, including career paths in estimating, site supervision, project management, and the trades. Also addressed are related areas of design, engineering, inspection and planning. Commercial, heavy/highway/infrastructure, industrial, institutional, and residential industry segments are explored.

(3 lec/0 lab) ***3 sem hrs***

CMT 105 Print Reading for Construction

Civil, architectural and structural drawings commonly used in residential, light commercial buildings, industrial construction and land development are studied in this course. Plan views, elevations, sections, details and schedules are examined in depth.

Recommended Coreq: CMT111.

(3 lec/0 lab) ***3 sem hrs***

CMT 111 Construction Materials 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 MEP systems.

Recommended Prereq: CMT111.

(3 lec/0 lab) ***3 sem hrs***

CMT 121 Sustainable Construction and Design Principles

Sustainable Construction and Design Principles is an introduction to sustainable design, building and remodeling. The elements and techniques of sustainable construction and design are explored. Students also review major state and national standards for sustainable building

(3 lec/0 lab) ***3 sem hrs***

CMT 201 Codes, Contracts and Specifications

This course provides an introduction to local, state, national and international building codes and standards, including a survey of code organizations and relevant legislation. Contracts commonly used in the industry are studied, along with an overview of project specifications necessary to meet contract requirements.

Recommended Prereq: BUS210; CMT111.

(3 lec/0 lab) ***3 sem hrs***

CMT 210 Construction Estimating

Construction estimating is covered, beginning with an understanding of the costs of labor, equipment and materials as well as profit and overhead. Quantity measurements of basic construction materials are used to develop bidding packages.

Recommended Prereq: CMT111; CMT115.

(3 lec/0 lab) ***3 sem hrs***

CMT 215 Contract and Project Administration

This course studies principals and procedures of construction project administration from the differing viewpoints of an owner's project representative and that of a contractor's on various project types. Specifically addressed are issues relating to authority, liability and responsibility of each party.

Recommended Prereq: CMT115; CMT201.

(3 lec/0 lab) ***3 sem hrs***

CMT 225 Construction Project Management

This course provides students with the knowledge required to plan, schedule and manage construction projects. Tools such as Gantt Charts, PERT and CP/M are discussed. Students apply electronic aids to assist in planning and scheduling a project. Basic total quality management, team building and change management techniques are also presented.

Recommended Prereq: CMT210 or concurrent enrollment.

Recommended Coreq: CMT215.

(3 lec/0 lab) ***3 sem hrs***

CMT 230 Construction Safety and Health

This overview of safety rules and procedures for working on construction sites includes general and company safety policies, construction site job hazards and procedures, and personal protective equipment needs and uses. It also includes lifting, ladder and scaffold procedures, hazards, communications requirements, and fire and electrical safety guidelines.

(3 lec/0 lab) ***3 sem hrs***

CMT 240 Construction Surveying

This course presents the principles and methods for transferring engineering and architectural designs to the ground to enable timely and efficient construction of buildings and site improvements. Associated topics include the use and care of surveying instruments, differential leveling, traversing, calculations, coordinate geometry, and basic site design principles.

Recommended Prereq: CMT105.

(2 lec/2 lab) ***3 sem hrs***

Criminal Justice (CRJ)

CRJ 100 Introduction to Criminal Justice

This survey and analysis of the criminal justice system includes an historical and philosophical overview of the development, with special emphasis on the system's primary components and the relationship of these components in the administration of criminal justice in the United States.

Recommended Coreq: CRJ101.

IAI: CRJ 901.

(3 lec/0 lab) ***3 sem hrs***

CRJ 101 Introduction to Corrections

This overview and analysis of the United States correctional system covers: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law.

Recommended Coreq: CRJ100.

IAI: CRJ 911.

(3 lec/0 lab) ***3 sem hrs***

CRJ 102 Criminal Justice Career Exploration

This course is designed to allow students to explore the various career choices within the criminal justice system. Emphasizing work-related characteristics, job duties employment potential, and career trends, the course provides an overview of the day-to-day operations and activities of policing.

(2 lec/0 lab) ***2 sem hrs***

CRJ 103 Criminal Justice Report Writing

This course provides criminal justice students with instruction and practice in the preparation of accurate police reports suitable for use in the courtroom. The development of a clear, concise, narrative writing style is emphasized, and weekly report writing exercises are critiqued.

Prereq: ENG101 or concurrent enrollment.

(3 lec/0 lab) ***3 sem hrs***

CRJ 105 Patrol Operations

This course introduces students to the police patrol function, focusing on the history of policing, the importance of communication, problem solving and tactics. Topics include law enforcement philosophies and theories, community policing, the importance of written and verbal communication in the patrol process, ethical considerations, officer safety and criminal investigation.

(3 lec/0 lab) ***3 sem hrs***

CRJ 107 Juvenile Justice

This overview and analysis of the juvenile justice system in the United States covers the history and the philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections is examined within the context of cultural influences. Theoretical perspectives of causation and control are introduced.

Prereq: CRJ100.

IAI: CRJ 914.

(3 lec/0 lab) ***3 sem hrs***

CRJ 120 The American Court System

This course studies the American criminal court system and its relationship with law enforcement and corrections. Focusing on the adult criminal court system, topics include the dynamics of the court system, the pivotal role the court plays in the criminal justice system, and the court's relationship with the juvenile justice system.

(3 lec/0 lab) ***3 sem hrs***

CRJ 200 Criminal Investigation

This course introduces students to the fundamentals of criminal investigation. Topics include an examination of the preliminary and follow-up investigation, crime scene search, and collection and preservation of evidence. Interviewing witnesses and victims, interrogation of suspects, and rules governing the admissibility of evidence in court testimony are also covered.

(3 lec/0 lab) ***3 sem hrs***

CRJ 202 Drug Enforcement Investigation

This course offers a study of drugs, including drug abuse and criminal usage and their impact on society and enforcement agencies. Emphasis is on the detection, recognition and investigation of drugs. The history of drugs, psychological and physiological reactions, the law, identification of drugs, and the tactics and investigation of drug violations are also covered.

(3 lec/0 lab) ***3 sem hrs***

CRJ 220 Criminal Law

This course examines and analyzes the structure and function of substantive criminal law and the principles of criminal law. The acts, mental state and attendant circumstances that are the necessary elements of crime are included.

Prereq: CRJ100.

(3 lec/0 lab) ***3 sem hrs***

CRJ 226 Criminal Evidence

This course introduces the student to legal requirements as they relate to the rules of evidence, including testimony of witnesses, admissibility of evidence and effective court testimony.

(3 lec/0 lab) ***3 sem hrs***

CRJ 230 Criminology

This course introduces students to the multi-disciplinary study and analysis of the nature, causes and control of crime. The measurement of crime and the interactive roles of the system, victim and offender are studied.

Prereq: CRJ100.

IAI: CRJ 912.

(3 lec/0 lab) ***3 sem hrs***

CRJ 235 Multicultural Law Enforcement

This course studies cultural diversity in America and its relationship with law enforcement. The content of the course includes the impact of diversity on law enforcement; cultural specifics for law enforcement; multicultural elements in terrorism and homeland security; law enforcement response strategies; and cultural effectiveness for law enforcement officers.

Recommended Prereq: CRJ100.

(3 lec/0 lab) ***3 sem hrs***

CRJ 250 Ethics in Criminal Justice

This course explores moral, ethical and professional issues that are encountered in the criminal justice professions. Topics covered include the following challenges faced by criminal justice practitioners: excessive use of force, corruption and graft, bribery and gratuities, and diversity of cultures and values.

(3 lec/0 lab) ***3 sem hrs***

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 102 Career Explorations in Early Childhood

This course examines the responsibilities of an early childhood professional, including practical guidelines for providing care for preschool-aged children and their families. State and local requirements, guidance techniques, communication with parents, health, safety and nutrition, learning experiences and multicultural education are all discussed.

(3 lec/0 lab) ***3 sem hrs***

ECE 106 Guiding Young Children

This course offers a study of early childhood guidance theories and practices. Emphasis is placed on the identification and application of positive guidance methods and techniques for the young child's optimal development. Cultural and societal influences and the impact they have on a child's behavior are also explored. Recording and observing behavior of teachers and children is a strong component. Field observations are required.

Recommended Prereq: ECE101; ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 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.

Recommended Prereq: ECE101; ECE115.

(1.5 lec/1 lab) ***2 sem hrs***

ECE 140 Inclusion in Early Childhood: Birth Through Age Eight

This course provides students with the tools and skills to work with children with developmental differences. The focus of the course is on inclusion, including the identification of developmental differences; assessment and referral practices; the adaptation of curriculum and learning environments, and the development of community support and parent/teacher partnerships.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 145 Multiculturalism in Early Childhood

This course focuses on the implementation of cultural and anti-bias education with young children. Emphasizing the development of practical applications that balance classroom daily routines, curriculum and teaching strategies with the child's home culture, the course presents effective ways that teachers can assist children in learning to respect, appreciate and develop positive interactions with people different than themselves. Theories of multicultural education and the student's own cultural identity and attitudes toward others are explored.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 198 Curriculum for Early Childhood Programs

This course provides an overview of the planning, implementation and evaluation of developmentally appropriate curriculum. Early childhood curriculum models are introduced and such topics as lesson plans, classroom management strategies, scheduling, materials and equipment are covered.

Recommended Prereq: ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 204 Infant and Toddler Curriculum

This course prepares students to develop and implement an infant/toddler curriculum, including design of a developmentally appropriate learning environment. It examines teacher competencies necessary for working with infants and toddlers. Supervised field observations are required.

Recommended Prereq: ECE101; ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 207 School-Age Programming

This course examines the knowledge and skills needed to work effectively with the school-age child. Focusing on the planning, organization, assessment and implementation of developmentally appropriate activities, the course also explores the impact of cultural diversity on all aspects of care and education of the school-age child.

(3 lec/0 lab) ***3 sem hrs***

ECE 210 Language Arts for the Young Child

This course offers a study of the language development of preschool children with specific emphasis on how language is acquired and used from ages 0-8. 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.

Recommended Prereq: ECE198.

(3 lec/0 lab) ***3 sem hrs***

ECE 215 Creative Activities for the Young Child

This course focuses on the theory and research related to the creative development of young children. Art and music resources that encourage children's creativity are also addressed.

Recommended Prereq: ECE198.

(3 lec/0 lab) ***3 sem hrs***

ECE 220 Mathematics and Science for the Young Child

This course emphasizes the theory and developmentally appropriate practices, activities and materials for early childhood education, mathematics and science curricula.

Recommended Prereq: ECE198.

(3 lec/0 lab) ***3 sem hrs***

ECE 225 Play and Creative Expression for the Young Child

This course provides a study of different theories and types of play. The role of the teacher in modeling and facilitating play is explored. Choosing appropriate materials and equipment for play is emphasized.

Recommended Prereq: ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 230 Early Childhood Center Administration

This course offers a study of guidelines for the establishment of 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.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab) ***3 sem hrs***

ECE 250 Early Childhood Education Practicum

This course combines a supervised, 240-hour fieldwork experience with on-campus group seminars. 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. Topics studied include: how markets work, competition, 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 behavior of the consumer; price theory and resource allocation; the behavior of the firm under different market conditions, including perfect competition and imperfect competition; antitrust policy; and the economics of the labor market.

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 include demand and supply; national income accounting theories; economic growth; economic fluctuations; income distribution; 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 210 Global Economic Issues

This course involves the analysis of current socioeconomic issues by actively applying basic economic principles and the evaluation of policy solutions from an economic perspective. Topics may include: income distribution and poverty, labor markets, international trade, immigration, environmental policy, health care, and education.

Prereq: ECN100 or ECN201 or ECN202.

(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)

See also Mathematics (MTH) and Music (MUS) for additional courses for education majors.

EDU 100 Strategies for the Paraprofessional Educator

This course provides an overview of the roles and responsibilities of a paraprofessional educator. Team building, instructional strategies, classroom management/organization techniques, diversity in the classroom, and the ethical and legal aspects of the role are considered. The student is also introduced to the ages and stages of child development and the field of special education.

(3 lec/0 lab) ***3 sem hrs***

EDU 200 Introduction to Education

This course provides an introduction to the profession of teaching in the context of the American educational system. The historical, philosophical, social and legal foundations of education are introduced, and ethical issues in a diverse society, the organizational structure of school systems and school governance are examined. 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 with 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***

Electronics Technology (ELT)

ELT 101 Introductory Electronics

This course introduces laboratory instruments, circuit components, basic measuring techniques and basic circuits used as building blocks in any electronic system.

(3 lec/2 lab) ***4 sem hrs***

ELT 110 DC-AC Circuit Analysis

This course provides students with the basics of Direct Current (DC) and Alternating Current (AC) circuits. This is knowledge fundamental to all other electronics courses and is used by those working in the electronics field.

(3 lec/2 lab) ***4 sem hrs***

ELT 120 Introduction to Solid State Devices

This course provides an introduction solid state devices. The topics covered are those most essential for modern technicians working in the electronics field.

Recommended Prereq: ELT110.

(3 lec/2 lab) ***4 sem hrs***

ELT 235 Microprocessors

This course provides students with a practical working knowledge of microprocessors and microcontrollers. This in turn prepares students to work on a wide variety of electronics systems that range from electronic appliances to automobiles and sophisticated robotic systems.

Recommended Prereq: ELT110.

(3 lec/2 lab) ***4 sem hrs***

ELT 296 Special Topics/Electronics

This course offers in-depth exploration of a special topic, issue or trend in the electronics field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab) ***1 to 3 sem hrs***

Emergency Medical Technician (EMT)

EMT 120 Emergency Medical Technician - Basic

This course emphasizes emergency medical care skills and teaches these skills in a job-related context based on the Department of Transportation (DOT) National Standard Curriculum. Course content includes the care of individuals with various traumatic/emergent medical conditions, as well as training in the use of medical equipment and materials. This course prepares the student for either the State licensure examination for the State Emergency Medical Technician Basic or the National Registry of Emergency Medical Technician Examination through the Illinois Department of Public Health. Repeatable to a maximum of 36 semester hours; 9 semester hours may apply to a degree or certificate.

Note: Students must submit proof of current CPR or Basic Life Support for Health Care Providers to the instructor on the first day of class and are required to purchase a stethoscope. The State of Illinois requires completion of GED or a high school diploma prior to testing for certification, and that students be at least 18 years of age to test. Proof of a tuberculosis test and current immunizations must be submitted to the instructor prior to the first day of the emergency room experience.

Prereq: 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, medical/legal issues, ethics, Emergency Medical Systems, personal wellness, injury prevention, communications, anatomy and physiology, pathophysiology, medication administration and life span development. This course includes classroom theory and laboratory experience.

Prereq: Program admission; current license as an EMT-B.

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, Pediatric Life Support, geriatric emergencies, Advanced Cardiac Life Support, airway management, patient assessment, arrhythmia recognition and cardiology. 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, personal wellness, injury prevention, communications, life span development, acute interventions for chronic-care patients, neurology, endocrinology, allergies/anaphylaxis, gastroenterology, urology/nephrology, toxicology, and substance abuse. 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, infectious disease, abuse and assault, challenged patients, extrication awareness, ambulance operations, medical incident command, crime scene awareness, rural EMS, and assessment-based management. 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 - 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, 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. The in-hospital clinical runs concurrently with the field clinical and the paramedic internship.

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 Paramedic I

Field clinical experience includes: a period of supervised pre-hospital experience on an Advanced Life Support vehicle. Students are under the direct supervision of a department approved mentor. This represents the phase of instruction where the student learns how to apply cognitive knowledge and the skills developed in the skills laboratory and hospital clinical to the field environment. The field clinical runs concurrently with the in-hospital clinical and the paramedic internship.

Prereq: Program admission; current license as an EMT-B; EMT124; EMT125; EMT126.

Coreq: EMT127; EMT130.

(0 lec/7.5 lab) ***2 sem hrs***

EMT 230 In-Hospital Clinical Experience - 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. The in-hospital clinical runs concurrently with the field clinical and the paramedic internship.

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 Paramedic II

Field clinical experience includes: a period of supervised pre-hospital experience on an Advanced Life Support vehicle. Students are under the direct supervision of a department approved mentor. This represents the phase of instruction where the student learns how to apply cognitive knowledge and the skills developed in the skills laboratory and hospital clinical to the field environment. The field clinical runs concurrently with the in-hospital clinical and the paramedic internship.

Prereq: Program admission; current license as an EMT-B; 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.

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. At least 50 percent of the course will require the student to use CAD. Additional lab time outside of class may be required in order to complete assignments/projects.

IAI: EGR 941.

(2 lec/2 lab) ***3 sem hrs***

EGR 220 Analytical Mechanics-Statics

This is the first part of an introduction to mechanics from an engineering perspective. It is a study of systems of forces and moments as they apply to the equilibrium of particles and rigid bodies and to the analysis of structures such as trusses, beams, frames and machines.

Prereq: MTH131; PHY221 or concurrent enrollment.

IAI: EGR 942.

(3 lec/0 lab) ***3 sem hrs***

EGR 230 Analytical Mechanics-Dynamics

This is the second part of an introduction to mechanics from an engineering perspective. It is a study of the motion of particles and rigid bodies, in general and as applied to simple mechanisms.

Recommended Prereq: EGR220.

IAI: EGR 943.

(3 lec/0 lab) ***3 sem hrs***

EGR 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)

NOTE: Placement in English courses is determined by scores on required assessment tests, ACT or SAT scores or other placement measure(s).

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 will facilitate students' academic learning experiences as they develop competency with reading and writing skills.

Prereq: Placement by appropriate scores on reading and writing tests. Refer to placement guide.

(1 lec/2 lab) ***2 sem hrs***

ENG 085 Basic Integrated Reading and Writing

This course integrates reading and writing in a comprehensive learning environment that offers additional academic support. 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: C or better in ENG075 or ENG080 or placement by appropriate scores on reading and writing tests. Refer to placement guide.

(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 expository 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 expository essays and writing projects and is the first in a two-course sequence. It concentrates on the writing process, identifying and responding to different audiences and rhetorical situations, and understanding the conventions of format and structure in various discourse communities, including academic writing. Practice in critical thinking and essay development is emphasized.

Note: IAI General Education requires a C or better in this course.

Prereq: C or better in ENG085 or ENG095 or placement by appropriate 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 expository essays and writing projects. The second of a two-course sequence, it concentrates on the writing process, identifying and responding to different audiences and rhetorical contexts, and understanding the conventions of format and structure in various discourse communities, including academic writing. Practice in critical thinking and essay development is emphasized. Students write analytical and argumentative essays, including an academic research paper.

Note: IAI General Education requires a C or better in this course.

Prereq: C or better in ENG101.

IAI: C1 901R.

(3 lec/0 lab) ***3 sem hrs***

ENG 152 Business Communication

This basic communication course for the occupational or technical student is intended to improve the student's written communication skills, with major emphasis on writing business correspondence more effectively 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 fiction, with emphasis on the structure, elements and skills common to creative expression in fiction. It is designed to help students discover and develop their own best medium for expression.

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 emphasis on the structure, elements, and skills common to creative expression in non-fiction. It is designed to help students discover and develop their own stories and research into fully developed narratives about the world around them.

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.

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, Naturalism, Modernism, Postmodernism and Multiculturalism, understood in relation to their intellectual, social and political contexts.

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 and enjoyment of the assigned readings are emphasized along with 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 915.

(3 lec/0 lab) ***3 sem hrs***

ENG 220 Multicultural Literatures of the United States

This course is an introduction to multicultural literary works of the United States, with emphases on novels, autobiographies, poetry, short stories, drama, memoir, essays, journals and other literary genres. This course requires students to read and understand a variety of texts in order to explore issues of race, ethnicity, class, caste, gender, sex, sexuality, nation, region, disability, age and ecosystem, along with history, formal dynamics and the personal as political.

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 skills are 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. This course is a continuation of ENG221 but may be taken independently.

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 and enjoyment of the assigned readings is emphasized along with 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 and enjoyment through a study and analysis of representative plays.

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 an introduction to fiction (short story and novellas or novels), poetry and drama from classic to contemporary selections. This course includes study of literary techniques and thematic interpretations of the works read.

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 with respect to structure and content through close reading of poems in a variety of styles from the Renaissance to recent times.

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.

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 readings from ancient times to the present. The course emphasizes the significance of the selections as human documents as well as their importance as literature. Although this course focuses primarily upon Western literature, representative texts from other cultures may be integrated into the syllabus. A cross selection of literary genre ranging from Greek and Roman epics to modern plays, love sonnets and modern short stories constitutes the course reading list.

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 genre written by women in English across several centuries and from a variety of racial, ethnic, sexual, class, disability, age, regional and national backgrounds. Students explore how systems of race, ethnicity, class, caste, gender, sex, sexuality, disability, age, region, nation and ecosystem affect the conditions under which women write as well as what they write. Students also explore differences and continuities in women writers' perspectives and their uses of form, content and subject.

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 Latina and Latino Literature

Latina and Latino Literature introduces students to major Latina and Latino writings in English in the United States. The course focuses on the primary works, authors and trends in Latina/o literature. Students read texts in a variety of genres--fiction, drama, essays, poetry, memoir, etc. Authors include, but are not limited to, those with roots in Cuba, the Dominican Republic, Mexico, Puerto Rico and throughout South, Central and North Americas.

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.

(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 aesthetic and production elements of the motion picture medium, including its narrative genres, directorial styles, cinematography, film acting, and film editing.

IAI: F2 908.

(3 lec/0 lab) ***3 sem hrs***

FLM 260 History of Film

This course surveys the historical development of film, emphasizing the study of international films, movements, genres, and innovations in film production that have had significant influence on film as an art form.

IAI: F2 909.

(3 lec/0 lab) ***3 sem hrs***

FLM 270 Film and Literature

This course is a study of formal, thematic and/or historical relationships between literary and cinematic forms, including an examination of adaptations and influences that demonstrate the strengths of each artistic medium.

IAI: HF 908.

(3 lec/0 lab) ***3 sem hrs***

Finance and Banking (FIN)

FIN 200 Principles of Finance

In this introduction to the role of financial management in today's business world, the following course topics are emphasized: financial markets, debt and equity financing, short and long term financing, capital budgeting, risk and rates of return, and financial statement analysis.

Recommended Prereq: ACC120.

(3 lec/0 lab) ***3 sem hrs***

FIN 205 Personal Finance and Investing

This course 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 fire department organization, fire behavior, building construction, safety, communications, self-contained breathing apparatus, extinguishers, and ropes and knots.

(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.

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 students with the skills and knowledge necessary to be examined and certified by the Illinois Office of the State Fire Marshal as a Hazardous Materials First Responder.

(3 lec/0 lab) ***3 sem hrs***

FSC 125 Advanced Technician Firefighter

This course provides partial training toward Advanced Technician Firefighter Certification and instructs Basic Operations Firefighter students in advanced firefighting techniques. Content for this course includes fire department organization, fire behavior, safety, communications, building construction, ladders, fire hose, water supply, tools and equipment, forcible entry, ventilation, fire control, protecting evidence for cause and origin, fire prevention and education, fire detection and alarm suppression systems, firefighter survival and technical rescue. Successful completion of this course, practical completion and passage of the state written exam along with other required Office of the State Fire Marshal courses leads to Office of the State Fire Marshal Certification as an Advanced Technician Firefighter.

Recommended Prereq: FSC105 and FSC115; or Basic Operations Firefighter Certification.

(4 lec/0 lab) ***4 sem hrs***

FSC 140 Fire Apparatus Engineer

This course is designed to provide students with the necessary background, knowledge and skills to perform the duties of a fire apparatus engineer, which include pump operations, pump functions, pumper components, pumper requirements for maintaining and testing apparatus, fire stream development, and water supply in relation to various fire ground situations. This course provides training toward Fire Apparatus Engineer Certification by the Illinois Office of the State Fire Marshal.

Recommended Prereq: Firefighter II Certification.

(4 lec/0 lab) ***4 sem hrs***

FSC 150 Vehicle and Machinery Operations

This course provides basic skills toward the performance of rescue specialist operations. It provides an introduction to the knowledge and skills required in the various specialties of extrication. This course provides training toward Rescue Specialist-Roadway Extrication Certification by the Illinois Office of the State Fire Marshal. Repeatable to a maximum of 6 semester hours; 3 semester hours may apply to the degree.

Recommended Prereq: Firefighter II Certification.

(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 toward Fire Instructor I Certification by the Illinois Office of the State Fire Marshal and is designed using NFPA Standard 1041, Chapter 2, 1996 edition. A Firefighter II Certification is required to qualify for an Instructor I Certification.

Recommended Prereq: Firefighter II Certification.

(3 lec/0 lab) ***3 sem hrs***

FSC 215 Vehicle Operations

This course provides partial training toward the Fire Service Vehicle Operator Certification. Students will be instructed in the safe operation of a fire service vehicle during emergency and non-emergency situations. The classroom instruction must be combined with a fire department practical driving exam for the completion of the Office of the State Fire Marshal examination for the Fire Service Vehicle Operator Certification.

(.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 will be examined. A laboratory component further explores these topics using the scientific method of 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. 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. It is intended to acquaint the student with a general understanding of culture including language and religion, spatial interaction between people, regionalism, the physical environment and population trends.

IAI: S4 900N.

(3 lec/0 lab) ***3 sem hrs***

GEO 296 Special Topics in Geography

This course offers in-depth analysis of a special topic, issue, or trend in geography. Topics 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***

Graphic Design (GRD)

GRD 135 Desktop Publishing

This course covers desktop publishing technology, progressing from the beginning to the advanced level. Students design projects exploring the software and hardware aspects of electronic page layout and design 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***

GRD 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***

GRD 165 Typography

This course provides an introduction to typographic history, study of letterforms, terms, classifications and typeface selection through psychological, emotional or cultural aspects. Students classify various categories and anatomy of type and recognize the aesthetic value of typographic-based designs. Structure, layout, legibility, readability, composition and information hierarchy, as well as the relationship of type to image and cultural context are examined using a variety of design applications.

Note: Software includes Adobe InDesign, Adobe Illustrator, and font editing and managing applications.

Prereq: GRD135 and GRD160; or concurrent enrollment.

(3 lec/0 lab) ***3 sem hrs***

GRD 170 Digital Image

This course covers digital image computer software, progressing from the beginning to the advanced level. Students learn techniques and features, with emphasis on composition and color, through a number of challenging assignments. Image scanning, manipulation, editing, repairing and color correction are also covered.

Note: Software includes Adobe Photoshop.

(1 lec/5 lab) ***3 sem hrs***

GRD 173 Graphic Design I

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.

Note: Software includes Adobe InDesign, Adobe Illustrator, Adobe Photoshop or other applications.

Prereq: GRD135 and GRD160; or concurrent enrollment.

(1 lec/5 lab) ***3 sem hrs***

GRD 190 Prepress and Print Production

This course covers the prepress process of graphic design from computer layout to printed piece, using technical aspects of digital print production. Students learn how to perform prepress functions such as image setter technology, direct image technology, electronic imposition, and basic halftone theory. This course also explains color theory as it applies to color separations, proofing, and printing inks, as well as creates color proofing systems.

Note: Software includes Adobe InDesign, Adobe Illustrator and Adobe Photoshop.

Prereq: GRD173 or concurrent enrollment.

(2 lec/2 lab) ***3 sem hrs***

GRD 273 Graphic Design II

This course is a continuation of the analysis and interpretation of graphic design through illustration, symbolism and typography. Emphasis is placed on developing a portfolio from visualization to production techniques, through directed studio exercises using industry-standard software applications.

Note: Software includes Adobe InDesign, Adobe Illustrator, Adobe Photoshop and other applications.

Prereq: GRD173.

(1 lec/5 lab) ***3 sem hrs***

GRD 280 2-D Animation and Multimedia

This course is a study of the computer-generated animation sequence from storyboard through two-dimensional (2-D) rendering to final output. Students learn to apply basic principles of design, perspective, and composition; as well as artistic and technical skills, including drawing and storytelling and combine images, illustrations, type and sound into animation.

Note: Software includes Adobe Flash, Apple Final Cut Pro, and other sound and graphic design programs.

Recommended Prereq: GRD160; GRD170.

(1 lec/5 lab) ***3 sem hrs***

GRD 285 3-D Animation and Multimedia

This course explores the design of basic 3-D models, and the production of animations with time, 3-D space, and sound. The process of traditional cell animation is examined, and students will develop a film concept utilizing storyboarding, animatic or pre-production techniques.

Note: Software includes Autodesk Maya and other applications.

Recommended Prereq: GRD280.

(1 lec/5 lab) ***3 sem hrs***

GRD 290 Graphic Design Studio Art

This is an advanced studio course for art and graphic design majors that develops visual, technical and expressive fluency as well as individual creativity. It uses the vocabulary of advertising, design, printing and related fields. Students can further their knowledge on the professional level as a reflection of concentration in a subject field of the student's choosing.

Prereq: Consent of instructor.

(1 lec/5 lab) ***3 sem hrs***

GRD 292 Graphic Design Portfolio

This course is a culmination of the skills learned in the graphic design curriculum. Students reassess progress made and projects produced in their graphic design classes. Each student produces a professional portfolio from new and existing projects. A digital designer's resume, an electronic portfolio, interviewing techniques and job opportunities/internships are explored.

Recommended Prereq: All major GRD, ART and WEB courses in the graphic design curriculum.

(.5 lec/1 lab) ***1 sem hrs***

Health Education (HED)

HED 100 Personal Wellness

This course is designed to deal with common health problems. Emphasis is placed on prevention, maintenance and improvement through self-responsibility in areas of: achieving wellness, eating and exercising toward a healthy lifestyle, building healthy relationships, understanding and preventing disease, drug use and abuse, environmental influences and making healthy choices.

(3 lec/0 lab) ***3 sem hrs***

Health Information Technology (HIT)

HIT 100 Introduction to Health Information Technology

This course is a comprehensive study of the health information management profession and the health record. It introduces the student to the development of the Health Information Management (HIM) profession as well as the history, structure and function of the American Health Information Management Association. The structure, content, and standards of the paper-based and electronic health record are also covered in this course. Emphasis is placed on health care data sets, data collection, storage and retrieval. Specialized health records, indexes and registries will be described and their functionality explained.

Recommended Prereq: Placement in college-level English coursework.

(3 lec/0 lab) ***3 sem hrs***

HIT 105 Medical Terms for Health Occupations

This course acquaints students with a method for studying the language of health care. Students learn stems, prefixes and suffixes commonly used in medical terminology.
(1 lec/0 lab) ***1 sem hrs***

HIT 110 Medical Terminology

This course is designed to teach word elements of roots, combining forms, suffixes, and prefixes, definitions, spelling and the use of correct abbreviations of medical terms. The course content is organized around body systems and emphasizes the terminology and application related to health information technology.
Recommended Prereq: HIT100 or concurrent enrollment.
(3 lec/0 lab) ***3 sem hrs***

HIT 120 Medical Office Procedures

Students learn about effective organizational and medical office management, professional organizations, legalities and ethics. The role and responsibilities of the administrative medical assistant are emphasized.
Recommended Prereq: HIT105 or HIT110.
(3 lec/0 lab) ***3 sem hrs***

HIT 130 Medical Insurance and Reimbursement

Reimbursement and payment systems of health insurance payers are examined, highlighting private and governmental policies. Major classes of health insurance contracts are examined with emphasis on benefits and limitations.
Recommended Prereq: HIT105 or HIT110; HIT120 or MLA150.
(3 lec/0 lab) ***3 sem hrs***

HIT 135 Health Care Delivery Systems

This course is an overview of the American 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: HIT100 or concurrent enrollment.
(2 lec/0 lab) ***2 sem hrs***

HIT 140 Legal and Ethical Issues in Health Care

Legal and ethical issues applicable to health information are emphasized within this course. Emphasis is placed on the purposes and goals of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security rules. Course topics examine privacy, confidentiality and the security of the health record, access to patient health information; release of health information (ROI) policies and procedures; professional and practice-related ethical issues in health information management.
Recommended Prereq: HIT100 or concurrent enrollment.
(2 lec/0 lab) ***2 sem hrs***

HIT 210 ICD Coding

This course is an introduction to the International Classification of Diseases (ICD) coding principles for services rendered by physicians. Practice in the assignment of valid diagnostic codes is emphasized to orient the students to coding requirements, terminology and characteristics. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Prereq: HIT220 or concurrent enrollment.
(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. 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 via inpatient recorders, encoder software and AHIMA's Virtual Lab. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: HIT110. Prereq: C or better in BIO260.
(3 lec/0 lab) ***3 sem hrs***

HIT 215 CPT Coding

This course provides an introduction to the guidelines, rules and terms for the Current Procedural Terminology (CPT) and the Center for Medicare/Medicaid Services' Healthcare Common Procedure Coding System (HCPCS) classification systems and the application of those rules to coding patient services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.
Prereq: C or better in BIO260.
(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: 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 provides a detailed study of the impact of computer applications on HIM services and on healthcare information services. In addition, students explore the growth and development of the electronic health record and the field of health informatics. Emphases on the HIM applications include: release of information; use of encoders and groupers; cancer registry; chart locator system; chart deficiency system; and transcription system. The conceptual models and functionality of the electronic health record in the current healthcare environment are defined. The student analyzes the technical components of the electronic health record including: laboratory and pharmacy information systems, picture archiving and communication systems, order sets, clinical protocols, provider order entry, medication administration record, point-of-care charting, and clinical decision support systems. The benefits and barriers of implementing the electronic health record are discussed. Other topics include Admission, Discharge, and Transfer (ADT) system, financial information systems, Master Patient Index, systems development life cycle, data quality integrity and security, document imaging, and maintenance and monitoring of data storage systems.

Prereq: HIT100.

(2 lec/0 lab) ***2 sem hrs***

HIT 248 Organization Resources

The philosophy and functions of human and financial resource management within the healthcare setting are examined. Emphasis is placed on planning, organizing, directing, coordinating and controlling, theories of decision-making, problem-solving, motivation, leadership and communication, in addition to quality and performance improvement, budgeting, the revenue cycle, work processes and goal setting.

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 Conditioning (HVA)

HVA 110 Introduction to HVAC/R

This course introduces the learner to the terminology, concepts and scientific principles used in the refrigeration industry and develops skills in pipefitting, use of hand tools and operation of test instruments and equipment used in the refrigeration trade.

(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. Labs are done on both electrical trainers as well as live equipment.

(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 and Dehumidification. 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.

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 Refrigerant EPA Certification and HVAC/R Safety

This course is intended to prepare students for the certification test required by Section 608 of the Federal Clean Air Act. Topics covered include OSHA 10, Hazardous refrigerants, ladder safety, fall restraints, and LOTO. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.

(2 lec/0 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..

Recommended Prereq: All 100-level HVA courses or concurrent enrollment.

(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 discussed.

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 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 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.

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, heat gain load calculation and duct layout and design are presented. Topics include equipment sizing location and selection, heat transmission, infiltration, R-value, U-valve, duct sizing, duct 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 hot water hydronic heating systems. Students receive hands-on experience in installing, troubleshooting, and repairing a hot water boiler, baseboard heat distributing units, and copper piping.

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 of walk-in and reach-in coolers and freezers and ice makers by building on concepts learned in the Introduction to HVAC/R and Residential Air Conditioning Systems. This course will differentiate between HVAC and refrigeration, focusing on equipment sizing and selection, installation piping and wiring of refrigeration system controls.

Prereq: C or better in HVA130, HVA160 and HVA180.

(2 lec/2 lab) ***3 sem hrs***

History (HIS)

HIS 101 World History to 1500

This course surveys the economic, social, cultural and political history of global peoples and cultures from ancient times to 1500, paying particular attention to the ways in which discrete peoples conceived of and organized themselves and their societies, as well as their regional relationships and interactions with global communities.

IAI: S2 912N.

(3 lec/0 lab) ***3 sem hrs***

HIS 102 World History Since 1500

This course surveys the economic, social, cultural and political history of global peoples and cultures from 1500 to the present, paying particular attention to relationships and interactions with global communities.

IAI: S2 913N.

(3 lec/0 lab) ***3 sem hrs***

HIS 111 Western Civilization to 1648

This examination of Western civilization reviews the major historical developments from the experiences of the Near Eastern populations, the Greeks and the Romans, through the Middle Ages, and concludes with early modern history to 1648. The course employs social and cultural history, as well as the more traditional political and economic approaches.

IAI: H2 901.

(3 lec/0 lab) ***3 sem hrs***

HIS 112 Western Civilization Since 1648

This examination of Western civilization reviews the major historical developments in modern history from 1648 to the present. The course employs social and cultural history, as well as the more traditional political and economic approaches.

IAI: H2 902.

(3 lec/0 lab) ***3 sem hrs***

HIS 121 American History to 1865

This examination of American history reviews the major historical developments from the experiences of the indigenous peoples, the colonial regimes, and nation building through the sectional crisis and concludes with the Civil War. The course employs social, 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 Abuse

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 (DSM) 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 psycho-pharmacological 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 deliver 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 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***

Interdisciplinary Studies (IDS)

IDS 110 Introduction to Women's and Gender Studies

This course will focus on the experiences of women and LGBTQ+ 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)

See also Sign Language (SGN).

ITP 200 Introduction to Interpreting

This course is designed to provide an introduction to the profession of interpreting. The course details the ethical and professional responsibilities of the interpreter, defines the interpreting process, and presents terminology common to the profession.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP210; ITP211; ITP221; ITP231.
(3 lec/0 lab) ***3 sem hrs***

ITP 210 Etymology for Interpreters

This course is designed to increase sign development for interpreters. Emphasis is given to the analysis of word meanings in various contexts, correct fingerspelling, and the correct selection and production of sign equivalents. Students are also introduced to the theory and history of transliterating as well as specific strategies to employ when voice to sign transliterating.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP200; ITP211; ITP221; ITP231.
(3 lec/0 lab) ***3 sem hrs***

ITP 211 Transliterating I

This course is designed to assist students in developing the requisite skills necessary for successful voice to sign transliterating. Course work focuses on sign productions, fluency, speed, conceptual sign choices, clarity, mouth movements, affect and the incorporation of 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 oral and deaf-blind consumers, specialized sign vocabulary for 12-step programs, and techniques for artistic interpreting. The course also promotes the development of both interpreting and transliterating skills through vocabulary expansion in ASL and English.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP223; ITP230; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 223 Interpreting II

This course is designed to provide students with an opportunity to develop more advanced skills in simultaneous interpreting and discourse analysis.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP222; ITP230; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 230 Specialized Areas of Interpreting

This course is an online introduction to the nature, techniques and implications of interpreting in the educational, medical, religious, mental health and legal settings. Students also prepare for the written and performance portions of the national certification evaluation and begin field experience.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP222; ITP223; ITP232.
(3 lec/0 lab) ***3 sem hrs***

ITP 231 Sign to Voice I

Sign to Voice I is designed to assist students in developing the requisite skills for successful sign to voice interpreting. This course focuses on improving receptive skills, developing appropriate ethical/professional behavior and utilizing public speaking techniques. The course provides extensive practice with consecutive and simultaneous voice interpreting.
Prereq: Program admission; successful completion of all SGN courses.
Coreq: ITP200; ITP210; ITP211; ITP221.
(3 lec/0 lab) ***3 sem hrs***

ITP 232 Sign to Voice II

Sign to Voice II is designed to assist students in developing advanced voicing skills. This course focuses on improving concentration and listening, giving feedback on performances, working as a member of a voicing team, and preparing for formal sign to voice interpreting presentations.
Prereq: Program admission; ITP200; ITP210; ITP211; ITP221; ITP231.
Coreq: ITP212; ITP222; ITP223; ITP230.
(3 lec/0 lab) ***3 sem hrs***

ITP 290 The Interpreter as Practitioner

This course is designed to teach students how to apply their sign skills and knowledge of the interpreting role in a variety of real-life situations. As they are completing their field experiences, students are asked to share experiences from their respective sites and formulate responses that reflect appropriate professional conduct and are in accordance with the Registry of Interpreters for the Deaf, Code of Professional Conduct. In addition, students explore the role and responsibilities of the interpreter in three specialized areas: traffic court, a medical office visit and a mental health interview. The protocol for working with a deaf interpreter is also discussed.
Prereq: Program admission; successful completion of all other ITP courses; demonstrated proficiency per the ITP guidelines.
(3 lec/0 lab) ***3 sem hrs***

Japanese (JPN)

JPN 101 Elementary Japanese I

This course 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, this course covers English riding (Saddleseat), grooming, leading, saddling, & bridling.
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: 160lbs, per stable requirements. For noncredit course see REC892 in the Community Education section of the noncredit schedule.
(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, simple figure work, and horse psychology.

Note: Maximum weight limit: 160 lbs., per stable requirements. For noncredit course see REC893 in the Community Education section of the noncredit schedule.

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 of shooting, passing, dribbling and rebounding, which are practiced in actual game situations.

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. Self-defense techniques, including methods of preventing attacks, breaking falls and basic throws, are taught.

Note: For noncredit course see REC890 in the Community Education section of the noncredit schedule.

(0 lec/2 lab) ***1 sem hrs***

KPE 124 Basketball II

This course is designed for the experienced collegiate basketball player. Advanced techniques of shooting, passing, dribbling and rebounding are taught and practiced in actual games situations.

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. It is a cardiovascular workout consisting of jabs, hooks, uppercuts, and kicks designed to get you on your way to a leaner body and healthier state of mind. This is a non-contact course and gloves are not required.

Note: For noncredit course see FIT894 in the Community Education section of the noncredit schedule.

(0 lec/2 lab) ***1 sem hrs***

KPE 134 Zumba Fitness

This course improves an individual's cardiovascular system through participation in aerobic exercise routines set to Latin-infused dance music. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined. Intensity is elevated to a level appropriate to one's training heart rate.

Note: For noncredit course see FIT827 in the Community Education section of the noncredit schedule.

(0 lec/2 lab) ***1 sem hrs***

KPE 141 Jogging

Designed for the student desiring to improve or maintain cardiovascular fitness, this course combines theory and practice to gain maximum short- and long-term cardiovascular benefits.

(0 lec/2 lab) ***1 sem hrs***

KPE 142 Weight Training

This course is designed for either the beginning or experienced weight trainer. The course covers muscle and strength development and includes lifts, body building and Olympic lifts.

Note: Students have use of the fitness center.

(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 Asanas 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, flexibility, energy, 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.

Note: For noncredit course see FIT892 in the Community Education section of the noncredit schedule.

(0 lec/2 lab) ***1 sem hrs***

KPE 150 Basic Prevention and Care of Athletic Injuries

This course is an introduction to the field of athletic training for students planning careers in athletic training, coaching, physical education, or a fitness profession. The course will provide students with the knowledge and skills necessary for the proper care and management of athletic injuries. Additionally, students will learn how to establish an effective health care system, prevent and minimize sports-related injuries, recognize and manage specific areas and conditions, and apply their skills and knowledge in a variety of 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, recreation, and sport. Emphasis will be placed on the historical background and philosophies relating to physical education, the future direction of physical education, and traditional and new career opportunities. Emphasis is placed on physical education as a profession.

(3 lec/0 lab) ***3 sem hrs***

KPE 203 Current Issues in Sports

This course examines the interaction between sport and culture, the relevance of sport in modern society, and the social processes which influence sport.

(3 lec/0 lab) ***3 sem hrs***

KPE 204 Introduction to Coaching

This introduction to the major aspects of athletic coaching includes: developing a philosophy, different coaching and player personalities, motivation, discipline, communication, self-confidence, team cohesion, outside influences, leadership styles, and cultural and minority issues.

(3 lec/0 lab) ***3 sem hrs***

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 course provides an overview of the foundational content within the areas of exercise science as well as options available for professional career opportunities, career development, and employment. Topics include: historical development of exercise science, 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: growth and development, curriculum design, teaching techniques, motor skill development, and evaluation.
(3 lec/0 lab) ***3 sem hrs***

KPE 211 First Aid and Emergency Care

This course provides consistent guidelines and training which enable the citizen responder to recognize and respond appropriately to cardiac, breathing and first aid emergencies. Upon successful completion of the course, participants may receive the American Red Cross Responding to Emergencies, CPR/AED and First Aid certificates.
(3 lec/0 lab) ***3 sem hrs***

KPE 231 Theory and Practice of Basketball

This course covers the techniques for developing competitive basketball skills. Included are the study of basketball rules, strategy and instruction methods for coaching basketball.
(2 lec/0 lab) ***2 sem hrs***

KPE 234 Group Exercise Instruction

This course is designed to prepare exercise specialists with the knowledge and skills needed to teach the methods and concepts of group exercise instruction. Theoretical learning and practical application techniques are emphasized throughout the course.
(3 lec/0 lab) ***3 sem hrs***

KPE 235 Survey of the Sports Organization

This course surveys sports administration and sports business techniques as they pertain to the sport enterprise. Students attain theoretical knowledge and practical skills in preparation for various sport managerial and business careers. Also covered are decision making and planning from the sport manager's perspective and the impact of corporate sponsorship on the sport.
(3 lec/0 lab) ***3 sem hrs***

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 knowledge and skills needed to assess health status and health behaviors in order to create and update exercise prescriptions. Emphasis is placed on the exercise specialist obtaining as much information as possible about a participant to optimize the benefit-to-risk ratio.
(3 lec/0 lab) ***3 sem hrs***

KPE 239 Exercise and Sport Nutrition

This course covers the essentials of human nutrition and examines the metabolic and physiologic basis for macro-nutrient and micro-nutrient recommendations during training, competition/performance, and recovery. Other topics include: body composition and weight management, effect 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 and covers the practical aspects of operating a fitness business. Topics include: business plan development, sales, marketing, service, operations, administration, management, legalities, 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. Students may obtain the OSHA 10 Hour card.

(1 lec/0 lab) ***1 sem hrs***

MTT 102 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 Coreq: MTT110. Coreq: MTT100.

(1 lec/4 lab) ***3 sem hrs***

MTT 103 Manufacturing Processes and Production

This course is an introduction on how manufacturing transforms materials into products. Students will learn about the varying types of production and about the materials used in production while becoming familiar with the types of processes used in manufacturing including machining, casting and assembly. Students are prepared for a portion of the MSSC Certified Production Technician (CPT) assessment.

(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 are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems. Students are prepared for a portion of the MSSC Certified Production Technician (CPT) assessment.

(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 are prepared for a portion of the MSSC Certified Production Technician (CPT) assessment.

(2 lec/ lab) ***2 sem hrs***

MTT 106 Computer Integrated Manufacturing

Computer-integrated manufacturing (CIM) is the manufacturing approach of using computers to control the entire production process. This integration allows individual processes to exchange information with each other and initiate actions. In a CIM system functional areas such as design, analysis, planning, purchasing, cost accounting, inventory control, and distribution are linked through the computer with factory floor functions such as materials handling and management, providing direct control and monitoring of all the operation.

(3 lec/0 lab) ***3 sem hrs***

MTT 110 Print Reading for the Trades

Principles and concepts of interpreting blueprints of machined parts, electricity, and hydraulic systems are covered. Topics include exploded view, details, ladder diagrams, and fluid power.

(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.

Recommended Prereq: MTT110; MTT120.

(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, alloy classification systems, industrial and manufacturing concepts, properties and testing, and industrial and manufacturing processes and applications.

(3 lec/0 lab) ***3 sem hrs***

MTT 120 Introduction to Computer Numerical Control

Introduction into computer numerical controls (CNC) used on industrial machining centers. Topics include the economics, setup, and operations of CNC equipment used to manufacture consumer goods. 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

The set-up, operation, and programming of computer numerical control (CNC) vertical machining centers is presented. Fundamentals in CNC concepts and programming are presented. Topics include shop safety, positioning and coordinate systems used in CNC programming, part programming, cutting processes, diagnosis and correction of programming errors, and advanced programming techniques used in production machining. Students will be using Haas vertical machining centers and will have the opportunity to test for their National Institute for Metalworking Skills (NIMS) level 1 operator, setup, and programming credential.

Recommended Prereq: MTT110; MTT111. Prereq: MTT120 or consent of instructor.

(1 lec/4 lab) ***3 sem hrs***

MTT 126 CNC Lathe Operations and Programming

The set-up, operation, and programming of computer numerical control (CNC) turning centers is presented. Fundamentals in CNC concepts and programming are presented. Topics include shop safety, positioning and coordinate systems used in CNC programming, part programming, cutting processes, diagnosis and correction of programming errors, and advanced programming techniques used in production machining. Students will be using Haas turning centers and will have the opportunity to test for their NIMS level 1 operator, setup, and programming credential.

Recommended Prereq: MTT110; MTT111. Prereq: MTT120 or consent of instructor.

(1 lec/4 lab) ***3 sem hrs***

MTT 200 Advanced CNC Programming

This is a study of the computer aided manufacturing methodologies used by industry to aid CNC programming of two axis machining for both lathe and mill applications. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Prereq: MTT125 or MTT126 or consent of instructor.

(1 lec/4 lab) ***3 sem hrs***

MTT 202 Job Shop Processes

This is an advanced study of machining processes used to complete industry related machining projects. Students will finish their degree by working on manufacturing parts supplied and supported by local industry partners. Students will also be able to test for National Institute of Metalworking Skills (NIMS) certifications in manual mill, lathe, and level II CNC machining. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: MTT110; MTT111. Prereq: MTT102; MTT125; MTT126.

(1 lec/4 lab) ***3 sem hrs***

Management (MGT)

See also Industrial/Organizational Psychology (PSY 245).

MGT 200 Principles of Management

This course introduces management practices and theories with an emphasis on planning, organizing, leading, controlling, and the ethical implications of management practices. A comprehensive perspective on the application of management techniques within all types of organizations is presented.

Recommended Prereq: BUS100.

(3 lec/0 lab) ***3 sem hrs***

MGT 210 Supervisory Management

This course 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.

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, 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. 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. Pre- and post-production, scripting, graphics set design and lighting, system process engineering, and post-production skills are also emphasized.
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 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)

NOTE: Placement in mathematics courses is determined by scores on required assessment tests or ACT or SAT scores or other placement measure(s). The geometry requirement may be met by verification of successful completion of high school geometry. To request a review of your high school transcript to verify your ACT or SAT scores and geometry completion, email mathplacement@waubonsee.edu.

MTH 050 Basic Mathematical Skills

This course is a review of the structure and applications of arithmetic. Topics covered include the addition, subtraction, multiplication, and division of decimals and fractions.
(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. In addition to the textbook, an access code is required for this class. TI-84 or TI-84+ calculator 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. In addition to the textbook, an access code is required for this class. TI-84 or TI-84+ calculator 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 099 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.
Coreq: MTH107.
(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 verbal problems. Topics covered include logical statements and arguments, geometry in problem solving, estimation, approximation, judging reasonableness of answers, problem solving and statistics.

Note: A graphing calculator is strongly recommended for the course; a TI-83 is sufficient.

Prereq: C or better in 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, solutions of inequalities and equations, coordinate systems, functions, polynomials, rational functions, exponential and logarithmic functions, graphing and transformations of functions, and 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 counselor.

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 onto MTH131. Topics include: real numbers, complex numbers, solutions of inequalities and equations, coordinate systems, functions, polynomials, rational 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 counselor.

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 counselor.

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 and analytic geometry covers limits and continuity, the definition of the derivative, rate of change, and slope, derivatives of polynomial, rational, trigonometric, exponential, and logarithmic functions, the chain rule, implicit differentiation, approximation by differentials, L'Hopital's Rule, higher order derivatives, Rolle's Theorem, the Mean Value Theorem, applications of derivatives, an introduction to antiderivatives and definite integrals, areas and 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. Topics include: problem-solving strategies, patterns and sequences, set theory, numeration systems, number theory, and operations with whole numbers, integers, rational numbers, and real numbers. Emphasis is on math content and manipulatives used to teach mathematics in grades K-8.

Prereq: C or better in MTH070 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, difference equations, 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 theorums 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 covers linear equations of the first order linear equations with constant coefficients; the general linear equations; variation of parameters; undetermined coefficients; linear independence; the Wronskian; exact equations; separation of variables; applications; solutions of Laplace transforms; solution by power series and partial differential equations.

Prereq: C or better in MTH233.

IAI: MTH 912.

(3 lec/0 lab) ***3 sem hrs***

Medical Assistant (MLA)

MLA 150 Basic Administrative Procedures for the Medical Assistant

A patient-centered approach is used in this course that introduces the student to administrative medical assisting competencies utilized in the health care setting. Students receive CPR and First Aid certification. Students are taught fundamental triage skills, techniques of patient instruction, and basic clerical duties such as maintaining patient records, scheduling appointments and procedures, processing telephone calls, and handling finances for a medical practice.

Recommended Prereq: CIS110 and HIT105; or concurrent enrollment.

(2.5 lec/1 lab) ***3 sem hrs***

MLA 171 Medical Assistant Clinical I

This course is designed to instruct the medical assistant student in the routine clinical procedures of the medical office. Students are taught OSHA regulations and the use of Standard Precautions in the medical office. Proficiency is obtained in taking vital signs, collecting patient information and documentation. The student is taught body positions for examinations, methods of examination and aseptic technique, and are introduced to venipuncture in order to assist the primary health care provider in the medical setting.

Prereq: Program admission; BIO260; HIT105 or HIT110.

(1.5 lec/2 lab) ***2.5 sem hrs***

MLA 172 Medical Assistant Clinical II

This course instructs the student in performing the more advanced and invasive procedures that are required of the medical assistant. The student is taught techniques of specimen collection, basic 12-lead electrocardiography (ECG), principles of medication administration, and the proper use and application of assistive devices. This course emphasizes reinforcing basic patient care instruction to encompass all phases of the life cycle and special patient needs.

Prereq: Program admission; MLA210.

(1.5 lec/2 lab) ***2.5 sem hrs***

MLA 210 Laboratory Procedures for the Medical Assistant

This course introduces the student to basic techniques for performing routine laboratory tests done in the medical office. These include phlebotomy skills and the physical, chemical and microscopic examination of urine and blood, as well as understanding the implications of normal and abnormal results. The proper collection, handling and labeling of urine and blood specimens, agglutination and coagulation tests, and an introduction to microbiology are also covered. The student continues to observe all OSHA and bloodborne pathogen standards.

Prereq: Program admission; MLA171.

(2 lec/2 lab) ***3 sem hrs***

MLA 220 Pharmacology for the Medical Assistant

This course examines how drugs are processed and utilized in the body, and medication classification and administration. Therapeutic and adverse effects of drugs are considered. Patient education related to drug therapy is emphasized. A component of mathematics utilizing metric and apothecary systems to calculate the dosage of medications is included.

Prereq: Program admission; HIT105 or HIT110; BIO260 or concurrent enrollment.

(2 lec/0 lab) ***2 sem hrs***

MLA 230 Medical Law and Ethics

This course addresses medical ethics, moral principles, state health care provider practice acts, legal responsibilities, liability, HIPAA regulations and civic duties of the health care professional.

(1 lec/0 lab) ***1 sem hrs***

MLA 298 Medical Assistant Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the medical assistant field. It provides students with 160 hours of on-site experience in the role of medical assistant. Students are assigned to an area physician's office, clinic or outpatient facility to participate in both the administrative and clinical areas of the practice, and observe various health care personnel perform tasks and duties. The student does not receive remuneration or payment for this learning experience. Repeatable to a maximum of 4 semester hours on a space available basis; 2 semester hours may apply to the medical assistant certificate.

Prereq: Program admission; C or better in MLA courses and HIT130; recommendation of instructor.

(.5 lec/9.5 lab) ***2 sem hrs***

Military Science (MSC)

See ROTC Transfer Option in the Educational Options section of this catalog.

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 occupation into 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, as well as 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) 466-5785 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 150 Vocal Techniques: An Introduction to Singing

This course provides an introduction to the vocal techniques of singing: breathing, phrasing and interpretation. Music for the class is chosen from many styles, ranging from Broadway to art compositions.

(2 lec/0 lab) ***2 sem hrs***

MUS 151 Class Instruction-Piano I

Conducted in the electronic piano lab, this course provides beginning 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.

Note: For noncredit course see MUS891 in the Personal Enrichment section of the noncredit schedule.

(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. For noncredit course see MUS890 in the Personal Enrichment section of the noncredit schedule.

(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.

Note: For noncredit course see MUS894 in the Personal Enrichment section of the noncredit schedule.

(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 162 Rock Music Ensemble

This course, which is a study of the various styles and techniques of rock music from the 1950s to the present through a performance group, is open to all musicians — guitar, percussion, keyboards, horns, singers and any other instruments used in rock music performance. Repeatable to a maximum of 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.

Note: For noncredit course see MUS895 in the Personal Enrichment section of the noncredit schedule.

Recommended Prereq: Music background.

(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.

Note: For noncredit course see MUS896 in the Personal Enrichment section of the noncredit schedule.

Recommended Prereq: Music background.

(0 lec/2 lab) ***1 sem hrs***

MUS 166 Vocal Ensemble: Waubonsee Chorale

The Waubonsee Chorale is a vocal ensemble of approximately 30 male and female singers. The group explores the lively art of small ensemble singing through performances of selected music, such as madrigals, spirituals and other traditional choral music forms. It is open to all students and community residents. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AFA or AA degree. A minimum of 4 hours of practice each week is required.

Note: For noncredit course see MUS898 in the Personal Enrichment section of the noncredit schedule.

(0 lec/3 lab) ***1 sem hrs***

MUS 170 Electronic Music Ensemble

This performance ensemble utilizes Waubonsee's recording studio facilities and equipment to develop and perform original compositions. 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.

Note: For noncredit course see MUS886 in the Personal Enrichment section of the noncredit schedule.

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 172 Guitar Ensemble

This is an ensemble for guitar that covers traditional musical works from classical to jazz, in addition to various popular styles. Students will also focus on performance techniques interpreting the style appropriate to ensemble repertoire. 4 semester hours may apply to an AFA or AA degree.

Recommended Prereq: Musical background.

(0 lec/2 lab) ***1 sem hrs***

MUS 175 All College Steel Band

This entry-level steel pan ensemble performs Caribbean, Pop, Classical and other genres of music. Introduction to the history, construction, development and voices of the instruments, as well as, technique will be discussed. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.

Note: For noncredit course see MUS893 in the Personal Enrichment section of the noncredit schedule.

(1 lec/1 lab) ***1.5 sem hrs***

MUS 176 Waubonsee Community College Performing Steel Band

This intermediate-level steel pan ensemble performs Caribbean, Pop, Classical and other genres of music. Students will take a more in-depth look at these genres and will be introduced to basic steel band arranging. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement.

Recommended Prereq: MUS175.

(1 lec/1 lab) ***1.5 sem hrs***

MUS 180 Applied: Composition/ Arranging

This course provides private instruction in composition individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on compositional technique and creative original projects. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: Student's skill level will be assessed for appropriate course placement. A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

(1 lec/0 lab) ***1 sem hrs***

MUS 181 Applied: Piano

This course provides private instruction in piano individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: One year of piano study or MUS151 or MUS251.

(1 lec/0 lab) ***1 sem hrs***

MUS 182 Applied: Voice

This course provides private instruction in voice individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on a technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: MUS150.

(1 lec/0 lab) ***1 sem hrs***

MUS 183 Applied: Woodwinds

This course provides private instruction in woodwinds individually designed for a student who intends to be a non-major and complete an AA degree. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: Student's skill level will be assessed for appropriate course placement. A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

(1 lec/0 lab) ***1 sem hrs***

MUS 184 Applied: Brass

This course provides private instruction in brass individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: Student's skill level will be assessed for appropriate course placement. A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

(1 lec/0 lab) ***1 sem hrs***

MUS 185 Applied: String Instruments

This course provides private instruction in string instruments individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on a technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: MUS154 or MUS254.

(1 lec/0 lab) ***1 sem hrs***

MUS 187 Applied: Percussion

This course provides private instruction in percussion individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to an AA degree.

Note: Student's skill level will be assessed for appropriate course placement. A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: One semester of percussion study.

(1 lec/0 lab) ***1 sem hrs***

MUS 188 Applied: Audio Production

This course provides private instruction in audio production and MIDI programming individually designed for a student that intends to be a non-major and complete an AA degree. Students concentrate on creative musical projects utilizing Waubonsee's recording studios commensurate with their current ability.

Note: Student's skill level will be assessed for appropriate course placement. A total of 8 contact hours are provided per semester. Cost per half-hour lesson is approximately $16, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: MUS121. Prereq: MUS211; MUS213.

(1 lec/0 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 Waubonsee's recording studios for assigned projects. A minimum of 3 hours of Waubonsee studio work is required each week.

Recommended Prereq: Familiarity with basic functions of Mac OS.

(3 lec/0 lab) ***3 sem hrs***

MUS 213 Advanced Studio Recording

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 Waubonsee's recording studios for assigned projects. A minimum of 3 hours of Waubonsee studio work is required each week.

Prereq: MUS211.

(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) 466-2501, for audition information. Students must audition by Friday of week 2 and register by Friday of week 3.

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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

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 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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

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 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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: MUS150.

(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 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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

(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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

(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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

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 Waubonsee'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 $33, which is covered by tuition and course fee. Contact Dr. Mark Lathan, Assistant Professor, (630) 466-2501.

Recommended Prereq: MUS121. Prereq: MUS211; MUS213.

(2 lec/0 lab) ***2 sem hrs***

MUS 296 Special Topics/Music

This course offers in-depth exploration of a special topic, issue or trend in the 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, 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. Included in the fees are: $4 for a Waubonsee 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.

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; nursing math proficiency test.

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 is designed to assist the student in the transition to the role of graduate nurse. The course focuses on the use of the nursing process in caring for groups of patients. Content includes conditions of the eye and ear, orthopedic, neurologic and emergency nursing, care of the burn patient and other conditions of the integumentary system. Ethical, legal, political and social issues affecting health care are also explored.

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***

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 I

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, 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 II

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, 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 phlebotomy technician. Instruction in human structure and function of the peripheral vascular and circulatory systems, specimen collection, specimen processing and handling, and laboratory operations is included. The student is also taught legal and ethical issues related to phlebotomy and specimen collection, infection control and OSHA requirements.

Note: Each student is required to carry a personal health insurance policy. Proof of insurance is due by the fourth week of an 8-week PBT105 Theoretical and Clinical Aspects of Phlebotomy class, or by the seventh 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.

Recommended Coreq: COM125; HIT105 or HIT110.

(3.5 lec/2 lab) ***4.5 sem hrs***

PBT 297 Phlebotomy Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the phlebotomy field. It provides the student with 120 hours of hands-on experience provided at a site within the community. The student is afforded an opportunity to perform a minimum of 100 successful venipunctures and 25 successful skin punctures, per certification requirements. Repeatable to a maximum of 3 semester hours on a space-available basis; 1.5 semester hours may apply to the phlebotomy certificate.

Prereq: Reading assessment; C or better in PBT105; COM125 or concurrent enrollment; HIT105 or HIT110 or concurrent enrollment; American Heart Association Basic Life Support for Health Care Providers; physical examination; completion of two-step tuberculosis test; proof of current immunization status.

(.5 lec/7.5 lab) ***1.5 sem hrs***

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)

See also Educational Psychology (EDU 210).

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.

(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***

Real Estate (REL)

REL 100 Real Estate Broker Pre-License

Required to take the Illinois Real Estate Broker Licensing Exam, this course introduces real estate principles including agency, career options, client and customer relationships, contracts, employment agreements, financing, local, state and federal laws, real property, marketing, market analysis, and property valuation.

(5 lec/0 lab) ***5 sem hrs***

REL 105 Real Estate Broker Pre-License: Applied Principles

Required to take the Illinois Real Estate Broker Licensing Exam, this interactive course applies the real estate concepts introduced in REL100 to the practice of real estate agency through the use of case and situational studies, demonstration of common real estate activities, and role play.

Prereq: REL100.

(1 lec/ lab) ***1 sem hrs***

REL 115 Real Estate Broker Post-License

Required during the initial license period to renew the Illinois Real Estate Broker License, this course augments and reinforces licensees' knowledge of agency, client and customer relationships, closings, contracts, conveyances, financing, license law, marketing, real property principles, and risk management.

Note: Real estate license required.

Recommended Prereq: Illinois Real Estate Broker License.

(1 lec/0 lab) ***1 sem hrs***

REL 116 Real Estate Broker Post-License: Applied Principles

Required during the initial license period to renew the Illinois Real Estate Broker License, this course applies licensees' knowledge of agency, client and customer relationships, closings, contracts, conveyances, financing, license law, marketing, and real property principles, through the use of case and situational studies, and/or role play.

Note: Real estate license required.

Recommended Prereq: REL115; Illinois Real Estate Broker License.

(1 lec/0 lab) ***1 sem hrs***

REL 200 Real Estate Managing Broker Pre-License

Required to take the Illinois' Real Estate Managing Broker Licensing Exam, this course focuses on broker management topics such as company policies and procedures, disclosure, dispute resolution, escrow, licensing, operations, recruiting, supervision, and other industry issues.

Note: Real estate license required.

Recommended Prereq: Illinois Real Estate Broker License.

(2 lec/0 lab) ***2 sem hrs***

REL 205 Real Estate Managing Broker Pre-License: Applied Management and Supervision

Required to take the Illinois' Real Estate Managing Broker Licensing Exam, this interactive course applies broker management topics through the use of case and situational studies, and/or role play.

Note: Real estate license required.

Recommended Prereq: REL200; Illinois Real Estate Broker License.

(1 lec/0 lab) ***1 sem hrs***

REL 260 Residential Real Estate Investing

This course, designed to look at both long- and short-term investment strategies, provides an introduction to real estate investment with an emphasis on residential property. Topics include real estate economics, investment principles, distressed properties, and taxation. This course does not fulfill any licensing requirements.

(3 lec/0 lab) ***3 sem hrs***

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)

See also Interpreter Training (ITP).

SGN 101 American Sign Language I

This course is an introduction to American Sign Language (ASL). The course explores ASL sign vocabulary and grammatical structures and also serves as a basic introduction to Deaf Culture.

(3 lec/0 lab) ***3 sem hrs***

SGN 102 American Sign Language II

This course is designed to provide students with skills necessary to communicate in American Sign Language (ASL) at an advanced level. Grammatical structures and cultural principles are emphasized. Students build both receptive and expressive skills.

Prereq: C or better in SGN101.

(3 lec/0 lab) ***3 sem hrs***

SGN 104 Signs in Everyday Use

This course is designed to assist students in expanding their conversational skills in American Sign Language. The course introduces several unique numbering systems and non-manual modifiers as well as advanced fingerspelling and mime techniques.

Prereq: C or better in SGN101 and SGN105, or concurrent enrollment.

(3 lec/0 lab) ***3 sem hrs***

SGN 105 Linguistics of ASL I

This course is designed to introduce students to advanced vocabulary and linguistics of American Sign Language (ASL). The course addresses the development of conversational fluency in 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 (ASL). Focus is on the development of fluency with more advanced sign vocabulary and more complex ASL linguistics. Students are introduced to a series of thematically related signs that can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.

Prereq: C or better in SGN101, SGN104, and SGN105.

Recommended Coreq: SGN108, if interested in the ITP program.

(3 lec/0 lab) ***3 sem hrs***

SGN 108 Conceptually Accurate Signed English

This course provides students with the opportunity to communicate using English syntax with American Sign Language signs and grammatical features. Students receive expanded sign vocabulary, extensive practice with comparative translations, and an introduction to simultaneous voice to sign transliterating.

Prereq: C or better in SGN101, SGN104, and SGN105; C or better in SGN102 and SGN106, or concurrent enrollment.

(3 lec/0 lab) ***3 sem hrs***

SGN 110 Introduction to American Deaf Culture

This course introduces students to American Deaf Culture. The course includes a description of the specific cultural values, norms and traditions as well as criteria for membership. It explores the experiences of deaf individuals throughout the life span.

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)

See also Social Psychology (PSY 235).

SOC 100 Introduction to Sociology

Introduction to Sociology includes the study of the major theories and concepts of sociology. Analyses of culture and social structure, socialization and the principles of individual and group interactions, deviance, and social inequalities are addressed. Topics discussed are poverty and social stratification, race, gender and sexualities. Social forces and social movements on population and environment are examined.

IAI: S7 900.

(3 lec/0 lab) ***3 sem hrs***

SOC 120 Racial and Ethnic Relations

Racial and Ethnic Relations analyzes the theoretical explanations of prejudice, discrimination and stratification on racial, religious, and ethnic groups in American society. This course examines the persistence of group identity, impact of group conflict, changes in majority-minority group relations and current trends in racial identity. Government policy and related social problems are discussed.

IAI: S7 903D.

(3 lec/0 lab) ***3 sem hrs***

SOC 130 Sociology of Family

Sociology of Family is the study of the institution of family and the theoretical context of family patterns within society. The impact of changing American demographics and culture on the structure of family in society is emphasized, and the areas of economy, social class, aging, and crises are examined in the social context of family. Sociological study of family focuses on socialization, gender roles, pair bonding and sexuality, marriage, divorce and remarriage, and parenting and childhood.

IAI: S7 902.

(3 lec/0 lab) ***3 sem hrs***

SOC 140 Community Leadership and Civic Engagement

This course introduces students to concepts such as public service, community leadership, volunteering, activism, philanthropy, and charitable giving to provide contextual depth to their understanding of civic engagement, especially in the nonprofit sector. Students will gain insight about the roles nonprofits play in contributing to a civil society while also learning some of the technical realities facing nonprofit organizations. Nonprofit subsectors ranging from education and health to environmental and international are described and discussed independently and in relationship to government and business sectors. Students are also exposed to many of the enduring societal challenges (e.g. hunger, poverty, homelessness, etc.) that nonprofit organizations work to alleviate as well as some operational aspects associated with running a nonprofit agency.

(3 lec/0 lab) ***3 sem hrs***

SOC 210 Social Problems

This course offers an introductory survey of the major social problems that are exhibited within contemporary American society. The focus is on the behavior, causes, prevention and/or treatment of such social problems as poverty, crime, drug abuse and addiction, marital conflicts and child rearing, mental illness, racism and sexism.

IAI: S7 901.

(3 lec/0 lab) ***3 sem hrs***

SOC 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.

Prereq: C or better in SPN202 or consent of instructor or counselor.

IAI: H3 916.

(3 lec/0 lab) ***3 sem hrs***

SPN 296 Special Topics in Spanish

This course offers in-depth exploration of a special topic, issue or trend as it relates to the Spanish language. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab) ***1 to 3 sem hrs***

Surgical Technology (SUR)

SUR 100 Principles of Surgical Technology

This course provides an overview of the surgical technology profession and develops concepts and principles required for successful participation as a member of the surgical team. Topics include: role/responsibilities of the surgical technologist, patient needs, legal/ethical issues, the surgical environment, asepsis, OSHA regulations, and basic patient care and safety. The course includes classroom and lab instruction, with observation experiences in the surgical, GI lab, and sterile processing settings.

Prereq: Program admission; BIO250, BIO260, and HIT105; or concurrent enrollment.

Coreq: SUR110.

(2.5 lec/3 lab) ***4 sem hrs***

SUR 105 Perioperative Patient Care

This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities and communication used in surgical technology. Topics include professional behaviors, medical terminology, operating room environment, anesthesia, physiology of wound healing, proper body mechanics, universal precautions and biomedical sciences. Students will focus on the role of the operating room patient care technician, scope of practice and specific duties of the operating room patient care technician.

Prereq: NAS101 with a C or better or concurrent enrollment and COM125 with a C or better or concurrent enrollment.

(4 lec/0 lab) ***4 sem hrs***

SUR 110 Surgical Pharmacology

This course introduces principles of intraoperative pharmacology as prepared and delivered by the surgical technologist, with an emphasis on patient safety. Topics include weights and measurements, drug conversion, interpretation of prescriptive orders, drug classification and concepts of anesthesia administration. The legal aspects of medication administration as well as the roles of the surgical technologist, registered nurse and anesthesia team in intraoperative pharmacology are examined.

Prereq: Program admission; BIO250, BIO260, and HIT105; or concurrent enrollment.

Coreq: SUR100.

(2 lec/0 lab) ***2 sem hrs***

SUR 120 Instrumentation and Practices Common to Surgical Procedures

This course orients the student to the clinical environment and provides experience with basic skills necessary to the surgical technologist or perioperative nurse. Topics include: scrub techniques, sterile gowning, gloving and draping, surgical equipment, instruments, sutures, and dressings required for surgeries in various medical fields, processing of instruments and supplies, and environmental sanitation. Clinical experience in the central processing area is included.

Prereq: Program admission; SUR100.

(3 lec/4 lab) ***5 sem hrs***

SUR 150 Health Problems and Surgical Procedures I

An introduction to surgical procedures, incisions, wound closure, operative pathology and common complications as applied to general and specialty surgery is provided to the surgical technology or perioperative nursing student. The course includes a review of anatomy, physiology, pathology, and surgical interventions for procedures in the following areas: general, obstetrical and gynecologic, thoracic, peripheral vascular, otologic, head and neck, and plastic and reconstructive.

Prereq: Program admission; SUR100; SUR110; SUR120.

Coreq: SUR151.

(2 lec/0 lab) ***2 sem hrs***

SUR 151 Surgical Tech Clinical I

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation including general urologic, orthopedic, cardiac, neurologic and ophthalmic. Emphasis is placed on related surgical anatomy, pathology and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies and equipment. Upon successful completion, students should be able to function in the role of an entry-level surgical technologist.

Prereq: Program admission; SUR100; SUR110; SUR120.

Coreq: SUR150.

(0 lec/15 lab) ***3 sem hrs***

SUR 200 Health Problems and Surgical Procedures II

An introduction to surgical procedures, incisions, wound closure, operative pathology and common complications as applied to general and specialty surgery is provided to the surgical technology student. The course includes a review of anatomy, physiology, pathology and surgical interventions for procedures in the following areas: general, urologic, orthopaedic, cardiac, neurologic and ophthalmic.

Prereq: Program admission; SUR120; SUR150; SUR151.

Coreq: SUR201; SUR220.

(2 lec/0 lab) ***2 sem hrs***

SUR 201 Surgical Tech Clinical II

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation including general urologic, orthopedic, cardiac, neurologic and ophthalmic. Emphasis is placed on related surgical anatomy, pathology and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies and equipment. Upon successful completion, students should be able to function in the role of an entry-level surgical technologist.

Prereq: Program admission; SUR150; SUR151.

Coreq: SUR200; SUR220.

(0 lec/15 lab) ***3 sem hrs***

SUR 220 Seminar in Surgical Technology

This course serves as the capstone experience for the surgical technology student's entry into the workplace as a technical professional. Current issues in health care and clinical practice, career opportunities and career-seeking strategies are discussed. Topics also include professionalism, recognition as a member of the health care/surgical team, and certification.

Prereq: Program admission; SUR150; SUR151.

Coreq: SUR200; SUR201.

(.5 lec/0 lab) ***.5 sem hrs***

Sustainability (SUS)

SUS 101 Creating Your Sustainable Future

In this course, students think sustainably about the climate crisis, fuel, renewable energy, agriculture, conserving water, poverty and wealth. Students calculate carbon footprints and explore solutions for the future.

(3 lec/0 lab) ***3 sem hrs***

Theatre (THE)

THE 100 Theatre Appreciation

This course 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, drama and nonfiction. Emphasis is placed on the development of the human voice and the use of bodily movement as instruments to be used by the interpreter of literature. Incorporating the study of social and cultural contexts of literature is a primary part of a pre-performance analysis and complements the oral interpretation.

IAI: TA 916.

(3 lec/0 lab) ***3 sem hrs***

THE 130 Diversity in American Theatre

This course examines American dramas and dramatists that reflect the racial, immigrant and minority experience in the U.S. The study includes an analysis of themes, conflicts and racial/ethnic/minority characterizations in a historical, social and cultural contexts. The course demonstrates how theatre as an art form reflects and comments on society.

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, 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 the legal and ethical issues involved in therapeutic massage. Topics include history, contemporary development, professional ethics, scope of practice, and contemporary issues in the profession.

Prereq: Program admission; BIO260; HIT105; TMS100.

Coreq: TMS120.

(2 lec/0 lab) ***2 sem hrs***

TMS 120 Massage Techniques I

This course introduces the theory and techniques of chair massage and full-body Swedish massage. The course content includes the wellness benefits of massage; basic indications and contraindications of massage; endangerment sites of the body; hygiene, sanitation and safety practices; draping and positioning the client; care of equipment and supplies; as well as fitness and self-care for the massage therapist.

Prereq: C or better in BIO260 and HIT105.

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 techniques. Joint movements, body mobilizations, muscle energy techniques, sports massage, stretching and exercise are incorporated in theory and hands-on classes. Contemporary massage and bodywork topics include myofascial techniques, trigger point therapy, reflexology and others.

Prereq: Program admission; TMS110; TMS120.

Coreq: TMS140.

(2 lec/3 lab) ***3 sem hrs***

TMS 130 Massage Techniques III

This course explores various types of therapies often used in conjunction with therapeutic massage, as well as the use of massage therapy to support clients with common conditions and common postural deviations. The course also addresses working with special populations. The topics covered in this course include: Asian and energy based body work, spa treatments, stress reduction techniques, hydrotherapy and temperature therapies, and aromatherapy. As the final course in the Therapeutic Massage Program, the student gains experience in organizing community outreach events and in using the tools and study strategies for the Massage and Bodywork Licensing Examination.

Prereq: TMS125; TMS140.

Coreq: TMS146; TMS164.

(3 lec/4 lab) ***5 sem hrs***

TMS 135 Session Planning and Documentation

This course teaches the student how to plan and document a therapeutic massage session. The student will learn how to interview a client, collect subjective information, collect objective information, assess the client condition, set client goals, develop a plan, and document the session.

Prereq: C or better in BIO260 and HIT105.

Coreq: TMS110; TMS120.

(1 lec/0 lab) ***1 sem hrs***

TMS 140 Massage Clinical I

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend 16 hours in seminar discussing clinical situations, client plans and S.O.A.P. charting, as well as learning the indications and contraindications of massage with regard to common medications.

Prereq: Program admission; TMS110; TMS120.

Coreq: TMS125.

(1 lec/2 lab) ***2 sem hrs***

TMS 146 Massage Clinical II

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend 16 hours in seminar discussing clinical situations.

Prereq: Program admission; TMS125; TMS140.
Coreq: TMS130; TMS164.
(1 lec/2 lab) ***2 sem hrs***

TMS 150 Business Practices for Massage Therapists

This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Topics covered include starting a new practice, establishing a bookkeeping system, maintaining client records, and delivering a business plan.

Prereq: Program admission; TMS110.
(3 lec/0 lab) ***3 sem hrs***

TMS 162 Neuromusculoskeletal Foundations for the Massage Therapist

This course studies the human nervous, muscular and skeletal systems, and how these systems work together to produce movement. This provides the foundation for the study of biomechanics, posture and gait. This course further touches on the effects of therapeutic massage on these systems, and how massage can generally be used to improve dysfunctional patterns. This course incorporates palpation of human subjects and the use anatomical models.

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. Beginning with the fundamental concepts of pathology and homeostasis,pathologic conditions of the integumentary system, musculoskeletal system, nervous system, cardiovascular system, lymph and immune system, respiratory system, digestive system, endocrine system, urinary system and reproductive system are covered.

Prereq: BIO260, or BIO270 and BIO272.
(2 lec/2 lab) ***3 sem hrs***

Welding (WLD)

WLD 100 Survey of Welding

This survey course covers the principles and practical application of the major manual and semi-automatic welding and cutting processes. The emphasis of this course is on the proper selection and use of each welding process.

(2 lec/2 lab) ***3 sem hrs***

WLD 101 Blueprint Reading for Welders

This course emphasizes the development of print reading for welders with a focus on the interpretation of drawings, welding symbols and dimensioning standards. Several practical problems and exercises are included.

(3 lec/0 lab) ***3 sem hrs***

WLD 102 Blueprint Reading for Welders I

This course emphasizes the development of print reading for welders with a focus on the interpretation of drawings.

(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 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.

(2 lec/2 lab) ***3 sem hrs***

WLD 120 Shielded Metal Arc Welding I

The theory and practice of SMAW (Shielded Metal Arc Welding- stick) are featured in this course. Process techniques using various types of mild steel electrodes in the four positions are practiced.

(2 lec/2 lab) ***3 sem hrs***

WLD 122 Welding Inspection and Testing

This course introduces the principles and applications of destructive and non-destructive testing and inspection of welds.

Recommended Prereq: WLD120.
(2 lec/0 lab) ***2 sem hrs***

WLD 125 Gas Metal Arc and Flux Cored Arc Welding

The theory and practice of GMAW (Gas Metal Arc Welding-MIG) and FCAW (Flux Cored Arc Welding) are featured in this course. Process techniques using mild steel and aluminum in the four positions are practiced. Welds are made using short circuit, spray and pulsed type transfers and aluminum is introduced.

(2 lec/2 lab) ***3 sem hrs***

WLD 130 Gas Tungsten Arc Welding

The theory and practice of GTAW (Gas Tungsten Arc Welding-TIG) are featured in this course. Process techniques using various types of mild steel, stainless steel and aluminum in the four positions are practiced.

(2 lec/2 lab) ***3 sem hrs***

WLD 150 Metallurgy and Heat Treatment

This study in the types and industrial uses of ferrous and nonferrous alloys is designed to study a material's tensile strength, harden ability, impact strength and Rockwell hardness. Non-destructive testing such as zyglo, eddy current, spot check, magna flux and ultrasonic is introduced. Heat treatment ovens and process are also covered. Emphasis is placed on the manufacture, properties and applications of these materials in industry today. Powder metallurgy is also covered.

(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.

Recommended Prereq: WLD101.
(2 lec/2 lab) ***3 sem hrs***

WLD 220 Shielded Metal Arc Welding II

The theory and practice of SMAW (Shielded Metal Arc Welding - stick) on V-grooves are featured in this course. V-grooves with and without backing in all four positions are practiced.

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.

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.

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***

World Wide Web (WEB)

See also Computer Information Systems (CIS).

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 230 Dreamweaver

Using Dreamweaver, students will learn to utilize frameworks and templates to design and publish fully functional websites.

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.

Prereq: WEB230.

(2 lec/2 lab) ***3 sem hrs***

WAUBONSEE

what you can learn

Admissions and Registration

2019/2020

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 Full-Time and/or Degree-Seeking Students

Students in the following categories need to submit a New Student Information Form, obtain proper course placement, and complete an Electronic Registration and Planning (E-RAP) session:

- full-time (enrolled in 12 credit hours or more in one semester);
- applying for financial aid;
- seeking a degree or certificate.

View the New Student Information Form online at www.waubonsee.edu/nsif.

While not usually required prior to registering, students may find it valuable to submit official transcripts from their previously attended high school, 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 ACT, SAT, GED or HiSet scores; placement testing results; previous coursework; or other measures. Visit www.waubonsee.edu/placement for more specific criteria and details.

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

Once course placement has been obtained, all new full-time and/or degree-seeking students must complete the Electronic Registration and Planning (E-RAP) tutorial.

All students pursuing a transfer degree program must meet the Illinois Board of Higher Education admission standards. Those standards are described in this catalog under the Transfer Degrees Program. Students who do not fully meet these requirements are required to make up any deficiencies during their first year as a full-time student.

New Student Registration and Orientation

All first-time, full-time students are required to complete a specific registration and orientation process. The two major components of this process are E-RAP and New Student Orientation.

E-RAP

New first-time, full-time students must complete an Electronic Registration and Planning (E-RAP) tutorial before registering for courses. New part-time students are strongly encouraged to complete E-RAP. The tutorial explains Waubonsee's degree and certificate programs and teaches students how to use the college catalog, credit schedule and test scores to select courses. Students then register and pay for their first semester of courses online.

Students can access E-RAP through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to login. See page 10, Getting Started at Waubonsee, for more details.

NEW STUDENT ORIENTATION FOR FULL-TIME AND/OR DEGREE-SEEKING STUDENTS

After completing E-RAP and registering for courses, new full-time students must also register for a New Student Orientation session (NSO 600). These sessions are free and do not earn college credit. Register via the waubonsee website.

New Student Orientation sessions are offered July and August for fall term and January for spring term. To view available dates and times, visit www.waubonsee.edu/schedules. For more information, see Getting Started at Waubonsee on page 10 or call Admissions at (630) 466-5756.

Admission of Part-Time and/or Non-Degree-Seeking Students

Students enrolling in fewer than 12 credit hours per semester and/or not seeking a degree or certificate must complete the New Student Information Form before registering for their first semester of classes. The form can be found online at www.waubonsee.edu/nsif.

Prior to enrolling in English or mathematics courses, students in this category are required to obtain proper course placement based on their ACT, SAT, GED or HiSet scores; placement testing results; previous coursework; or other measures. Part-time students applying for financial aid are also required to obtain proper course placement as part of the financial aid application process. For details and test preparation tools visit www.waubonsee.edu/plato. Self-study materials may also be purchased in the college bookstore or by visiting accuplacer.collegeboard.org/student/practice.

Before registering, new part-time students are strongly encouraged to complete Electronic Registration and Planning (E-RAP). Students can access E-RAP through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to login.

New part-time and/or non-degree-seeking students must register for courses in person or by mail or fax, once they have completed a New Student Information Form. See registration instructions in the current schedule of courses or online at www.waubonsee.edu/register.

Admission of Transfer Students

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 167 for new full-time and/or degree-seeking students. They should also:

1. Submit official transcripts from all previous regionally-accredited colleges and/or universities to Registration and Records.
2. Once you have an X-number and can log in to mywcc, complete the online Transcript Evaluation Request Form (TERF) located in the Student Forms section of the mywcc Student Tab.

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 a counselor or 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 181.

Admission of Noncredit Students

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

Reclassification of Student Status

A student wishing to change status, from non-degree seeking to degree-seeking or from part time to full time, must complete the New Student Information Form if one is not on file. If one is on file, a Student Information Change Form can be completed. This form is available through the mywcc portal or in person at the Registration and Records Office. Once the form is completed the student must follow assessment and E-RAP procedures described earlier for new full-time and/or degree-seeking students.

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 173 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 at Dickson Center, Room 224, (630) 466-2723.

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 sudents 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 via online request at https://www.waubonsee.edu/admission/enroll/new-students/international/index.php. 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.
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.
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 Counseling 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 pre-requisites. See Tuition and Fees for details. Students registered for credit have up until midterm of a course to change to audit status. Once the course has started, auditing students cannot change to credit status. High school students are not eligible to audit courses.

Administrative Withdrawal

Waubonsee Community College reserves the right to administratively withdraw those students

- who are not actively attending or pursuing course objectives as established by their instructors,
- who are enrolled in courses not consistent with placement testing and course prerequisites,
- who fail to pay their tuition and fees, or
- who receive sanctions from the Student Conduct Board. Call the Dean for Student Success and Retention for more information (see directory).

Student-Initiated Withdrawal

Students are responsible for officially withdrawing from each course(s) they are no longer attending. A student who withdraws from a credit course after the end of the refund period will receive a withdrawal grade (not used in calculating GPA). Students who fail to properly withdraw from a course may receive a failing grade of F for that course.

The last day to withdraw from a course depends on the course length. See Registration, Refund and Withdrawal Dates, listed in each semester schedule or online at www.waubonsee.edu.

Students should be aware of the impact of a withdrawal on full-time status for financial aid eligibility. Students should consult with a counselor prior to withdrawing from a class to determine the best course of action for their individual situation.

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, printable from their mywcc portal, and attach a copy of their orders. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service. Additional information on the Withdrawal Due to Active Duty Policy can be found on the website at www.waubonsee.edu/veterans. Questions should be directed to the Veterans Services staff.

WAUBONSEE

what you can learn

Tuition and Fees

2019/2020

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 furnish legal evidence 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 furnish legal evidence proving residence.

Out-of-district students who want to attain an occupational degree or certificate offered only at Waubonsee and not at their own district community college should refer to the Cooperative Agreement on page 174.

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 furnish legal evidence 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: 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 15 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	$130.00
Illinois out-of-district student	$372.30
Out-of-state student	$402.82
International student	$402.82
Online (all students)	$130.00

**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
Re-enrollment fee (after first day of class;non-refundable)	$50.00
Insufficient funds charge	$25.00
Delinquent account fee	$25.00
Transcript Fee	
Written request	$10.00/each
Online request	$5.00/each

Free unofficial transcripts are available through mywcc.

Student Fees

The student fee is assessed at a rate of $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 mustcomplete this Senior Citizen Tuition Waiver Application and present it to the Bursar Office. 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 Bursar 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 initial application.

Paying for Classes

- Full or partial payment is due at the time of registration.
- Earlier registration means smaller monthly payments! See partial payment below.

Note: Any prior balance must be paid in full prior to registration.

WHAT ARE THE PAYMENT OPTIONS?

- **Full Payment:** Tuition and fees totaling less than $200 require full payment.
- **Partial Payment:** Students must pay the required first installment and the remaining balance in monthly payments. (A $25 nonrefundable set-up fee is charged for selecting this option — it's automatic when students make the first payment.)
- **Financial Aid/Scholarship:** If a student is paying the balance with Financial Aid/Scholarships which include Waubonsee Gustafson and/or Waubonsee Foundation scholarships in full this will ensure your registration is held for the term. If Financial Aid/Scholarships is covering a portion of the balance, you must pay the remaining balance in full or set up a payment plan.
- **Employer Payments:** If a student's employer is paying his/her tuition and fees, and should be billed directly, a letter from the company, including the contact name and company address (on company letterhead), is required at the time of registration.

Questions? Contact the Bursar Office at (630) 466-5705.

FINANCIAL AID AND SCHOLARSHIP RECIPIENTS

Students should apply for financial aid at least three months prior to registration and coordinate with the Financial Aid Office before registration to ensure that loans, grants, and/or scholarships are applied at the time of registration. Students who have not accepted their financial aid award letter online through mywcc prior to registration must make a payment in order to hold their classes.

HOW TO PAY

Pay by cash, electronic check* or credit card (VISA, MasterCard, Discover or American Express). Full or partial payments can be made:

- online at 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:
  Bursar 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 accounts online portal. 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 cancels registrations if students do not select a payment option at the time of registration. Payment is required even during college holidays and breaks.

Students dropped for non-payment who are seeking to re-enroll after the first day of the course may be able to request re-enrollment through the college's late enrollment process. Late enrollment is available during the first week of 8-, 11- (for summer terms), 12- and 16-week courses only. If approved, a non-refundable $50 re-enrollment fee and tuition payment is due when re-enrolling.

Students must officially withdraw from each course they do not plan to attend. Enrollment will not be cancelled if any payment has been received for the semester.

Unpaid fees will prevent registration for additional courses or receipt of grades, diploma, and/or transcripts and 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 withdrawal. Withdrawals made online are effective when the transaction is complete. Withdrawals submitted in writing are effective according to the postmark date of the letter or the fax date and time. Full refund of tuition and fees is granted if the college cancels a course.

The academic calendar for each semester lists the last day for refunds for 16-week courses. Also see Registration, Refund and Withdrawal Dates, listed in each semester schedule, for additional refund dates. A student account appeal process is available if disputing a charge(s) and must be based on circumstances which prevented attending a course(s). Student account appeal forms are available at mywcc.waubonsee.edu.

The college reserves the right to make the final decision on all refunds. Contact the Bursar Office regarding refund policies.

Textbooks

Students are expected to buy their own textbooks and supplies as specified for each course. These may be purchased at one of the college bookstores at either the Sugar Grove or Aurora Downtown Campus, or by ordering online at waubonsee.collegestoreonline.com.

Cost for books and supplies are listed by course at www.waubonsee.edu/schedules 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."

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

WAUBONSEE

the help available

Financial Aid

2019/2020

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.

General Application Procedure

Details on the application process can be found online at www.waubonsee.edu/financialaid.

Students must apply each academic year. The application process starts 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 Information Form and select an eligible program. A certificate program must be at least 16 credit hours to qualify. A list of ineligible programs is available online at www.waubonsee.edu/financialaid;
- enroll for eligible classes. A list of ineligible classes is available online at www.waubonsee.edu/financialaid;
- make satisfactory academic progress toward a degree or certificate as defined in the Standards of Academic Progress;
- be aware that financial aid does not cover audited courses or more than one repeat of a previously passed course;
- accept the Terms and Conditions of all financial aid offered.

Standards of Academic Progress

In accordance with the United States Department of Education, and State of Illinois regulations, Waubonsee Community College has established minimum Academic Progress guidelines for the receipt of financial aid. These standards apply to all students who apply for grant, loan, and/or work-study funds from state or federal programs of financial aid. The standards apply to cumulative academic performance regardless of whether or not the student was an aid applicant during each term of attendance.

1. COMPLETION RATE REQUIREMENT

Students must **complete at least 67 percent of all credits attempted** in order to finish their academic programs within the Maximum 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 179 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 in each term's Credit Course Schedule.

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 Waubonsee Community College is limited to 90 total attempted credit hours, which represents 150 percent of standard program length, or to the first AA, AS, 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 a Counselor to prepare a Financial Aid Academic Plan. This Plan must be signed by a counselor and be submitted to the Financial Aid Office before the Appeal/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 a counselor. 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 a Counselor 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 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 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 a counselor is highly recommended before withdrawing.

- ***Withdrawing from some but not all courses.***
  If the courses remaining in the student's schedule total less than 6 credit hours, the student is not loan eligible. Student loans require a minimum of 6 credit hours at the time of disbursement.

- ***Withdrawing from all courses.***
  This results in a reduction to federal aid eligibility including grants and loans. Federal regulations require that students "earn" their financial aid by attending or participating in class. Waubonsee records attendance at the end of the 100 percent refund period and at mid-term. These attendance records determine the amount of financial aid that has been earned by a student who withdraws from all courses. For example, withdrawing from all courses after mid-term would result in reducing a $1,000 Pell Grant or Direct Loan to approximately $500 (50 percent) because mid-term would have been the last recorded date of attendance. This reduction in financial aid could result in the student owing institutional charges, and, if the withdrawal occurred after the financial aid was disbursed, a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

- ***Failure to successfully complete courses.***
  Students who do not complete at least one course with a final grade of A,B,C or D are considered unofficial withdrawals. Last dates of attendance are reported by instructors for students whose final grades are 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 and state grants are disbursed the third week of a full fall or spring term. Pell grants are disbursed after mid-term. A bookstore voucher will be processed if financial aid funds are sufficient to cover all 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. Additional questions may be directed to the Transfer/Veterans Advisor. A 2.0 cumulative GPA is required to maintain eligibility for state and federal benefits.

Scholarships

A variety of scholarships are available to Waubonsee students from the Waubonsee Community College Foundation and private funding sources. The Foundation awards more than 300 scholarships annually. Information about the opportunities can be obtained from the Advancement Office (see directory) or online at 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

2019/2020

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 their counselor or the Graduation Office.

Original certificates are free. Duplicate certificates cost $5.

Class Attendance

Class attendance has a direct effect on successful course completion. If students do not attend at least one class meeting during the 100 percent refund period, 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 Withdrawal on page 171 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 Withdrawal on page 171 and 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.

If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be re-admitted in the next class or classes in their program after giving notice to re-enroll.

Class Standings

Class standings are based upon the number of semester hours earned at Waubonsee. A freshman is a student who has earned fewer than 30 semester hours. A sophomore is one who has earned 30 or more semester hours. A student who has earned 65 or more semester hours is considered an unclassified sophomore.

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 168 or visit 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 a counselor or academic 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.	• CLEP (College-Level Examination Program) • DANTES/DSST Examination Program • ICE (Institutional Credit by Exam) • AP (Advanced Placement)
Military Training	Credit awarded for certain armed service experience based on ACE (American Council of Education) guidelines.	• Joint Services Transcript (JST) Community College of the Air Force (CCAF) • DD 214 • ACE (American Council on Education) Military Guide Recommendation
Professional Training	Credit awarded based on evaluated training in the workforce or corporate venue, apprenticeship, government, or professional association.	• Evaluation by faculty • ACE College Credit Recommendation Service • Evaluated Waubonsee Workforce Development Courses
Industry Certification and Licensure	Credit awarded based on evaluated industry certification or licensure.	• MSSC, NIMS, RN, Autodesk Certified User, Adobe Certified Associate, MOS
Articulation Agreements	Credit awarded based on agreements of course articulation with high schools or training organizations.	• VALEES agreements
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.	• Portfolio

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
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
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
	4	BIO 100, BIO 120	7
Calculus AB	3	MTH 131	4
Calculus BC	2	MTH 131	4
	4	MTH 131, MTH 132	8
Chemistry	3	CHM 121	4
	4	CHM 121, CHM 122	8
Chinese Language and Culture	3	CHN 101, CHN 102	6
	4	CHN 101, CHN 102, Elective Credit	12
Computer Science A	3	CIS 115	3
Computer Science Principles	3	CIS Elective	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 Biology	3	BIO 110	3
French Language and Culture	3	FRE 101, FRE 102	6
	4	FRE 101, FRE 102, FRE 201, FRE 202	12
German Language and Culture	3	GER 101. GER 102	6
	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
	4	Elective Credit	12
Music Theory	3	MUS 121	3
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
	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
Language and Literature				
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
Language Acquisition				
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
Individuals and Society				
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	Waubonsee 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
Sciences				
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
Mathematics				
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
Arts				
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. The maximum academic load for fall and spring terms is 18 semester hours and 12 semester hours for the summer term. 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 the Counseling, Advising and Transfer Center.

Part-time students: Students enrolled in less than 12 semester hours during the fall, spring or summer terms shall be considered part-time. Students enrolled in less than six (6) semester hours during any term shall be considered less than half-time.

Grading

Grade points are numerical values that indicate the scholarship level of letter grades.

Grade points at Waubonsee are assigned on the following scale:

Grade	*Significance*	*Grade Point Level*
A	superior	4.00
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 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. The definition of the W does not permit it to be changed to an A, B, C, D, F or I after final grades have been assigned. An I grade can only be changed to an A, B, C, D or F grade.

Special exceptions may be presented to the Vice President of Educational Affairs for consideration. Refer to the Student Handbook for more details on grading and the change and appeal processes.

GRADE APPEAL PROCESS

In situations where the student is not satisfied with the outcome of the grade process, and in accordance with students' rights for due process, the student may appeal a final grade in a course. The student must initiate the appeal process within one calendar year of the date the final grade was officially due to Registration and Records. Guidelines and procedures are outlined in the Student Handbook or available from the Office of the Vice President of Student Development (see directory).

GRADE FORGIVENESS PROCEDURE

This procedure provides the student with a second chance. A student may apply for forgiveness of grades of D or F earned in courses taken previously at Waubonsee. To be eligible to apply for grade forgiveness, a student must meet the following two conditions:

- The student cannot have attended Waubonsee Community College or any other post-secondary school for a consecutive period of at least 18 calendar months between the dates of enrollment at Waubonsee, and
- The student must have completed a minimum of 15 semester hours with a grade point average of 2.0 or better at Waubonsee Community College since the re-enrollment after the 18-month out-of-school period.

Courses approved for grade forgiveness are listed with a special notation (G) on the student transcript and are not included in the calculation of the student's GPA. The Request for Grade Forgiveness form is available in the mywcc portal.

Graduation Academic Honors

All students graduating from Waubonsee who have achieved 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. ***Counseling, Advising and Transfer Center:*** Students working toward their associate degree should meet early and often with a counselor or academic 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 counselors can help students make wise decisions, the ultimate responsibility for meeting the requirements to graduate rests with each student.

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

In the case of curriculum changes and the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate or degree requirements. Course substitutions must be approved in writing by the appropriate dean. 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 in mywcc, on the Student tab, in the Student Success box, click the My Degree Audit link. The Degree Audit is an unofficial evaluation. The report should be reviewed with a Waubonsee counselor or academic advisor for accuracy and additional information.

5. ***Timing:*** Graduation requirements may be completed during any semester; however, if students cannot complete their program as petitioned, 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 at mywcc, on the Student tab, in the Student Success box, click the Graduation Information link; or students may contact their counselor or the Graduation Office.

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. See the Student Success portlet in mywcc for details.

Rights and Responsibilities

Waubonsee Community College recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedoms of speech, assembly, association, and the press, and the rights of petition and due process which are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate, through student government and college committees, in the development and review of college regulations and policies affecting them.

Upon enrolling in the college, each student assumes an obligation to conduct himself or herself in a manner that is compatible with the college's function as an educational institution. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as described in the student conduct section of the Student Handbook.

FINANCIAL OBLIGATION OF THE STUDENT

Final grades are not released for the student whose financial account with Waubonsee has not been settled in full. Likewise, no diploma, professional certificate, academic transcript or other information concerning academic record is released until the student's account has been cleared.

MILITARY RECRUITING

Waubonsee Community College is in compliance with the Solomon Amendment (32 CFR, Part 216 by the Department of Defense) of the National Defense Authorization Act. This amendment gives branches of the military access to student 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 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.

WAUBONSEE

what you can learn

Resources and Services

2019/2020

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 Counseling and Advising

Waubonsee's academic advising program provides opportunities for students, instructors and counselors to review academic progress. Assessment testing, E-RAP (Electronic Registration and Planning), and a variety of academic support services are available. See also the section on Counseling.

Phases of the academic advising process include the following:

ACADEMIC EARLY ALERT

Waubonsee's Early Alert has been developed with the goal of increasing student success. Under this program, instructors are asked to identify students who exhibit academic difficulties that may prevent them from completing a course successfully. Areas of difficulty can include attendance, English proficiency, academic preparation/prerequisites, class participation, test/quiz scores, completion of class assignments, clinical/lab assignments and appropriate classroom behavior.

Students identified with academic difficulties are encouraged to meet with their instructor and make an appointment with a counselor to address the areas of concern and develop a strategy for success.

PROGRAM REVIEW

Upon cumulative enrollment in 24-38 semester hours, students receive a letter of notification and are required to review their progress with a counselor. The program review helps students remain focused on their chosen academic goals, whether they be career transfer focused. Program reviews are mandatory and required before students are permitted to register for the next semester.

Access Center for 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 Special Programs

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

The Youth Services Program (YSP) offers career exploration and job search/placement in the area of health care to students between the ages of 16 and 24. Among the many benefits available to eligible students are free tuition and fees, books, individual case management and other support services. Students lacking a high school diploma are strongly encouraged to attend high school equivalency (HSE) classes to work toward HSE attainment prior to enrolling in a certificate program. One-year follow-up is given to students once they have completed their course of study or obtained employment.

For more information or to register, contact the Adult Education Special Programs Office (see directory).

See directory inside back cover.

Bookstore

Waubonsee's bookstores are open year-round and are located in Dickson Center on the Sugar Grove Campus and on the first floor of the Aurora 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 waubonsee.collegestoreonline.com. 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. A restocking fee will be charged for online orders canceled or changed after the order has been filled.

The bookstores also stock reference materials, study guides, school and office supplies, electronics (including laptops and tablets), gift items and Waubonsee insignia clothing and gifts. Educationally priced computer software is available to students.

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 use the resources of the Counseling, Advising and Transfer Center for career exploration.

Career inventories such as the Strong Interest Inventory, Campbell Interest and Skill Survey, and the Myers Briggs Type Indicator are used to examine a person's interests and personality in relation to occupations. A nominal fee is charged to cover the cost of some materials.

Counselors are available to meet with students and community members to discuss their career options and goals.

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 semester schedule of classes for times and locations.

CAREER DEVELOPMENT CENTER

Students and college district members seeking full- or part-time employment, as well as employers looking for quality employees, can take advantage of a wide range of free services offered by the Career Development Center.

Resources available in the Career Development Center to assist in the job search process include information on employment projections and labor market needs, effective résumé writing and interview techniques, internship opportunities, and additional employment strategies. In addition to meeting with Career Development Center staff, students are encouraged to visit the student success portlet in the mywcc, for online services.

The website www.waubonseecareernetwork.com is an Internet-based job listing service for community college students and district residents. Employers throughout the greater Chicagoland region can contact Waubonsee to list their job opportunities. Job seekers can post their résumés and view postings. The website provides universal access 24 hours a day, seven days a week, to the thousands of jobs listed annually through the Career Development Center.

Students may also pursue Internship and Study Abroad opportunities with Career Development Center staff. See pages 14-16 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.

See directory inside back cover.

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 Waubonsee students throughout every phase of their college career. Assistance begins with placement testing for new full-time students, continues with online testing, and includes program admission testing. Learning Assessment and Testing Services also assists faculty by providing a place for students to take make-up exams.

Community members can take advantage of the testing administered through several programs, including High School Equivalency (HSE), College Level Examination Proficiency (CLEP) and certification tests given throughout the year.

For additional information, contact the Learning Assessment and Testing Services Office (see directory).

Class Offerings

Every semester, class schedules are published for college credit courses, community education classes, professional development and training, and programs for youth. Credit and noncredit schedules are available to every district resident. Visit www.waubonsee.edu/schedule to request a printed copy or call the Marketing and Communications Department (see directory).

In addition, the credit and noncredit course schedules are available in searchable form online at www.waubonsee.edu.

Conduct and Grade Concerns

Waubonsee Community College has procedures to assist students in resolving college-related grievances. Specifically, the procedures address student grade concerns and student conduct.

Waubonsee Community College is committed to prohibiting any forms of discrimination. See the section on Federal Compliances.

Nothing in these procedures limits a student's right to submit a complaint against the college to the Department of Education Office for Civil Rights. These procedures are not intended to supersede other existing college policies and procedures.

Procedures for grade concerns and student conduct are detailed in the Student Handbook.

For more information about these procedures, please contact the Assistant Vice President of Student Services (see directory).

Connect4Success (C4S)

Connect4Success is a federally-funded Title V Grant program that provides free one-on-one success coaching for students who need personalized follow-up and academic support. Students are paired with professional staff members (Student Success Coaches) who engage with students through text, phone, in person, and through email to help students reach their goals. Services for eligible students include support and guidance with motivational coaching, study skills, time management, financial literacy, and connection to campus and community resources. For more information on eligibility and availability of services, contact Connect4Success (see directory) or visit www.waubonsee.edu/c4s.

Counseling, Advising and Transfer Center

Waubonsee Community College provides a wide range of academic, personal, and career counseling. Counselors assist students with issues such as career and educational goals, choosing programs of study, lifestyle transitions related to education, and other personal issues that may interfere with academic progress. Transfer planning for four-year universities is also offered.

See also the section on Academic Counseling and Advising.

Counselors are available at all Waubonsee campuses. Walk-in and appointment times are available. Call for office hours or appointments (see directory) or visit www.waubonsee.edu/counseling or the student success portal of mywcc.

ELECTRONIC REGISTRATION AND PLANNING (E-RAP) FOR FULL-TIME AND/OR DEGREE-SEEKING STUDENTS

New first-time, full-time students must complete an Electronic Registration and Planning (E-RAP) tutorial before registering for courses. The tutorial explains Waubonsee's degree and certificate programs and teaches students how to use the college catalog, credit schedule and test scores to select courses. Students then register and pay for their first semester of courses online.

Students can access E-RAP through the mywcc portal at mywcc.waubonsee.edu. An X-number is needed to login. See page 10, Getting Started at Waubonsee, for more details.

CONTINUED COUNSELING

Currently enrolled students are encouraged to meet periodically with a counselor to discuss career plans and academic progress. Students should confer with a counselor or advisor when changing a schedule or withdrawing from classes or the college.

Academic Support

This department provides students with needed resources to help them achieve success at Waubonsee, including assistance in reading, writing, mathematics and study skills. For more information, contact the Academic Support Manager at (630) 466-5756.

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 2019 and due in February 2020 will be for scholarships awarded for the 2020-2021 academic year. More information may be found at www.waubonsee.edu/foundation.

Chartered in 1978 as a tax exempt, non-profit organization, the Foundation is governed by a 25-member board of community leaders. Contact the Advancement 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

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 is located in Dickson Center, Room 121 and can be contacted at (630) 466-HELP (4357).

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 15,000 square-foot 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. The Henning Academic Computing Center is open extended hours when classes are in session. Verify posted hours in a current semester course schedule.

Network User Rules are in effect at Waubonsee to ensure fair, equitable and appropriate electronic communication. All users (whether on campus or accessing Waubonsee's network from off-site) are bound by these rules. The rules are available online and are included in the Student Handbook.

Intercollegiate Athletics

Waubonsee competes in intercollegiate sports and is a member of the Illinois Skyway Collegiate Conference and the National Junior College Athletic Association. Authorized sports include baseball, golf, softball, volleyball, soccer, tennis, basketball and cross country. In addition, the college offers co-ed cheerleading.

To be eligible for any intercollegiate sport, a student must be a regular student enrolled in a minimum of 12 semester hours and must meet the eligibility requirements of the National Junior College Athletic Association (NJCAA). For more information, visit www.njcaa.org.

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 the Career Development Center is available to assist. Please contact careerdevelopment@waubonsee.edu or the dean for the appropriate instructional division for more information.

Library Services

Library services are accessible online at 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 Fox Valley Campus Library and the Aurora Downtown Campus Library provide book, periodical, faculty reserves, and multimedia collections. Students on any campus have access to materials and services located on other campuses. Electronic collections including academic databases and e-books chosen to support the college curriculum provide research materials for students and residents of the Waubonsee Community College district and are available through the Library website at all campuses and off campus. 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 Aurora Downtown, Aurora Fox Valley and Sugar Grove Library facilities include:

- Copier
- Study room
- Instructional multimedia
- Reference assistance
- Faculty reserves
- Multimedia viewing area
- Instruction classroom

Music Performance

Students may participate in music performances by enrolling in credit courses (see Applied Music in course descriptions) or by participating in an instrumental or vocal ensemble with other community members. Contact the Dean for Communications, Humanities and Arts.

INSTRUMENTAL MUSIC

Waubonsee offers students the opportunity to perform in ensembles including the Jazz Band, Concert Band, Guitar Ensemble, Rock Band, 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 groups: the Waubonsee Chorale, a 30-member group that performs traditional choral music; and the Chamber Choir, an auditioned group of contemporary singers who perform part songs and madrigal style music.

mywcc Web Portal

Students can access all of their important Waubonsee information in this portal at mywcc.waubonsee.edu. Once they sign in with their X-number and password, they'll find everything from their email to their course schedule to their final grades. Also featured in mywcc are helpful tools such as a degree audit and a student success portlet.

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 waubonsee.edu/studentlife 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.

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.

INTRAMURALS

Waubonsee Community College maintains a program of intramural athletics for those not wishing to compete in an intercollegiate sport. The offering of intramural activities is based upon student interest and participation. Contact the Athletics Office for the most current information (see directory).

Transfer Advising

Transfer advising is available as part of the Counseling, Advising and Transfer Center. Assistance is available to students who plan to transfer to a four-year school upon completing an associate degree at Waubonsee. Counseling maintains transfer partnership agreements/articulation fact sheets for the state universities (and many private four-year colleges) that explain the exact courses that transfer to each institution. Also see 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 disability and demonstrate a need for academic support may qualify. Services include study tables, small group and limited individual tutoring; academic, career, transfer and personal counseling; financial aid guidance; cultural enrichment activities; and workshops on a variety of topics. For more information on eligibility and availability of services, contact the TRIO/Student Support Services Office (see directory) or visit www.waubonsee.edu/sss

Tutoring

The college offers free face-to-face and online tutoring for credit students in a variety of subject areas, such as writing, mathematics, science, social science and humanities. The Tutoring Center also provides Academic Coaches who help students with critical learning strategies such as time management, textbook reading, test preparation, and developing or enhancing study and learning skills. Schedules can be found on mywcc or by contacting Tutoring at the Sugar Grove or Aurora Downtown Campuses (see directory).

Veteran Student Services

Waubonsee is proud to serve those students who have served our country. Visit www.waubonsee.edu/veterans for information about getting started, academic advising and financial aid.

See directory inside back cover.

History and New Directions

Waubonsee Community College, a two-year public institution of higher learning, came into existence in August 1966 when the electorate of 12 school districts in most of Kane and portions of Kendall, DeKalb, LaSalle and Will counties voted to establish Community College District 516. Today, the district encompasses more than 600 square miles.

From the beginning, the college's philosophy has been that education is the cornerstone of a literate, democratic society; learning is a lifelong process; and the pursuit of knowledge must be supported by institutional policies demonstrating accessibility, service, quality, innovation and value.

With the objective of meeting the lifelong learning needs of the community, the college truly began taking shape in early 1967, as the college's first president assumed his duties and subsequently began assembling a staff, developing a multilevel curriculum and locating classroom space. However, the college still needed a name, and for that, the school called upon its community.

A district-wide naming contest was held in March of 1967. From among the 600 entries, the name suggested by both Susan Miller, of Aurora, and Patricia Ann Dillon, of Batavia, stood out, and the Fox Valley's community college officially became Waubonsee Community College. Waubonsee, meaning "early dawn" or "early day," was a Pottawatomie Native American chief who lived in the Fox River Valley during the 1800s.

Waubonsee Community College had a permanent name but had yet to locate to a permanent campus and so, when the college opened its doors for classes on September 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 14,000 credit students each year.

Just a few months later, in December 1967, a successful bond referendum allowed the college to begin planning its first permanent campus. The campus, situated on a 243-acre tract of land north of Sugar Grove on Route 47, still serves as the college's main campus. In addition to classroom space, facilities there also include conference rooms, specialized laboratories, Student Center, café and coffee shop, library, bookstore, observatory, kiln shelter, 375-seat auditorium, multipurpose event space, gymnasium, 120-workstation computer center, fitness center and two-mile nature trail.

A second Waubonsee campus opened in 1986 in downtown Aurora at the corner of Galena Boulevard and Stolp Avenue, but this structure ceased operations in May 2011. In June 2011, Waubonsee moved its downtown campus to a new 132,000 square-foot facility at 18 South River Street. The Aurora Downtown Campus remains the headquarters for Adult Education, High School Equivalency, English Language Acquisition, and Corporate Training.

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 2016, it now 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 offers transfer courses and complete career degree and certificate programs to area residents, along with noncredit learning opportunities.

The new 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 then and into the future. Five building projects were completed at the Sugar Grove Campus: the Campus Operations facility opened in August 2005, the new Science Building opened during the fall 2006 semester, the Academic and Professional Center held classes for the first time in fall 2007, 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 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.

As the educational needs of its district change, so too will Waubonsee Community College. What will always remain the same, however, is Waubonsee's commitment to student success through quality teaching and learning experiences.

Federal Compliances

Waubonsee Community College does not discriminate in employment or educational opportunities, including career and technical educational opportunities, on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. The college will take steps to assure that the lack of English-language proficiency will not be a barrier to admission and participation in career and technical education (CTE) programs. CTE courses/program offerings and admission criteria are on the college's website at www.waubonsee.edu.

For more information on the college's nondiscrimination policies, contact Michele Needham, Executive Director of Human Resources and Affirmative Action Officer, Title IX Coordinator and Section 504/ADA Coordinator, at (630) 466-2367 or mneedham@waubonsee.edu; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

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.

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 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 Counseling 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

Instructional Divisions:

(BCT) *Business and Career Technologies*
(C, H & A) *Communications, Humanities and Arts*
(AS) *Academic Support*
(HP & PS) *Health Professions and Public Service*
(M & S) *Mathematics and Sciences*
(SS, E & WL) *Social Sciences, Education and World Languages*

Archos, Vaseliki, *Assistant Professor*
Communications (C, H & A)
BA, MS, Illinois State University

Armitage, James, *Professor*
Automotive Technology (BCT)
AS, Waubonsee Community College;
AAS, Elgin Community College;
BS, Illinois State University;
MSEd, Northern Illinois University
ASE, Master Automotive Technician

Avilés-Davis, Evelyn Z., *Bilingual Counselor/ Professor*
BA, MA, University of Puerto Rico

Ballee, Shawn, *Assistant Professor*
Industrial Systems Technology (BCT)
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* (AS)
BA, Lake Forest College;
MLS, Dominican University

Barto, Robert, *Chief Advancement Officer*
Advancement
BS, Eastern Michigan;
MA, Webster University

Beltramini, Allison, *Associate Professor*
Communications (C, H & A)
BA, Lewis University;
MA, University of Illinois at Chicago

Bickley, Keith, *Assistant Professor*
Philosophy (SS, E & WL)
BA, Wabash College;
MA, Duquesne University

Bitterman, John C., *Associate Professor*
Communications (C, H & A)
AA, College of DuPage;
BA, Southern Illinois University;
MA, MSEd, Northern Illinois University

Bizoukas, Timothy, *Director*
Employee Development
BA, Michigan State University
MS, Kansas State University

Blagg, Brandon, *Instructor*
Manufacturing Technology
Machining Certificate
Programming Certificate
CAD/CAM Certificate of Achievement

Boudreau, Charles, *Director Student Financial Aid Services*
BA, MSEd, University of Illinois;
PhD, University of South Florida

Brooks, Pamela, *Assistant Professor*
Nurse Assistant/Allied Health (HP & PS)
BSN, Aurora University

Brown, Joshua, *Instructor*
Nursing (HP & PS)
AAS, Waubonsee Community College;
BSN, Aurora University;
MSN, Northern Illinois University

Brown, Maribeth, *Assistant Professor*
Mathematics (AS)
BA, Eastern Illinois University;
MA, DePaul University

Burke, Adam, *Librarian/Assistant Professor* (AS)
BA, University of Wisconsin;
MA, University of Iowa

Butler, Mary Edith, *Dean*
Mathematics and Sciences
BS Ed, Mississippi College;
MLS, University of Mississippi

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 (BCT)
BS, Emporia State University;
MEd, Southwestern College

Chatman, Jason, *Instructor*
Sociology (SS, E & WL)
BA, University of Wisconsin Milwaukee
MA, Southern Illinois University Edwardsville

Christensen, Nancy, *Associate Professor*
Chemistry (M & S)
BS, University of Wisconsin at Stevens Point;
Ph.D., University of British Columbia

Cicero, Christina, *Instructor*
Nursing (HP & PS)
BSN, Lewis University
MSN, Chamberlain University

Clark, Gary, *Professor*
English (C, H & A)
BA, Olivet Nazarene College;
MA, Northern Illinois University

Clem, Billy E., *Jr., Professor*
English (C, H & A)
BA, Culver-Stockton College;
MA, Southwest Missouri University

Coburn, Catherine, *Assistant Professor*
Interpreter Training/Sign Language (HP & PS)
BS, MA, Northern Illinois University

Cofield, Robert, *Director*
School District Partnerships
BS, Illinois Wesleyan University;
MS, Illinois State University

Collins, Catherine, *Professor*
Accounting (BCT)
BBA, St. Joseph's College;
MS, University of Wisconsin-Milwaukee;
MBA, Northern Illinois University;
CPA

Crawford, Mark A., *Associate Professor*
Mathematics (M & S)
BA, MA, Western Michigan University

Dale, Marc, *Jr., Director*
Registration and Records/Registrar
BA, Purdue University;
MA, Chicago State University

Dharmasankar, Sowjanya, *Assistant Professor*
Economics (SS, E & WL)
BA, MA, M.S. University, Baroda, India

Diaz, Ulysses, *Bilingual Counselor/Assistant Professor*
BA, Northern Illinois University;
MSW, University of Illinois at Chicago

Diez, Carla, *Professor*
Early Childhood Education (SS, E & WL)
BS, MS, University of Wisconsin-Stout

Dosch, Tracey, *Associate Professor*
Biology (M & S)
BS, Southern Methodist University;
MS, Ohio State University

Draper, Timothy D., *Professor*
History (SS, E & WL)
BS, MA, Ball State University;
PhD, Northern Illinois University

Erickson, Sharon, *Assistant Professor*
Nursing (HP & PS)
BSN, Aurora University;
MSN, Northern Illinois University

Evans, Michelle, *Assistant Dean*
Health Professions and Public Service
BA, North Central College;
EdD, MSW, Aurora University

Felton, Terence, *Chief Information Officer*
Information Technology
BS, University of Maryland;
MBA, University of Illinois at Chicago

Field, Ellen, *Associate Professor*
Mathematics (AS)
BA, North Central College;
MS, Northern Illinois University

Fischer, Danielle, *Associate Professor*
Biology (M & S)
BS, Loyola University Chicago;
MS, University of California Davis

Fozio-Thielk, Lisa A., *Associate Professor*
Psychology (SS, E & WL)
AA, Triton College;
BA, MS, National Louis University;
PhD, MA, Northcentral University

Frankel, Amy, *Associate Professor*
Mathematics (M & S)
BS, Benedictine University;
MS, Northern Illinois University

Fuller, Teri A., *Professor*
English (AS)
BA, University of St. Francis;
MA, Northern Illinois University

Funaro, Janette, *Dean*
Social Sciences, Education and World Languages
BA, Grinnell College
MA, The University of Chicago
EdD, National American University

Gaff, Janet, *Assistant Professor*
English (AS)
BA, Purdue University;
Master of Divinity, Bangor Theological Seminary;
MA, Central Michigan University

Garcia, Sharon, *Assistant Dean*
Communications, Humanities and Arts
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 (BCT)
BS, Northeastern Illinois University;
MS, MAS, Northern Illinois University;
CPA

Gloudeman, Mark, *Assistant Professor*
Welding Technology (BCT)
AGS, Waubonsee Community College;
AWS Certified Welding Inspector;
AWS Certified Welding Educator

Gore, Barbara J., *Assistant Professor*
Chemistry (M & S)
BS, Michigan State University;
MS, Purdue University

Gorski, Kathleen, *Dean*
Learning Outcomes, Curriculum and Program Development
BA, Valparaiso University;
MAEd, University of Illinois;
EdD, Argosy University

Heinrich, Joseph, *Assistant Professor*
Criminal Justice (HP & PS)
AS, Oakton Community College;
BA, Aurora University;
MEd, National-Louis University

Heiss, David, *Professor*
Physical Education (SS, E & WL)
AA, Eastern Wyoming College;
BS, Bemidji State University;
MSEd, Chicago State University

Heller, Emily, *Instructor*
Kinesiology and Health Education (SS, E & WL)
BA, Beloit College;
MSEd, Northern Illinois University;
EdD, Aurora University

Hines, Randall, *Assistant Professor*
CADD (BCT)
AAS, Southern Illinois University;
BS, Eastern Illinois University;
MPM, Keller Graduate
School of Management

Hladik, Paula Jean, *Professor*
Business (BCT)
RRT, AS, College of DuPage;
BS, College of St. Francis;
MS, MBA, Benedictine University

Hodur, Katherine, *Assistant Professor*
Nursing (HP & PS)
BSN, Marquette University;
MSN, Lewis University

Hollenback, Scott, *Professor*
Psychology (SS, E & WL)
BA, Marquette University;
MA, Forest Institute of Professional
Psychology

Holmes, Harold (Rodney), *Professor*
Biology (M & S)
BS, Abilene Christian College;
MS, Purdue University;
PhD, University of Oklahoma

Hoshaw, Justin, *Assistant Professor*
Biology (M & S)
BS, University of Wisconsin-Madison;
MS, University of Minnesota

Iseli, Elior, *Instructor*
Economics (SS, E & WL)
BA, MA, Northern Illinois University

Jeppesen, James Douglas, *Associate Professor*
Art/Ceramics (C, H & A)
BA, BFA, University of Tulsa;
MFA, Northern Illinois University

Jindal, Pratima, *Assistant Professor*
Physics (M & S)
MS, PhD, Panjab University

Kewin, Therese A., *Counselor/Associate Professor*
BS, Illinois State University;
MS, National Louis University

Kiefer, Richard, *Professor*
Political Science/History (SS, E & WL)
BS, Miami University;
MA, Governors State University

Kindelin, Heidy, *Counselor/Professor*
Access Center for Disability Resources
AA, Moraine Valley Community College;
BS, Illinois State University;
MA, Northern Illinois University;
CRC

Kloke, Joseph, *Instructor*
Heating, Ventilation and Air Conditioning (BCT)
RSES Refrigerant Usage Certification

Krueger, Laurel, *Assistant Professor*
Nursing (HP & PS)
AAS, Waubonsee Community College;
BSN, MSN, Lewis University

Kunz, Kenneth, *Professor*
Automotive Technology (BCT)
AA, Joliet Junior College;
BA, Governors State University;
MEd, Olivet Nazarene University;
ASE, Master Automotive Technician

LaCost, Heather A., *Professor*
Psychology (SS, E & WL)
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, *Assistant Professor*
Music (C, H & A)
BM, Northern Illinois University;
MA, PhD, University of California, Los Angeles

Laufenberg, Todd, *Assistant Professor*
English (C, H & A)
BA, University of Illinois;
MA, Northern Illinois University

Lawler, Aaron, *Assistant Professor*
Humanities (C, H & A)
BA, MA, North Central College;
MEd, Concordia University

Limbrunner, Tracy, *Assistant Professor*
Nursing (HP & PS)
BSN, Illinois Wesleyan University;
MSN, Northern Illinois University

Lindquist, Michelle, *Associate Professor*
English (AS)
AA, Rock Valley Community College;
BA, MA, Northern Illinois University

Livingston, Kimberly Rainsford, *Associate Professor*
English (C, H & A)
BA, Western Illinois University;
MA, Western Michigan University

Luxion, Clifford, *Associate Professor*
Real Estate/Construction Management (BCT)
AA, AS, AAS, Waubonsee Community College;
BA, Governors State University;
MSRE, Roosevelt University;
MS, The John Marshall Law School;
Illinois Real Estate Pre-License Instructor

MacDonald, Andrew, *Assistant Professor*
Auto Body Repair (BCT)
AAS, Waubonsee Community College;
ASE, Master Collision Repair/Refinish Technician

Mattern, Joshua, *Assistant Professor*
English (AS)
BA, North Central College;
MA, Northern Illinois University

McDonald, Jeanne, *Professor*
English (C, H & A)
BA, MA, Lincoln Christian College and Seminary;
MA, Western Illinois University;
PhD, Illinois State University

McGuire, Jennifer, *Assistant Professor*
Communications (C, H & A)
BS, MS, Southern Illinois University;
MA, Northern Illinois University

Metych III, John, *Assistant Dean*
Social Sciences, Education and World Languages
MEd, University of Illinois;
BA, Illinois Benedictine College

Mendoza, Lilia, *Assistant Professor*
Foreign Language (SS, E & WL)
BA, St. Norbert College;
MA, Northern Illinois University

Modaff, Lawrence, *Professor*
Communications (C, H & A)
BS, Illinois State University;
MA, Northern Illinois University

Montgomery, Andrea, *Assistant Professor*
Fire Science Technology/Emergency Medical Technician, (HP & PS)
BA, Aurora University

Moore-Bohannon, Anita, *Dean*
Academic Support
BS, MEd, Auburn University

Moran, Michael, *Assistant Professor*
Human Services (HP & PS)
BS, Loyola University;
MA, Roosevelt University

Moreno, Jessica, *Assistant Dean*
Developmental Education (AS)
BA, Northeastern Illinois University;
MA, Northern Illinois University

Morgan, Melissa, *Assistant Professor*
Mathematics (AS)
BS, MS, University of Minnesota

Moriarty, Timothy, *Assistant Professor*
Information Systems (BCT)
BS, University of Illinois at Urbana-Champaign;
MS, DePaul University;
MBA, University of Chicago Booth School of Business

Murray, Suzette, *Assistant Vice President*
Workforce Education and Training
AA, College of DuPage;
BA, MBA, DePaul University

Nakaji, Denise, *Professor*
Therapeutic Massage (HP & PS)
BFA, MSEd, Northern Illinois University;
NCTMB

Needham, Michele, *Executive Director*
Human Resources
BS, University of Illinois;
Certificate of Human Resources Management;
MBA, Benedictine University

Nichols, Jonathan, *Instructor*
English (C, H & A)
BS, Saint Joseph's College
MA, DePaul 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 (SS, E & WL)
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

Peska, Scott, *Assistant Vice President*
Student Services
AA, Highland Community College;
BS, MS, Illinois State University;
EdD, University of Illinois at Urbana-Champaign

Popowitch, Mark, *Assistant Professor*
Music, (C, H & A)
BA, Northern Illinois University;
MA, Southern Illinois University

Portincaso, Daniel, *Associate Professor*
English, (C, H & A)
BA, Columbia College;
MA, Lesley University

Powers, Amy, *Associate Professor*
History (SS, E & WL)
BA, Grove City College;
MA, John Carroll University;
PhD, Northern Illinois University

Quillen, David, *Executive Vice President*
Finance and Operations
BS, Augustana College;
MBA, University of Iowa;
CPA

Quirk, Sarah A., *Associate Professor*
English (C, H & A)
BA, DePaul University;
MA, Northern Illinois University

Randall, Kathleen A., *Professor*
Education (SS, E & WL)
AA, Joliet Junior College;
BS, MS, Illinois State University

Randall, Stacey, *Dean*
Institutional Effectiveness
BA, Millikin University;
MA, PhD, Northern Illinois University

Reardanz, Judy, *Assistant Professor*
Allied Health (HP & PS)
BSN, Duquesne University

Rothschild-Massa, Jacqueline N., *Professor*
Psychology (SS, E & WL)
AAS, Illinois Central College;
BS, MA, Bradley University;
EdD, Illinois State University

Saccone, Patricia, *Associate Professor*
Health Information Technology (HP & PS)
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/Assistant Professor*
AS, Waubonsee Community College;
BA, Illinois State University;
MSEd, Northern Illinois University

Schoolfield, Marjie L., *Associate Professor*
Nursing (HP & PS)
AA, Waubonsee Community College;
BSN, MSN, Lewis University

Schauer, Adam, *Dean*
Adult Education
BA, Eastern Illinois University
MA, Lewis University

Schreiner, Derek, *Assistant Dean*
Business and Career Technologies
AS, AAS, Southeastern Community College
BA, Iowa Wesleyan College;
MBA, St. Ambrose University

Schulze, Karl, *Associate Professor*
Earth Science (M & S)
BS, Northern Illinois University;
MS, Texas A&M University

Scott, Jamal, *Vice President*
Strategic Development
BS, University of Wisconsin-Oshkosh;
MA, Illinois Institute of Technology;
EdD, Illinois School of Professional Psychology

Sedgwick, Jo Lynn, *Assistant Professor*
Mathematics (AS)
AS, Elgin Community College;
BA, North Central College;
MS, University of Illinois at Chicago

Showalter, Jennifer, *Assistant Professor*
Biology (M & S)
BS, Indiana Wesleyan University;
MS, Rush University

Siekierski, Andrea, *Assistant Professor*
Health Information Technology (HP & PS)
BA, University of Toledo;
BA, Michigan State University
RHIA (Registered Health Information Administrator)
CCS (Certified Coding Specialist)
CCS-P (Certified Coding Specialist - Physician-based)
CPC (Certified Professional Coder)

Sinclair, Kelli, *Dean*
Student Success and Retention
BA, MSEd, Northern Illinois University

Skaggs, Steven, *Professor*
Business/Information Systems (BCT)
BSE, Missouri Southern State University;
MSE, Missouri State University

Smogur, Monica, *Instructor*
Nursing (HP & PS)
BSN, MSN, Olivet Nazarene University

Sobek, Christine J., *President*
BA, Purdue University;
MA, Michigan State University;
EdD, Northern Illinois University

Sparr, Cynthia, *Dean*
Communications, Humanities and Arts
BA, MSEd, Northern Illinois University

Stach, Marilee, *Librarian/Assistant Professor* (AS)
BA, Western Illinois University;
MLS, Dominican University

Stahl, Lorrie, *Assistant Dean*
Mathematics and Sciences
BS, MS, Tarleton State University

Stepney, Ne'Keisha, *Dean*
Business and Career Technologies
BBA, MBA, Benedictine University

Stuckey, Martine, *Professor*
Art/Painting/Drawing (C, H & A)
BA, MFA, Queens College, C.U.N.Y.

Tejada, Melinda, *Vice President*
Student Development
BS, Murray State University;
MS, George Williams College;
EdD, Northern Illinois University

Thomas, Evan, *Instructor*
Biology (M & S)
BA, University of Michigan;
MS, Bowling Green State University;
PhD, University of Colorado Boulder

Thomas, Katherine, *Assistant Professor*
Interpreter Training/Sign Language (HP & PS)
BS, Northern Illinois University

Tiberio, Guy, *Assistant Professor*
Automotive Technology (BCT)
AAS, Waubonsee Community College;
BS, Southern Illinois University;
MA, Governors State University;
ASE, Master Automotive Technician

Tolappa, Maya, *Assistant Professor*
Information Systems (BCT)
BS, University of Delhi;
MS, Northern Illinois University

Toussaint, Jess, *Dean*
Health Professions and Public Service
BS, Benedictine University;
MS, University of Illinois at Chicago;
EdD, Benedictine University

Trunkhill, William, *Professor*
Mathematics (M & S)
BS, University of Wisconsin-Whitewater;
MS, Northern Illinois University

Vemu, Sheela, *Assistant Professor*
Biology (M & S)
BS, University of Madras;
PhD, Chicago Medical School

Virumbrales, Nancy F., *Assistant Professor*
Foreign Language (SS, E & WL)
BA, Ohio State University;
MA, University of Wisconsin

Voorhees, David, *Professor*
Earth Science/Geology (M & S)
BA, University of Rochester;
MS, Rensselaer Polytechnic Institute

Weber, Heather, *Assistant Professor*
Art (C, H & A)
BA, Miami University;
MA, Northern Illinois University

Weiss, Alfred W., *Assistant Professor*
Earth Science/Geography (M & S)
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, *Assistant Professor*
Philosophy (SS, E & WL)
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

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

Brackenridge, Eugenia, *Professor Emerita*
Biology/Microbiology
BA, MA, PhD, University of Texas at Austin

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

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, Waubonsee 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

Olson, Paul C., *Professor Emeritus*
Sociology/Anthropology
BA, Oakland University;
MA, University of Michigan

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

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

Miles-Sawka, Sue L., *Professor Emerita*
Early Childhood Development
BA, Sam Houston State Teachers College, Texas;
MS, University of Houston;
EdD, Nova University

Monokoski, S. Gibson, *Professor Emeritus*
Music/Instrumental
BM, MM, Northern Illinois University

Administrative Offices

ACADEMIC SUPPORT

Dean: Anita Moore-Bohannon
Assistant Dean: Jessica Moreno
Brayton, Spencer | *Library Manager*
Landmeier, Charlotte | *Academic Support Manager*
Sherretz, Dr. Chassie | *Academic Success Initiatives Manager*
Vilmin, Karin | *Administrative Specialist Academic Support*

ACCESS CENTER FOR DISABILITY RESOURCES

Assistant Vice President: Dr. Scott Peska
Manager: Emily Hinton
Egner, Lisa | *Accommodations Coordinator*
Rische, Daniel | *Accommodations Specialist*

ADMISSIONS

Dean: Faith LaShure
Manager: Joy Sanders
Alawode, Chloe | *Admissions Advisor*
Bechtold, Betty | *Admissions Data Specialist*
Gorman, Eric | *Admissions Advisor*
Koehler, Imelda | *Admissions Advisor*
Messmer, Amanda | *Admissions Advisor*
Olson, Stacey | *Admissions Advisor*
Peck, Julie | *Admissions Administrative Specialist*
Renner, Amy | *Admissions Data Administrative Assistant*
Suarez, Carlos | *Admissions Advisor*
Vacant | *Admissions Administrative Assistant*

ADULT EDUCATION

Dean: Adam Schauer
Clark, Marques | *Adult Education Special Programs Manager*
Holladay-Baxter, Gale| *Adult Education Data and Compliance Manager*
Parker, Harriet | *Small Business Development Center Manager*
Sanchez, Margarita | *Adult Education Administrative Assistant*
Sauceda, Eduardo | *Administrative Specialist Adult Education*
Taylor, Mary | *Adult Education Assessment Specialist*
Vazquez, Edith | *Adult Education Administrative Assistant*

ADVANCEMENT OFFICE

Chief Advancement Officer: Robert Barto
Carreno, Stephanie | *Advancement Associate*
Foster, May | *Administrative Specialist Advancement*

ATHLETICS

Assistant Vice President: Dr. Scott Peska
Manager: Kevin Vest
Betustak, Timothy | *Athletics Facilities Specialist*
Jacobs, Phillip | *Athletics Trainer*
Thomas, Kathleen | *Athletics Administrative Assistant*
Wagner, Dana | *Assistant Athletics Manager*

BOOKSTORE

Director: Lei Xie
Manager: David Gliva
Cortez, Dianna | *General Merchandise Buyer*
Garcia, Gladys | *Assistant Bookstore Manager*
Goodman, Elizabeth | *Textbook Coordinator*
Haney, Cheyanne | *Senior Bookstore Associate*
Rogers, Mary Ellen | *Bookstore Technology Coordinator*
Spizzirri, Valerie | *Bookstore Accounting Coordinator*
Vacant | *Bookstore Inventory Lead*
Vacant | *Bookstore Lead Associate*

BURSAR OFFICE

Director: Lei Xie
Manager: Monica Ionutas
Frieders, Linda | *Student Accounts Technician*
Jones, Theresa | *Accounts Receivable Associate*

BUSINESS AND CAREER TECHNOLOGIES

Dean: Ne'Keisha Stepney
Assistant Dean: Derek Schreiner
Chrusciel, Carolyn | *Administrative Specialist Business and Career Technologies*
Murray, John | *Automotive Technology Lab Coordinator*
Pierce, Heather | *Workforce 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 Analyst*
Wagner, Jennifer | *Accounts Payable Associate*
Wahler, Grace | *Grants Account Specialist*

CAMPUS POLICE

Executive Director of Campus Safety and Operations: Daniel Larsen
Campus Police Chief: J.C. Paez
Ciancio, Joseph | *Campus Police Officer*
Stefanski, Lawrence, Sr. | *Campus Police Sergeant*
Uhlir, Andrew | *Campus Police Officer*
Wiess, Larry| *Campus Police Sergeant*
Yanz, Charles | *Campus Police Officer*
Zeigler, Michael | *Campus Police Officer*
Vacant | *Campus Police Officer*

CAMPUS SAFETY AND OPERATIONS

Executive Director: Daniel Larsen
Manager: Peter Adams
Manager: Eileen Keeney Garcia
Barkei, Michael | *Custodian*
Campbell, Lynne | *Custodian*
Cardenas, Saara | *Custodian*
Castanon, Pablo | *Lead Custodian*
Chavez Perez, Luis | *Custodian*
Dalton, Kevin | *General Maintenance Mechanic*
Domena, Gabrielle | *Campus Safety Project Specialist*
Flores, Arturo | *Lead Custodian*
Frederick, Karen | *Administrative Specialist Campus Safety and Operations*
Hart, Joseph | *General Maintenance Mechanic*
Konen, Christie | *Campus Operations Event Specialist*
Levine, Scott | *General Maintenance Mechanic*
McKinney, David | *Facilities Operations Specialist*
Pattinson, Seth | *Shipping/Receiving Clerk*
Plante, Edward | *Chief Plant Operator*
Ponce Esparza, Gerardo | *Custodian*
Quilty, Michael | *General Maintenance Mechanic*
Rodriguez, Alberto | *Lead Custodian*
Sanchez, Jose | *Custodian*
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 | *General Maintenance Mechanic*
Zappia, Joseph | *Lead Groundskeeper*

CAMPUS SERVICES

Dean: Faith LaShure
Manager: Diana Foley
Arzola, Angelita | *Information Desk Receptionist*
Bolden, Sherlene | *Campus Services Supervisor-Plano*
Delgado, Esmeralda | *Information Desk Receptionist*
Monzani-Stanek, Liliana | *Information Desk Receptionist*
Soto, Jaqueline | *Information Desk Receptionist*
Vargas-Ortiz, Enid | *Information Desk Receptionist*

CAREER DEVELOPMENT CENTER

Dean: Kelli Sinclair
Manager: Julie Bechtold
Munoz, Amanda | *Career Development Advisor*
Vacant | *Career Development Advisor*

COMMUNICATIONS, HUMANITIES AND ARTS

Dean: Cynthia Sparr
Assistant Dean: Sharon Garcia
Guglielmi, Jessica | *Administrative Specialist Communications/ Humanities/Arts*
Vargas, Cecilia | *Art Coordinator*

COMMUNITY EDUCATION AND CORPORATE OUTREACH

Dean: Vacant
Clementz, Suzanne | *Driver Safety Program Specialist*
Edinger, Katherine | *Community Education Program Developer*
Flores, Kelly | *Driver Safety Program Specialist*
Jachna, Barbara | *Community Education Program Developer*
Mejia, Victor | *Public Access Video Production Specialist*
Mitchell, William | *Driver Safety Program Manager*
Rennels, Michael | *Public Access Programming Manager*
Russell, Edna | *Community Education Administrative Coordinator*

CORPORATE SALES

Dean: Vacant
Manager: Heidi Vicino
Moe Garcia, Elizabeth | *Corporate Account Representative*
Poss, Steven | *Corporate Account Represent*
Rojas, Edith | *Corporate Operations Support Specialist*

COUNSELING, ADVISING AND TRANSFER CENTER

Dean: Kelli Sinclair
Manager: Douglas Szempruch
Burnell, Sherri | *Counseling Services Administrative Assistant*
Geers, Katie | *Counseling Services Administrative Assistant*
Iniguez, Erika | *Academic Intervention Advisor*
Janick, Lydia | *Academic Advisor*
Staffeldt, Amy | *Academic Advisor*

EDUCATIONAL AFFAIRS

Vice President: Dr. Diane Nyhammer
Gebauer, Cynthia | *Senior Administrative Coordinator to Vice President of Educational Affairs*

EMPLOYEE DEVELOPMENT

Director: Timothy Bizoukas
Baker, Brandy | *Administrative Specialist Employee Development*
Schiesl, Tammy | *Technology Trainer*

FACULTY DEVELOPMENT AND ENGAGEMENT

Dean: Dr. Laura Ortiz
Assistant Dean: Eamon Newman
Leung, Hoitung | *Instructional Designer/Technologist*
Williams, Angelia | *Administrative Specialist Faculty Development and Engagement*

FINANCE AND OPERATIONS

Executive Vice President: David Quillen
Davids, Paula | *Senior Administrative Coordinator to Executive Vice President of Finance/Operations*

FINANCIAL AID

Director: Dr. Charles Boudreau
Manager: Christa Kristich
Carlos, Oscar | *Imaging Data Specialist*
Del Real, Adalberto | *Financial Aid Advisor*
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*
Ramirez, Michael | *Financial Aid Advisor*
Smith, Kathleen | *Financial Aid Advisor*
Wittman, Victoria | *Financial Aid Data Specialist*

FITNESS CENTER

Dean: Vacant
Manager: Lisbeth Anderson
Anderson, Michelle | *Fitness Center Program Coordinator*
Keifer, Stephanie | *Fitness Center Operations Specialist*

HEALTH PROFESSIONS AND PUBLIC SERVICE

Dean: Dr. Jess Toussaint
Assistant Dean: Dr. Michelle Evans
Biard, Debra| *Healthcare Programs Administrative Assistant*
Crafton, Kebra | *Administrative Specialist Health Professions and Public Service*
Jones, Deborah | *Workforce Coordinator*

HUMAN RESOURCES

Executive Director: Michele Needham
Barth, Jennifer | *Human Resources Specialist*
Cadena, Yesenia | *Human Resources Recruitment Manager*
Depke, Danielle | *Human Resources System Analyst*
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 | *Human Resources Administrative Assistant*
Torres, Diana | *Benefits Coordinator*

INFORMATION TECHNOLOGY

Chief Information Officer: Terence Felton
Aggarwal, Arvind | *Senior Data Center Manager*
Anthenat, Joseph | *Data Center Technology Analyst*
Briese, Sarah Jo | *Information Technology Specialist*
Chaturvedi, Rajni | *IT Report Developer*
Chen, Joyce | *Database Analyst*
Dewey, Amanda | *Administrative Specialist IT*
Duffy, Darren | *Mobile Technology Analyst*
Fier, Michael, Jr. | *Computer/Media Services Manager*
Fowler, Zachary | *Data Center Engineer*
Geraghty, Bruce | *Systems Analyst*
Gyoerkoes, Timothy | *IT Coordinator Extension Campuses*
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*
Leal, Erik | *IT Customer Service Specialist*
Marczewski, Christopher | *Data Center Engineer*
McCune, Charles | *IT Customer Service Specialist*
McKanna, Ryan | *Computer Services Specialist*
Morales III, Rafael | *IT Customer Service Supervisor*
Munoz, Brenton | *Data Warehouse Analyst*
Nemcher, Jeffrey | *Senior Network Technology Specialist*
Overton, Jacquelynn | *Systems Analyst*
Parker, Ryan | *Media Services Technician*
Pike, James | *Senior Network Technology Manager*
Rquibi, Hassan | *Data Center Engineer*
Strain, Scott | *IT Specialist Extension Campuses*
Subick, Suzette | *Database Analyst*
Trivedi, Tarun | *Information Security Manager*
Vonderohe, Angela | *IT Services Manager*
Wayeshe, Amanda | *IT Budget Administrative Coordinator*
Wells, Micah | *Media Services Coordinator*
Wicker, John | *Computer Services Coordinator*
Zokan, Barry | *Media Services Technology Specialist*
Vacant | *Web Developer*

INSTITUTIONAL EFFECTIVENESS

Dean: Dr. Stacey Randall
Dunbar, Matthew | *Survey Data Analyst*
Flavin, Shannon | *Grants Compliance Manager*
Mapes, Kristia | *Research and Reporting Manager*
McCullum, Shellee | *Administrative Specialist Institutional Effectiveness*
Osman, Kathleen | *Grants and Special Projects Analyst*
Rodriguez Jr., Dr. Antonio | *Institutional Data and Analytics Manager*
Simon, Lesa | *Data Analyst*
Thomas Cheney, Emily | *Data Analyst*

LEARNING ASSESSMENT AND TESTING SERVICES

Assistant Vice President: Dr. Scott Peska
Manager: Vacant
Horton, Nancy | *Testing Services Department Coordinator*
Palazzola, Rebecah | *Assessment Program Specialist - Specialized Testing*
Patino-Lemus, Sandra | *Assessment Technology Specialist*
Sobieraj, Jo Ellen | *Assessment Program Specialist - Academic Testing*
Vaughn, Rachel | *Assessment Data Specialist*
Walder, Ann | *Assessment Program Specialist - External Testing and Training*
Wendt, Stacy | *Testing Services Administrative Assistant*
White-Shepard, Kisha | *Testing Services Department Coordinator*

LEARNING OUTCOMES, CURRICULUM AND PROGRAM DEVELOPMENT

Dean: Dr. Kathleen Gorski
Diederich, Kelly | *Instructional Services Coordinator*
Durava, Molly | *Outcomes Assessment Coordinator*
Ford, Toni | *Program Development Coordinator*
Lyons, Terry | *Learning Outcomes, Curriculum and Program Development Administrative Assistant*
Malley, Loretta | *Instructional Services Manager*

LIBRARY

Dean: Anita Moore-Bohannon
Manager: 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
Manager: Stephanie Wennmacher
Black, Lauren | *Digital Marketing Manager*
Edmonson, Meghan | *Graphic Design Coordinator*
Feiza, Jamie | *Marketing and Communications Specialist*
Foster, Christopher | *Video Production Specialist*
Haugen, Linda | *Senior Marketing Coordinator*
Lara, James | *Video Production Specialist*
Lindell, Anders | *Marketing and Communications Web Developer*
Magara, James | *Television and Video Production Manager*
Miller, Steven | *Communications Manager*
Morrison, Mary | *Marketing and Communications Coordinator*
Murphy, Bayley | *Digital Communications Coordinator*
Punter, Adam | *Visual Media Coordinator*
Rollins, Emily | *Marketing and Communications Coordinator*

MATHEMATICS AND SCIENCES

Dean: Mary Edith Butler
Assistant Dean: Lorrie Stahl
Ragsdale, Katherine | *Biology Lab Coordinator*
Wall, Katherine | *Chemistry Lab Coordinator*
Wilson, Kerri | *Administrative Specialist Mathematics and Sciences*

PRESIDENT'S OFFICE

President: Dr. Christine Sobek
Director Presidential Communications and Operations: Kimberly Caponi
Baccheschi, Mary | *Executive Administrative Coordinator to President*
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

Assistant Vice President: Dr. Scott Peska
Registrar: Marc Dale, Jr.
Manager: Jill Pierson
Babb, Maggie | *Credentials Analyst*
Brooks, Amy | *Campus Administrative Assistant*
Contreras, Nydia | *Campus Administrative Assistant*
Ferguson, Angela | *Campus Administrative Assistant*
Flores, Beatriz | *Campus Administrative Assistant*
Nicholson, Emily | *Registration/Records System Analyst*
Parks, Susan | *Registration/Records Administrative Assistant*
Sparks, Dawn | *Registration/Records Administrative Assistant*
Werth, Steven | *Credentials Analyst*
Vacant | *Registration/Records Administrative Assistant*

SCHOOL DISTRICT PARTNERSHIPS

Director: Robert Cofield
Costin, Kristin | *School District Partnerships Administrative Coordinator*

SOCIAL SCIENCES, EDUCATION AND WORLD LANGUAGES

Dean: Dr. Janette Funaro
Assistant Dean: John Metych III
Koehring, Janet | *Administrative Specialist Social Sciences, Education and World Languages*

STRATEGIC DEVELOPMENT

Vice President: Dr. Jamal Scott
Forney, Kimberly | *Senior Administrative Coordinator to Vice President of Strategic Development*

STUDENT AND COMMUNITY ENGAGEMENT

Dean: Vacant
Hollenbeck, Kera | *Administrative Specialist Student and Community Engagement*

STUDENT DEVELOPMENT

Vice President: Dr. Melinda Tejada
Way, Angela | *Senior Administrative Coordinator to Vice President of Student Development*

STUDENT LIFE

Dean: Vacant
Manager: Dr. Mary Tosch
Lerma, Lina | *Student Life Administrative Assistant*
Vacant | *Student Life Coordinator*

STUDENT SERVICES

Assistant Vice President: Dr. Scott Peska
Nuñez, Myrna | *Administrative Specialist Student Services*

STUDENT SUCCESS

Dean: Kelli Sinclair
Manager: Lisa Richardson
Buzzelli, Sarah | *Student Success Coach*
Castellanos, Iris | *Student Success Coach*
Rios, Gabriela | *Student Success Coach*
Vacant | *Student Success Coach*

STUDENT SUCCESS AND RETENTION

Dean: Kelli Sinclair
Elliott, Laura | *Administrative Specialist Student Success and Retention*
Kocunik, Sarah | *Graduation and Transfer Coordinator*
Sherrod, Tiye | *Student Conduct and Compliance Officer*
Watson, Heather | *Transfer/Veterans Advisor*

STUDENT SUPPORT SERVICES

Dean: Vacant
Manager: Andrea Egle
Vacant | *TRIO/ Student Support Services Educational Advisor*

TRANSFER AND ACADEMIC SUPPORT

Assistant Vice President: Vacant
Arsenault, Deborah | *Administrative Specialist Transfer and Academic Support*

UPWARD BOUND

Dean: Vacant
Manager: Robert Cook
Arceo, Jesus | *Upward Bound Advisor*
Vacant | *Upward Bound Advisor*

WORKFORCE EDUCATION AND TRAINING

Assistant Vice President: Suzette Murray
Dwinnells, Sarah | *Administrative Specialist Workforce Education and Training*
Gaspar, Alyson | *Career and Technical Education Services Manager*

WAUBONSEE

what you can learn

Facilities and Extension Locations

2019/2020

Sugar Grove Campus

The Sugar Grove Campus includes the Student Center, which houses admissions, counseling, financial aid, the café and coffee bar, and other student services; the Field House/Erickson Hall, which houses the gymnasium and the fitness center; the Auditorium; Collins Hall, which houses the library; Akerlow, Bodie, Von Ohlen and Weigel Halls, which house classrooms and faculty offices; the Science Building; the Henning Academic Computing Center, which houses the computer laboratory and computer instruction classrooms; the Academic and Professional Center, which houses the event room; Dickson Center, which houses the bookstore and administrative offices; Campus Operations; Building A, which houses administrative offices; Ceramics Building; Auto Body; and various athletic fields. See the map on following pages. Also see the directory at the back of this catalog. Parking lots are provided at no cost to the student. Parking regulations are posted throughout the campus.

Consult the current schedule of classes or website for the hours of operation for all campus services.

Aurora 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. See the map on following pages.

Comprehensive student services, including admissions, registration, counseling, 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 Literacy Project.

This campus offers transfer courses and career degree and certificate programs, developmental and adult basic education, workforce development, and community education.

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, nurse assistant and surgical technology. There are also general education course offerings and comprehensive student services. Free on-site parking is available. See the map on following pages.

Plano Campus

Waubonsee's Plano Campus is located off of Route 34, west of Eldamain Road in Plano. The 33,000 square-foot-building includes classrooms, two science labs (biology and earth science), computer labs and Certified Nurse Assistant (CNA) lab. Free on-site parking is available.

This campus offers transfer courses and career degree and certificate programs, developmental and adult basic education, workforce development, and community education.

Extension Locations

Student convenience is very important to us at Waubonsee Community College, and so is flexibility.

Because students like to receive their education near where they live and work, the college has committed its resources to expanding the number of educational opportunities available at locations beyond Waubonsee's major campus centers. The college offers a number of college credit courses, community education classes and business seminars at locations close to home.

Each semester, students are able to enroll in a wide range of Waubonsee offerings at 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 courses, classes and seminars offered at locations throughout the college district, consult the current semester class schedules.

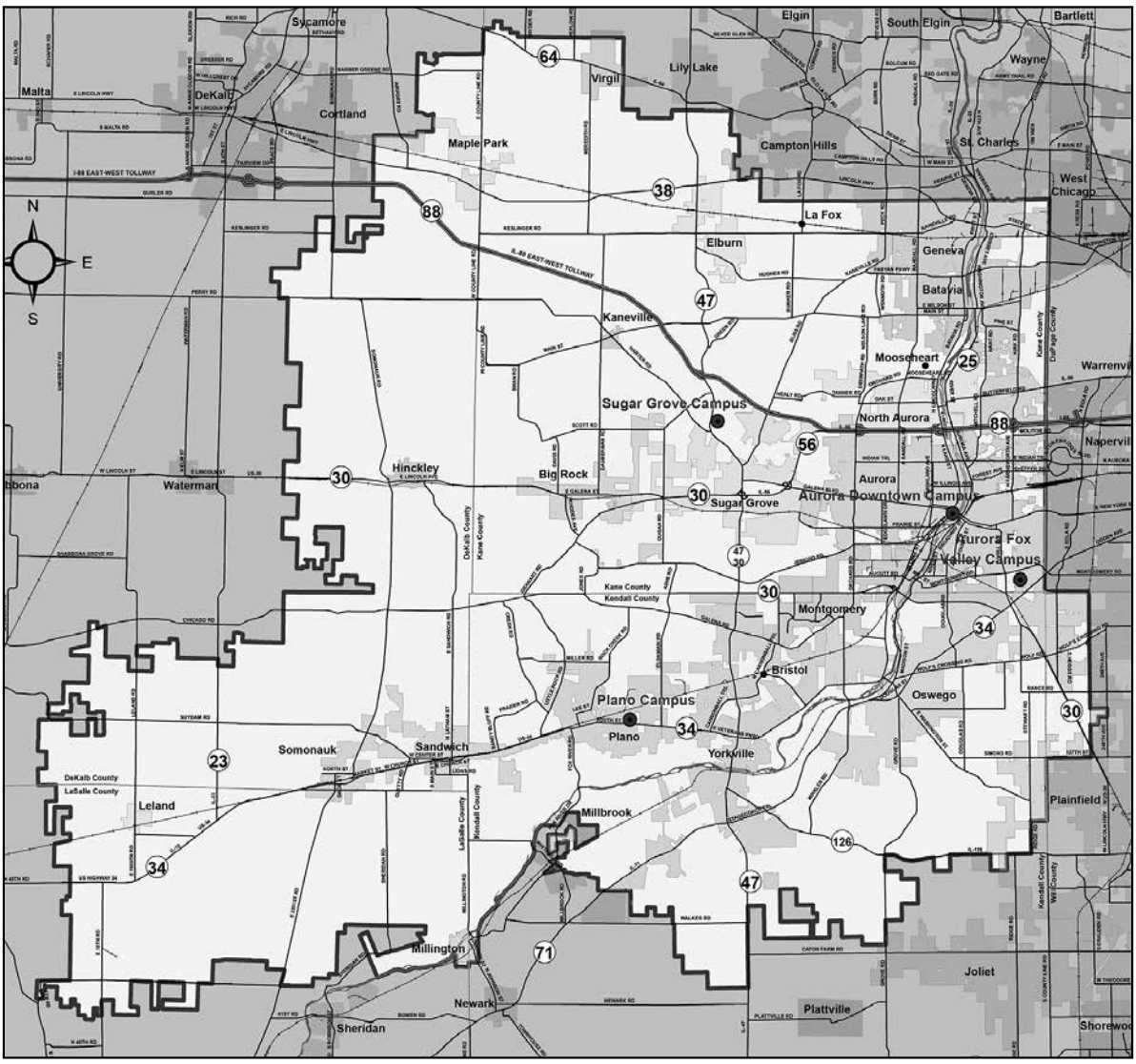
Waubonsee on the Web

Waubonsee's website at www.waubonsee.edu provides a wide range of important and timely information about the college. Members of the college community can find updated class schedules, details about transfer and career programs, a faculty and staff directory, and campus maps. Information about financial aid, registration, athletics programs, student 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.

More information about Waubonsee's Web resources is available from the Marketing and Communications Office (see directory).

In addition to its many alternative delivery systems for education, Waubonsee also offers online courses, certificates and degrees. See the website for more information, including a current schedule of online courses.



ILLINOIS COMMUNITY COLLEGE DISTRICT #516

2017 District population estimate* **452,356**
Projected population for the year 2025 **475,566**

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

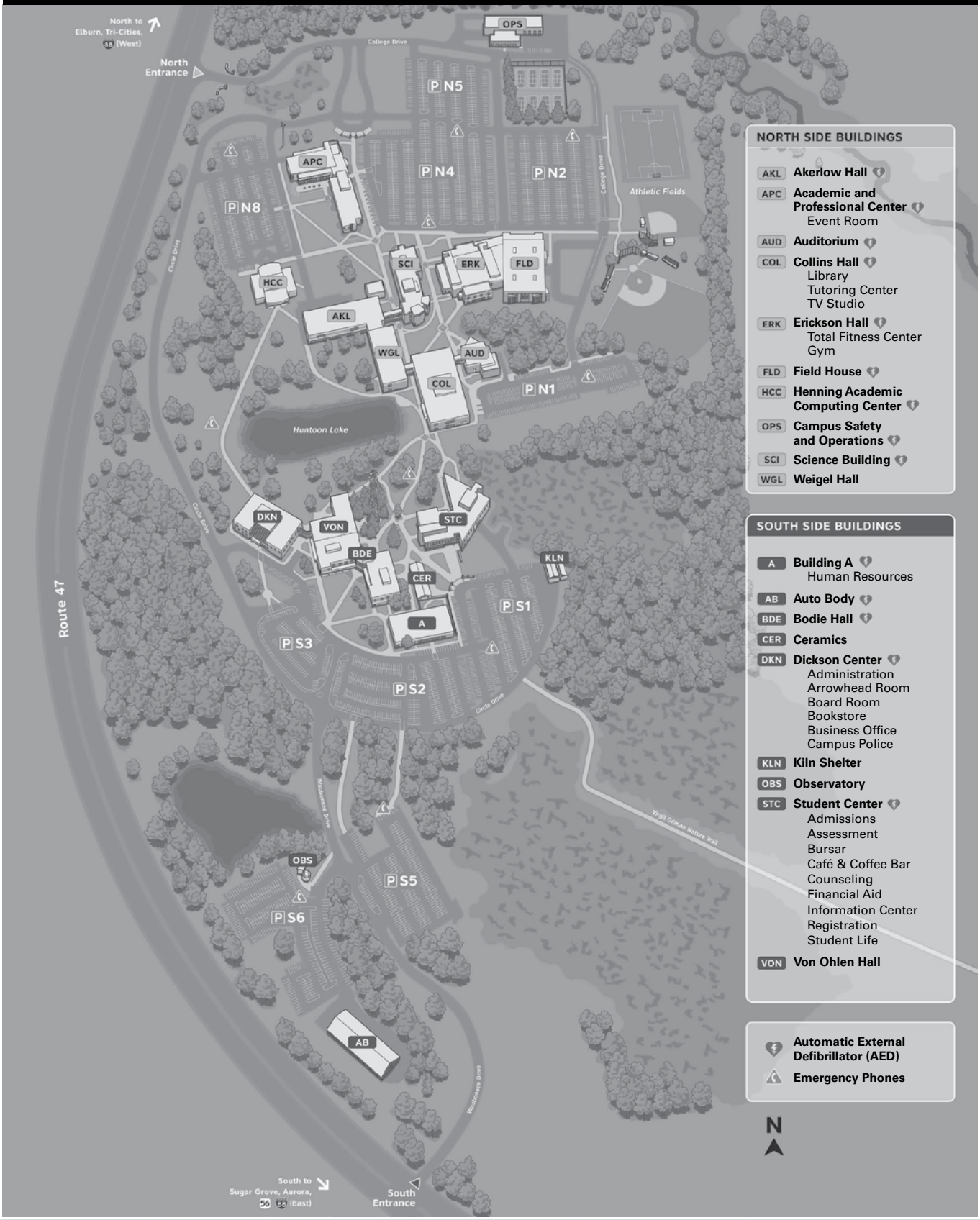
Town Name	ZIP Codes *Within/Partially within district*
Aurora	60502, 60503, 60504, 60505, 60506
Batavia	60510
Big Rock	60511
Bristol	60512
Elburn	60119
Geneva	60134
Hinckley	60520
Kaneville	60144
La Fox	60147
Leland	60531
Maple Park	60151
Millbrook	60536
Millington	60537
Montgomery	60538
Mooseheart	60539
North Aurora	60542
Oswego	60543
Plano	60545
Sandwich	60548
Somonauk	60552
Sugar Grove	60554
Yorkville	60560

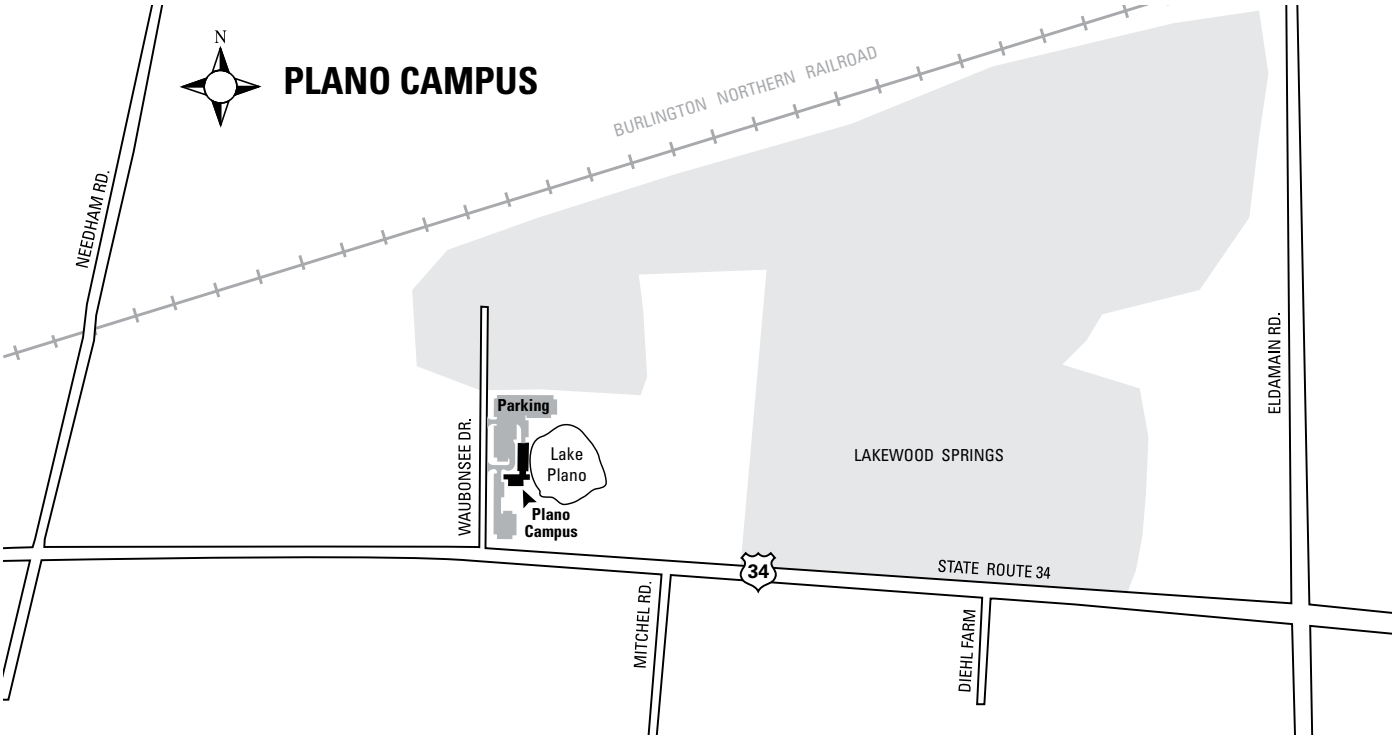
*Data Source: Nielsen demographic purchase, File: PFPILZ12_2017_District, Field: L, Field Name: 'Pop_C'

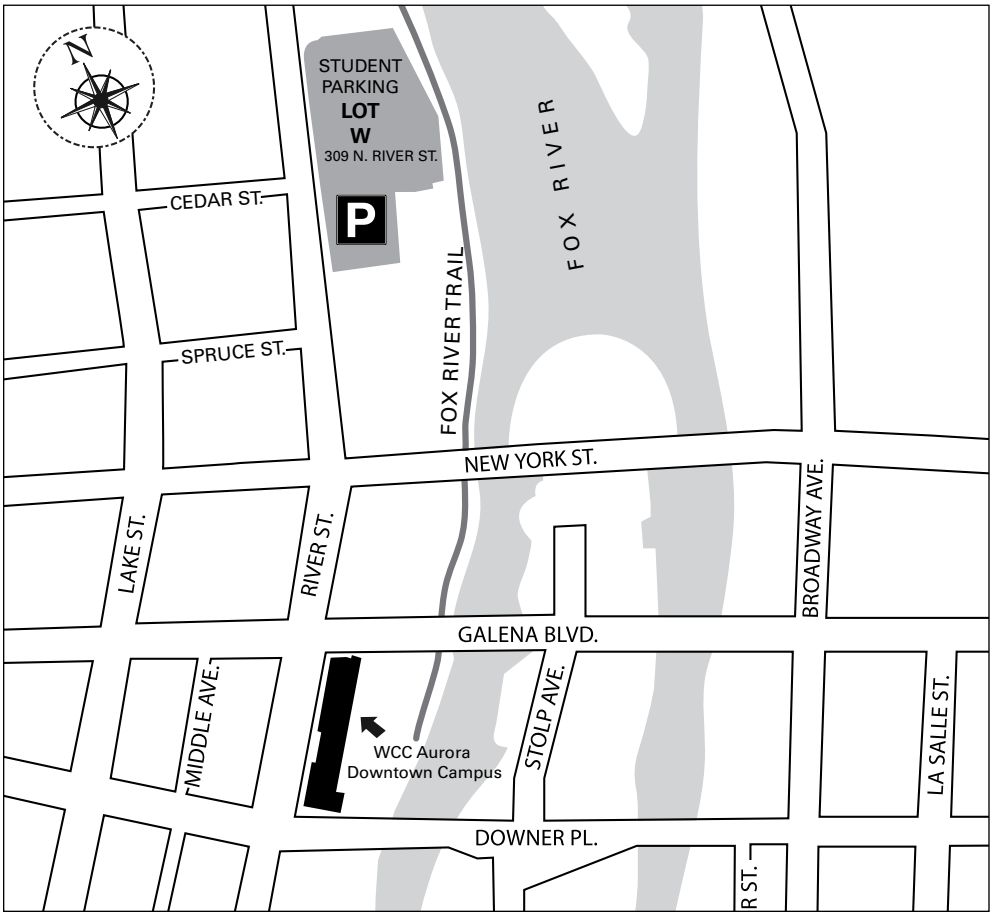
WAUBONSEE
COMMUNITY COLLEGE

SUGAR GROVE CAMPUS

Route 47 at Waubonsee Drive, Sugar Grove, IL 60554





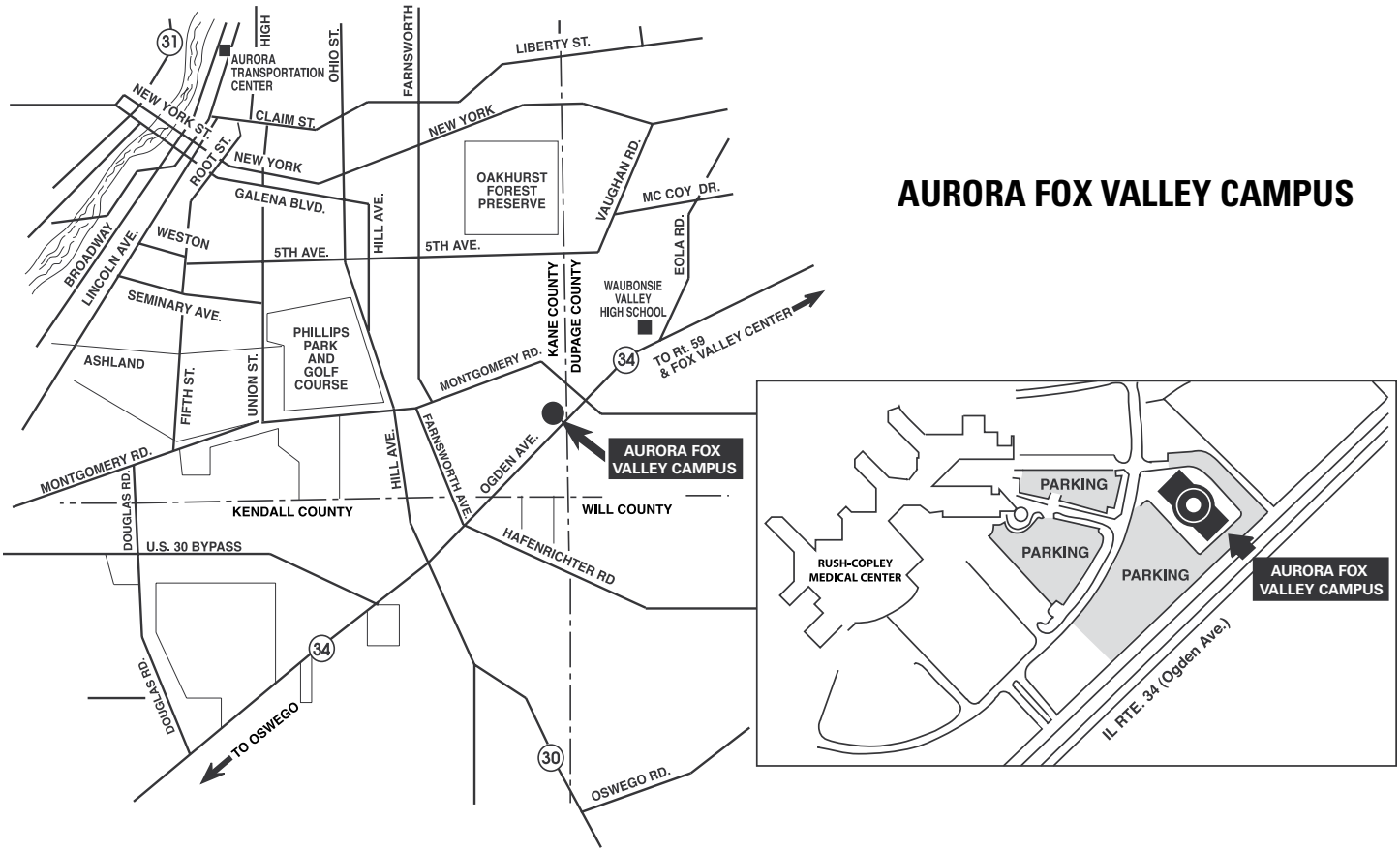


AURORA DOWNTOWN CAMPUS

The campus, located at 18 S. River St., has short-term parking, limited to 15 minutes, which will be strictly enforced. Free student parking is available from 7 a.m. to 10 p.m. in Lot W at 309 N. River St. Note that Lot W is zoned for different time limits which 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 Boulevard.

AURORA FOX VALLEY CAMPUS



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Glossary

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 person who assists students directly with academic, career and personal concerns.

Credit by examination - course credit awarded to students demonstrating knowledge through proficiency or CLEP tests.

Curriculum - group of courses comprising an area of specialization.

Dean - person responsible for an instructional or administrative division.

Degree - academic title given to student signifying completion of a program of study. *See associate degree.*

Discipline - area of study such as criminal justice, English or welding 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.

E-RAP (Electronic Registration and Planning) - an online program for all new regular students to assist in orientation and course selection.

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 six: Academic Support; Business and Career Technologies; Communications, Humanities and Arts; Health Professions and Public Service; Mathematics and Sciences; Social Sciences, Education and World Languages.

Lec/Lab - number of hours students spend per week in lecture and/or laboratory time in a course.

Part-time - student taking fewer than 12 hours per semester.

Prerequisite - course that must be completed before taking another. Corequisite refers to a course that must be taken in conjunction with another.

Probation - warning that student is not attaining satisfactory academic progress.

Registration - process of completing forms and steps necessary to enroll in classes.

Reverse transfer - student transferring from another college to Waubonsee.

Schedule - periodic publication providing complete schedule of courses and registration process information.

Semester - 16-week class term. Fall semester begins in August and spring semester in January. Summer session also offered.

Semester hour (sem hr) - unit of measurement defining credit awarded for successful completion of a class.

Senior college - four-year institution of higher education offering baccalaureate and higher degrees.

Student Handbook - annual publication explaining college policies, regulations and activities in an easy reference format.

Transcript - official copy of student's academic record obtained from the registrar.

Tuition - cost of attending courses based on the number of semester hours for which student enrolls and on residency.

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

Department	Building	Extension
Access Center for Disability Resources	STC 201/ DWNTN 110 FOXVLY 231/ PLANO 126	2564
Admissions	STC 260/ DWNTN 110	5756
Adult Education Division	DWNTN 460	4600
Adult Education Computer Center	DWNTN 454	4128
Adult Education Youth Services	DWNTN 460	4176
Adult Literacy Project	DWNTN 460	4661
Advancement Office	DKN 2nd floor	2316
Athletics	FLD 170	2524
Bookstore	DKN 1st floor DWNTN 1st Floor	2908 4174
Bursar	STC 2nd floor	5705
Business and Career Technologies Division	AKL 230	2263
Campus Police	DKN 1st floor DWNTN 1st Floor	2552 4142
Career Development Center	STC 209	2368
Children's Programs	Auditorium 108	2360
Communications, Humanities and Fine Arts Division	BDE 136	2921
Community Education	Auditorium 108	2360
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	2361
Academic Support	COL 162	5706
Driver Safety	DWNTN 266	3675
Educational Affairs	COL 132	2352
Financial Aid	STC 234/ DWNTN 241 FOXVLY 234/ PLANO 134	5774
Fitness Center	ERK 1st floor	2530
GED & TASC Testing	DWNTN 275	4182

Department	Building	Extension
Graduation	STC 276	2933
Health Care Programs	FOXVLY 107	3901
Health Professions and Public Service Division	FOXVLY 107	3900
High School Equivalency Preparation Classes	DWNTN 457	4600
Honors Program	DKN 224	2723
Human Resources	A 110	2718
Learning Assessment and Testing Services	STC 230/ DWNTN 275 FOXVLY 229/ PLANO 129	5700
Library	COL 2nd floor DWNTN 1st floor FOXVLY	2400 4625 3917
Lifelong Learning Institute	COL 174	2593
Marketing & Communications	DKN 250	2411
Mathematics and Sciences Division	SCI 214	2319
President's Office	DKN 2nd floor	2903
Registration & Records	STC 249/ DWNTN 110 FOXVLY 231/ PLANO 126	2370
Social Sciences, Education and World Languages Division	APC 244	5734
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 FOXVLY 225 *(by appt)* PLANO Library *(by appt)*	2408 4628 2408 2408
Workforce Education and Training	A101	2356

Official Campus Hours

Official campus hours are hours the campuses are open to the public year-round. Please visit waubonsee.edu/hours for specific service hours by campus location and department.

Sugar Grove — 5:30 a.m. - 11 p.m., Monday - Friday | 6:30 a.m. - 11 p.m., Saturday | 8 a.m. - 10 p.m., Sunday
Aurora Downtown — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 4:30 p.m., Friday - Saturday
Aurora Fox Valley — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 4:30 p.m., Friday - Saturday
Plano — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 4 p.m., Friday | 7:30 a.m. - 4:30 p.m., Saturday

Campus Closed

The college is closed and services are not available on:

Independence Day: Thursday, July 4, 2019
Labor Day: Monday, Sept. 2, 2019
Thanksgiving Holiday: Wed., Nov. 27 thru Sunday, Dec. 1, 2019
Winter Break: 4:30 p.m., Fri., Dec. 20, 2019 thru Wed., Jan. 1, 2020
Easter: Sunday, April 12, 2020
Memorial Day: Monday, May 25, 2020

WAUBONSEE
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www.waubonsee.edu

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