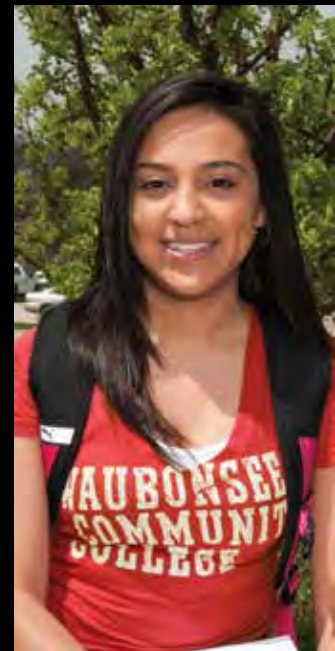




COLLEGE CATALOG

2015-2016





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

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)

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. 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 2015-2016

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 2015-2016.

OUR VISION

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

OUR VALUES

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

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

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

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

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

OUR MISSION

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

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

Our Commitments

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

Our Programs and Services

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

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

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

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

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

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

Our Program Support

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

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

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

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Campus Safety

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

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

ACCREDITATION

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

APPROVAL:

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



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



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



Karen L. Cotter
Plano
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Retired Business Executive



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



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



James E. Pilmer
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Board member
1993-2017
Municipal Executive



Patrick Kelsey
Montgomery
Board member 2015-2021
Consulting Scientist



Daniel Noll
Hinckley
Student Trustee
2014-2015



Christine J. Sobek, Ed.D.
President

**Vision 2050: A Future
Beyond Expectations**

*"The future belongs to
those who believe in the
beauty of their dreams."*

- Eleanor Roosevelt

This is an exciting year to be at Waubonsee! In March 2015, we celebrated the completion of our 2020 College Master Plan with the grand opening of the plan's final project, our beautiful new Field House. Connected to a newly renovated Erickson Hall, the new space provides a state-of-the-art center for athletic, health and wellness activities. Completed ahead of schedule and on budget, the 2020 College Master Plan resulted in a total of five new buildings on the Sugar Grove Campus and two new campuses, one in Aurora and one in Plano.

As we look to the future, we are engaging all of our stakeholders to create our Vision 2050. Just as we did in developing the 2020 College Master Plan in 2002, we continually follow trends and discussions on "the next big things." Students, faculty, staff and community members are participating in online and in-person discussions to prepare today for the future tomorrow. Watch for scheduled discussions or join us online at idealab.waubonsee.edu.

I am excited that you view Waubonsee Community College as your educational partner in your preparation for a bright future. I encourage you to participate fully in your education and to make the commitment for certificate or degree completion. Counseling, career services, tutoring, and financial aid are just a few of the resources to help you be successful at Waubonsee. Our catalog and our website at www.waubonsee.edu provide you with information about these and many other activities and resources available to support you as you realize your dreams and see your future take shape.

Our alumni are changing the world. Many were the first in their family to graduate from college. Many transferred to four-year institutions to complete bachelor's, master's and doctoral degrees. Waubonsee alumni have as varied careers as the more than 35,000 certificates and degrees awarded in our nearly 50 year history.

Welcome to our learning community!

Sincerely,

A handwritten signature in cursive script that reads "Christine J. Sobek". The signature is written in dark ink on a white background.

Christine J. Sobek, Ed.D., President

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

TRANSFER EDUCATION

Associate in Arts Degree (AA)
 Associate in Science Degree (AS)
 Associate in Engineering Science Degree (AES)
 Associate in Fine Arts Degree (AFA)

See degree requirements page 21.

See the list of example areas of concentration page 31.

CAREER AND TECHNICAL EDUCATION

Associate in Applied Science Degree (AAS)

Certificate of Achievement

See degrees and certificates listed page 74.

GENERAL EDUCATION

Associate in General Studies Degree (AGS)

General Studies Certificate

See degree requirements page 67.

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

DISCIPLINES

Course descriptions begin on page 167.

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

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

TRANSFER DEGREE AREAS OF CONCENTRATION

See the transfer degree guidelines starting on page 30.

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

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

CAREER AND TECHNICAL EDUCATION AREAS

See the curriculum for each degree and certificate starting on page 74.

Accounting
 Administrative Office Systems
 Apprentice Training Program
 Auto Body Repair
 Automation Technology
 Automotive Technology
 Business Administration
 Computer Aided Design
 and Drafting
 Computer Information Systems
 Construction Management
 Criminal Justice
 Early Childhood Education
 Electrical Apprentice
 Emergency Medical Technician
 Entrepreneurship
 Fire Science
 Geographic Information Systems
 Graphic Design
 Health Care Interpreting
 Health Information Technology
 Heating, Ventilation
 and Air Conditioning
 Human Services
 Interpreter Training/Sign Language
 Kinesiology
 Laboratory Technology
 Legal Interpreting
 Machine Tool Technology
 Management - Human Resources
 Mass Communication
 Medical Assistant
 Music
 Nurse Assistant
 Paraprofessional Educator
 Patient Care Technician
 Phlebotomy Technician
 Photography
 Real Estate
 Registered Nursing

Surgical Technology
 Therapeutic Massage
 Welding Technology
 World Wide Web

FALL SEMESTER 2015

Late registration begins	Aug. 17
<i>(Last day to enroll in a course is prior to the first class meeting)</i>	
Orientation week for faculty and staff.....	Aug. 19-21
First day of classes — Monday	Aug. 24
Students withdrawn for nonpayment after this date must petition to re-enroll	Aug. 24
End of ALL refunds for 16-week courses	Sept. 4
Withdrawals after this date from 16-week courses will appear on student transcripts.....	Sept. 4
Labor Day break — Monday	Sept. 7
<i>(Classes will not meet)</i>	
Weekend classes begin — Saturday	Sept. 12
Last day to claim honor student status designation in a 16-week course	Sept. 21
Mid-semester — last day to change audit enrollment status	Oct. 14
Last day to enroll in a fall semester self-paced open entry course	Oct. 14
<i>(Spring self-paced open entry course registration begins Nov. 2)</i>	
Spring semester registration begins at 8 a.m.	Nov. 2
Last day to enroll in a fall semester independent study or internship course	Nov. 9
Thanksgiving break — Monday through Sunday	Nov. 23-29
<i>(Classes will not meet)</i>	
Last day to withdraw from fall semester courses.....	Nov. 30
Semester ends	Dec. 19
Grades due — noon, Monday.....	Dec. 21

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

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

Independence Day:	Saturday, July 4, 2015
Labor Day:	Monday, September 7, 2015
Thanksgiving Holiday:.....	Wednesday, November 25 through Sunday, November 29, 2015
Winter Holiday:	4:30 p.m., Wednesday, December 23, 2015 through Sunday, January 3, 2016
Easter:	Sunday, March 27, 2016
Memorial Day:.....	Monday, May 30, 2016
Independence Day:	Monday, July 4, 2016

2015

August

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

September

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

October

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

November

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

December

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

2016

January

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

February

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

March

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

April

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

May

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

June

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

July

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

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 2016

Late registration begins	Jan. 11
<i>(Last day to enroll in a course is prior to the first class meeting)</i>	
Orientation week for faculty and staff.....	Jan. 13-15
First day of classes — Tuesday	Jan. 19
Students withdrawn for nonpayment after this date must petition to re-enroll	Jan. 19
Weekend classes begin — Saturday	Jan. 23
End of ALL refunds for 16-week courses	Jan. 29
Withdrawals after this date from 16-week courses will appear on student transcripts.....	Jan. 29
Last day to claim honor student status designation in a 16-week course	Feb. 15
Summer semester registration begins at 8 a.m.	March 7
Mid-semester — last day to change audit enrollment status	March 9
Last day to enroll in a spring semester self-paced open entry course	March 9
<i>(Summer self-paced open entry course registration begins March 7)</i>	
Spring break — Monday through Sunday.....	March 14-20
<i>(Classes will not meet)</i>	
Last day to enroll in a spring semester independent study or internship course.....	April 4
Last day to withdraw from spring semester courses	April 25
Fall semester registration begins at 8 a.m.	May 2
Semester ends	May 13
Graduation	May 14
Grades due — noon, Tuesday	May 17
<i>The above dates apply, in general, to traditional 16-week credit courses. Contact Registration and Records for details concerning weekend courses, TBA courses or courses shorter than 14 weeks in duration.</i>	

SUMMER SEMESTER 2016

First day of classes — Monday (check individual course)	May 16
<i>(Last day to enroll in a course is prior to the first class meeting)</i>	
Weekend classes begin — Saturday	May 21
Memorial Day break — Saturday through Monday.....	May 28-30
<i>(Classes will not meet)</i>	
First day of regular summer session	June 6
Last day to enroll in a summer semester self-paced open entry course	June 22
<i>(Fall self-paced open entry course registration begins May 2)</i>	
Independence Day break — Saturday through Monday	July 2-4
<i>(Classes will not meet)</i>	
Last day to enroll in a summer semester independent study or internship course	July 5
Last day to withdraw from summer semester courses.....	July 18
End of Session	July 30
Grades due — noon, Monday.....	Aug. 1
Midterm	determined by length (weeks) of course
Refunds	determined by course beginning date and duration (See the Bursar Office for details.)
Grades due	immediately upon completion of each course

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

New students who have never attended Waubonsee before are required to complete the New Student Information Form found online at www.waubonsee.edu/nsif.

Please refer to the following steps to complete enrollment.

New Noncredit Students

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

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

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

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

Earn a degree or certificate

Receive financial aid

Transfer credit earned at another college to WCC*

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

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

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

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

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

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

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

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

Don’t meet any criteria for “new full-time and/or degree-seeking” category

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

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

STEP 3 Meet with an Admissions Advisor and complete Electronic Registration and Planning (E-RAP), plus access E-RAP through the mywcc portal at mywcc.waubonsee.edu prior to registering (*highly recommended*).

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

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

Returning/Continuing Students

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

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

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

Questions? Call (630) 466-7900.

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

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

WAUBONSEE

what you can learn

Educational Options

Educational Options

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

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

Transfer Education

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

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

Basic Skills Education

Adult Basic Education

Adult Basic Education (ABE) gives adults who did not graduate from high school an opportunity to enhance their basic skills in the areas of vocabulary, reading, writing and mathematics. Morning and evening classes are offered at the Aurora 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 General Educational Development (GED) preparation. Call the Adult Education office for information (see directory).

Adult Education Computer Center (AECC)

The AECC offers adult education students an opportunity to enhance their studies using computer aided instruction in the areas of basic academic skills, GED preparation, workforce preparation, English as a Second Language and literacy. The center is located at the Aurora Campus. Adult Education 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).

Adult Education Special Programs

This comprehensive program offers opportunities for low-income adult education students to obtain self-sufficiency through education and training. These programs are designed to offer personalized assistance to the potential college student who plans to pursue a certificate or associate degree in a vocational area. Among the Special Programs are the Youth Services Program and the 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 21. Among the many benefits available to eligible students are free tuition and fees, books, limited assistance with child care payments and transportation, individual case management, and other support services. Students lacking a high school diploma are strongly encouraged to attend GED classes to work toward GED attainment prior to enrolling in a career certificate program. One year follow-up is given to students once they've completed their course of study and obtained employment.

Adult Literacy Project

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

English as a Second Language

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

General Educational Development

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

The GED Testing program at Waubonsee offers both English and Spanish exams monthly. All registrations and testing appointments are made through Pearson-VUE at www.GED.com or you may contact Pearson-VUE directly at 877-392-6433. Payment for GED exams is made directly to Pearson-VUE. For more information please visit www.GED.com. Waubonsee's Learning Assessment and Testing Services (see directory) also administers the constitution test, one of the required parts of the GED test.

Outreach and Retention

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

Community Education

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

Personal Enrichment Courses

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

Special Events

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

Xcelerate

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

Trips and Tours

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

Lifelong Learning Institute

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

Total Fitness Center

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

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

Online Learning

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

Online Learning Degrees and Certificates

Students are able to complete select degrees or certificates 100% online by taking only online courses. Currently, the Associate in General Studies degree, the Associate in Arts with a concentration in Liberal Arts degree and several Certificates of Achievement can be completed online. For more information about degrees and certificates, contact the Counseling Department.

Online Courses

Waubonsee offers nearly 200 online courses providing students the flexibility of scheduling courses around their personal and work schedules. Student 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 and virtual chat rooms. Each course has a start and end date and schedule for completing course work. Some courses may require proctored exams. Students can take proctored exams at Waubonsee's Learning Assessment and Testing Services. Check the current credit schedule for a list of available online courses.

Self-paced Open Entry

Waubonsee offers more than a dozen self-paced open entry courses each semester. An instructor is assigned to each course to guide students through the material; however, the work is completed independently at the student's own pace. Some courses may require proctored exams. Students can take proctored exams at Waubonsee's Learning Assessment and Testing Services. Some of the courses may have required videos that are available online or in DVD format. Students can check out DVDs through the Online Learning Office located on the Sugar Grove Campus in Collins Hall. Students may be enrolled in a maximum of two self-paced open entry courses at a time.

Internship 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 credits a semester. Students are encouraged to research internship opportunities and the Career Development Center is available to assist. Please see page 165 for details, and contact careerservices@waubonsee.edu or the Dean for 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 ACT testing services.

ACT Preparation Classes and Testing

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

Articulated Credit

For articulated credit information, see page 166.

Dual Credit

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

Students who are at least 16 years of age during the term they are registered for and have obtained permission from their high school, may also enroll in a Waubonsee credit course for which they have met the prerequisites. At the discretion of the high school, students may receive both college and high school credit (dual credit) for the course. Students who take a course in this manner must pay all tuition and fees and register using the High School Registration/Authorization Form, which requires the signature of a high school principal or counselor. Additional requirements apply to students under the age of 16. (See page 247).

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).

High School Summer Program

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

Worldwide Youth in Science and Engineering (WYSE) Competition

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

ROTC Transfer Option

Students who intend to transfer to a four-year school that offers a Reserve Officers' Training Corps (ROTC) program may accomplish the basic coursework in their first two years at Waubonsee. The ROTC Transfer Option is described in more detail in the "Career Connections" section, and the Military Science (MSC) curriculum is detailed in the "Course Descriptions" section. For more information, contact the Dean for Social 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, 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 a full fall or spring semester on campus in Canterbury, England, or Salzburg, Austria. For more information about the program requirements, contact the Career Development Center (see directory). 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 complete general education requirements on the weekend. For students with commitments during the week, Waubonsee schedules selected classes on Saturdays at the Sugar Grove, Aurora, Copley, and Plano Campuses. Please check the semester credit course schedule for more information.

Workforce Development

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

Professional Development

Waubonsee offers an array of short, noncredit courses for job seekers, career changers and those seeking to update their job skills. This department develops and delivers a regular schedule of courses, seminars and workshops to meet the training, certification, recertification and continuing education needs of individuals in many professions. Courses are offered in a variety of topics, including computers, health care, supervisory skills, manufacturing, warehousing and safety.

Courses are focused to address specific needs, giving participants skills they can put to immediate use in the workplace. Classes are conveniently scheduled to begin throughout the year and to meet at various dates, times, and locations, and many courses are offered online. For individuals looking to change careers, Workforce Development offers on-line and face-to-face learning options to fit the needs of adults.

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

Business Solutions and Training

When business leaders seek expert training for their employees, Waubonsee's business training department works to deliver affordable training solutions designed to 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 provide comprehensive training solutions on-site or at one of Waubonsee's four campus locations. With more than 100 content experts available to work with businesses, the department brings expertise to ensure both practical knowledge and real-world application. Topics include, but are not limited to, business and management, communication, manufacturing and industrial skills, quality process improvement, safety, health and computer software training.

Illinois Small Business Development Center

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

Driver Safety Program

Driver Safety offers 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 ages 15 to 24. "Alive at 25" will help young drivers understand the consequences of the driving choices they make and why they often underestimate risks.



See directory inside back cover.

WAUBONSEE

your first step

Transfer Degree Curriculum

Purpose of the Transfer Degree Curriculum

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

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

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

Transfer Degree Guidelines

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

Articulation Compact

Waubonsee Community College participates in agreements with most state universities in Illinois that state: "A transfer student in good standing who has completed an associate degree based on baccalaureate-oriented sequences from an Illinois community college shall be considered: A) to have attained 'junior' standing; and B) to have met lower division general education requirements of senior institutions." The Compact Agreement applies to general education requirements, and if, while at Waubonsee, students have not taken lower division courses included in their major field requirements, they will be required to do so by the senior institution. Also see the section on joint admission on page 248.

Illinois Articulation Initiative

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

Transfer Guarantee

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

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

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

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

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

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

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

On-Campus/Online Bachelor's Degree Completion

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

High School Requirements

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

HIGH SCHOOL REQUIREMENTS

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

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

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

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

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

Waubonsee's TOP MEASURE

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

- M**anage human interactions
- E**xpand their knowledge
- A**dapt concepts
- S**hape the future
- U**timize facts
- R**eflect on themselves and others and
- E**xplore their surroundings.

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

- **Critical Thinking:** Students will analyze, synthesize and evaluate information to develop conclusions or solutions while actively engaging in learning beyond the scope of the course.
- **Diversity:** Students will identify, appreciate and respect differences among people.
- **Ethics:** Students will evaluate moral beliefs and identify socially responsible behaviors using a variety of ethical frameworks.
- **Information and Communication Technologies (ICT) Literacy:** Students will utilize existing and emerging technologies to find, manage, evaluate and convey information efficiently and effectively.
- **Leadership:** Students will recognize and evaluate the skills and principles of effective leadership.
- **Oral Communication:** Students will deliver a clear, well-organized speech, presentation or idea.
- **Quantitative and Qualitative Problem-Solving:** Students will acquire, analyze and use data to develop solutions to a problem.

- **Teamwork:** Students will utilize collaborative techniques to work with others in order to achieve a common goal.
- **Visual Literacy:** Students will construct and interpret print, static and animated media to communicate and draw appropriate conclusions.
- **Wellness:** Students will identify lifestyle and behavior choices that promote physical, mental and social health.
- **Written Communication:** Students will write a clear, well-organized paper using appropriate documentation and quantitative tools.

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

Purpose of Area of Concentration and Elective Requirements

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

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

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

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

Degree Requirements

Associate in Arts (AA)

Associate in Science (AS)

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

I. College Requirements

A. Semester Hours

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

B. Grade-Points

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

C. Academic Residency

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

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 2015.

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

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

Associate in Science (AS)..... **37 sem hrs**

A. Communications

AA/AS..... **9 sem hrs**

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

B. Social and Behavioral Sciences

AA/AS..... **9 sem hrs**

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

Anthropology: ANT **100 (N)**, **101 (N)**, 102, 110
Economics: ECN 100, 110, 201, 202
Geography: GEO **120 (N)**, **220 (N)**, **230 (N)**, **235 (N)**
History**: HIS **101 (N)**, **102 (N)**, 121, 122, **205 (N)**,
215 (N), **220 (N)** (under IAI review), **225 (N)**, **235 (N)**
Political Science: PSC 100, 220, 240, 260
Psychology: PSY 100, 205, 215, 220, 226, 235
Sociology: SOC 100, **120 (D)**, 130, 210, **230 (D)**

C. Physical and Life Sciences

AA/AS..... **7 sem hrs**

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

Physical Sciences

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

Life Sciences

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

D. Mathematics

AA/AS..... **3 sem hrs**

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

E. Humanities and Fine Arts

AA/AS..... **9 sem hrs**

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

Humanities

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

Fine Arts

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

Degree Requirements Footnotes

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

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

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

III. Additional College Requirements

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

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

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

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

A. Social Awareness/Personal Growth

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

College Success Topics: COL 100 (2), 101 (1), 102 (1), 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, 103, 110, 111, 201, 202, 205, 211

Health Education: HED 100

Peace Studies: IDS 210, 220

Physical Education activity courses: PED 100 –149 (0.5-1)

Sustainability: SUS 101

(Students who served in the Armed Services may be granted Physical Education credit for the Social Awareness/Personal Growth requirement.)

B. Physical and Life Sciences/Mathematics

AA **additional hours not required**

AS..... **3-6 sem hrs**

Select courses from the disciplines listed below. Students should consult with a counselor to determine appropriate course choices based on their major and the four-year school to which they intend to transfer.

Astronomy: AST 100, 105 (4), 110 (4), 115

Biology: BIO 100, 101 (1), 102, 103 (1), 104, 110, 111 (1), 120 (4), 122 (4), 126 (4), 200, 250 (4), 270 (4), 272 (4)

Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 202, 231 (4), 232 (4)

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

Geography: GEO 121 (4)

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

Mathematics: MTH 101, 102, 107, 111 (4), 112, 131 (4), 132 (4), 201, 202, 210, 211, 233 (4), 236 (4), 240

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

C. Non-Western and Diversity

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

IV. Area of Concentration/Elective Requirements

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

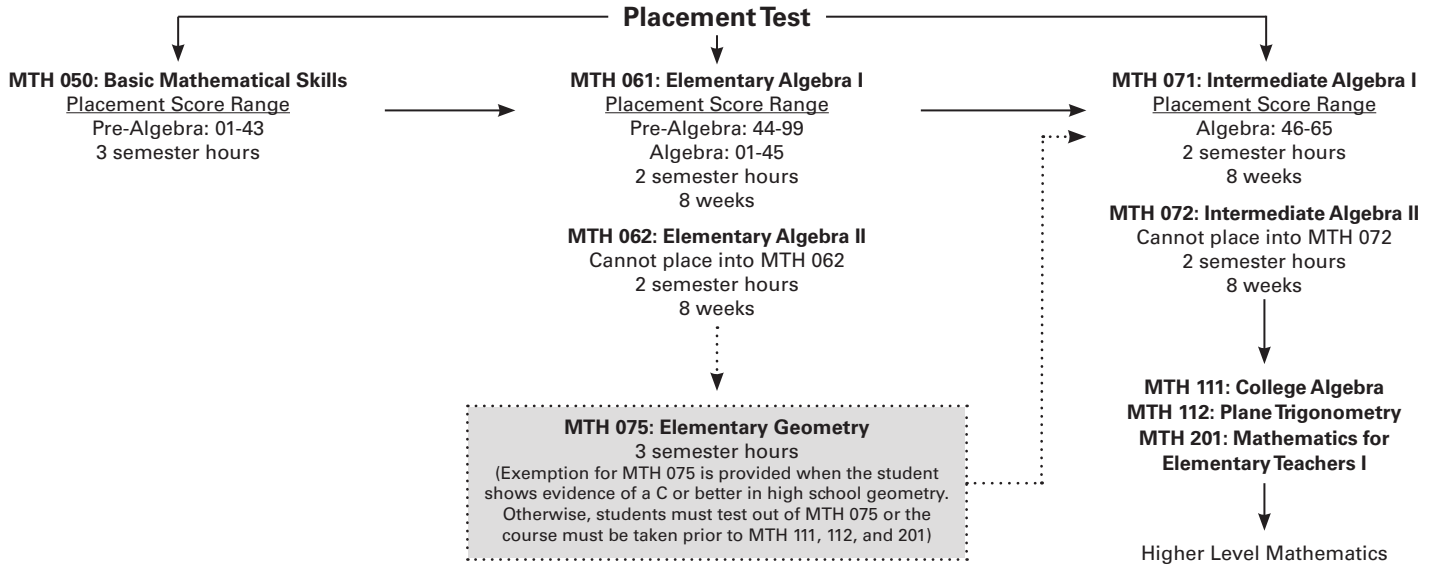
Associate in Science..... **14-18 sem hrs**

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

Note: A maximum of four semester hours each of Independent Study (IND), College Success Topics (COL) or Physical Education (PED) may be applied toward a degree. The maximum semester hours for Physical Education (PED) credit may be waived for physical education, fitness leadership or education majors.

Math Path A

Placement is determined by prior coursework, ACT score or placement test score.



Math Path A: Example Programs

- Biology/Pre-Med (AS)
- Business (AS)
- Chemistry (AS)
- Computer Science (AS)
- Early Childhood Education (AS)
- Economics (AA)
- Elementary Education (AS)

- General Science (AS)
- Geography (AS)
- Geology (AS)
- Mathematics (AS)
- Physics (AS)
- Special Education (AS)

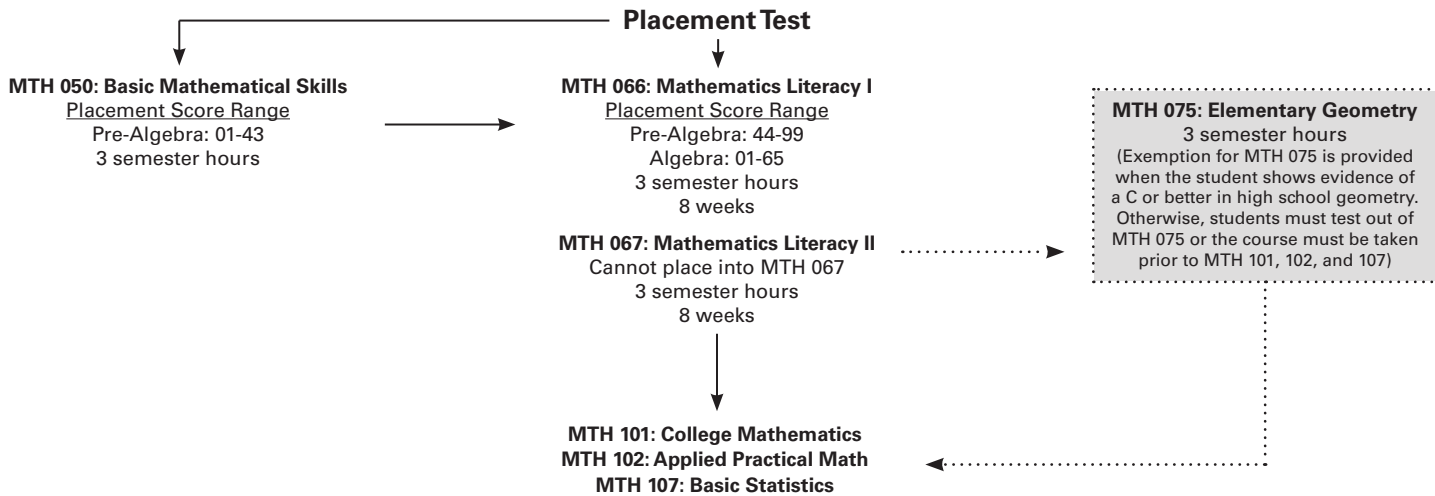
See a counselor or an advisor to determine which math path is right for you, especially if you are undecided about your major or transfer institution.

FOR AAS AND CERTIFICATE PROGRAMS:

Please see a counselor or an advisor to determine the right math path for your program. MTH 103 (Technical Mathematics) and MTH 104 (Business Mathematics) can be viable pathways that do not have prerequisites.

Math Path B

Placement is determined by prior coursework, ACT score or placement test score.



Math Path B: Example Programs

- Art (AA)
- Criminal Justice (AS)
- English (AA)
- Fitness Leadership (AS)
- Graphic Art (AA)
- History (AA)
- Liberal Arts (AA)
- Mass Communication (AA)

- Music (AA)
- Organizational Communication (AA)
- Philosophy (AA)
- Political Science (AA)
- Social Work (AS)
- Sociology (AA)
- Theatre (AA)

See a counselor or an advisor to determine which math path is right for you, especially if you are undecided about your major or transfer institution.

FOR AAS AND CERTIFICATE PROGRAMS:

Please see a counselor or an advisor to determine the right math path for your program. MTH 103 (Technical Mathematics) and MTH 104 (Business Mathematics) can be viable pathways that do not have prerequisites.

Degree Requirements

Associate in Engineering Science (AES)

(AES1) major code

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

I. College Requirements

A. Semester Hours

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

B. Grade-Points

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

C. Academic Residency

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

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.

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 2014. (Courses are *3 sem hrs* unless indicated.)

Associate in Engineering Science

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

A. Communications

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

B. Social and Behavioral Sciences and Humanities and Fine Arts

AES..... **9 sem hrs**

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

Social and Behavioral Sciences

Anthropology: ANT **100 (N), 101 (N)**, 102, 110

Economics: ECN 100, 110, 201**, 202

Geography: GEO **120 (N), 220 (N), 230 (N), 235 (N)**

History***: HIS **101 (N), 102 (N)**, 121, 122, **205 (N), 215 (N), 220 (N)** (under IAI review), **225 (N), 235 (N)**

Political Science: PSC 100, 220, 240, 260

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

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

Humanities and Fine Arts

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

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

Film Studies: FLM 250, 260, 270

French: FRE 202

German: GER 202

History***: HIS 111, 112, 125

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

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

Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202, 220 (under IAI review), 230, 240

Spanish: SPN 202, 205, 215

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

C. Physical and Life Sciences

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

D. Mathematics

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

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

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

IV. Area of Concentration/Elective Requirements

AES **29 sem hrs**

A. Essential Prerequisite Courses

AES..... **16 sem hrs**

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 (4), 220, 230

Computer Engineering: CIS130 and 230, or CIS150 and 250; EGR240

Electrical Engineering: CIS130 and 230, or CIS150 and 250; EGR240

Industrial Engineering: EGR101 (4), 220, 230

Mechanical Engineering: EGR101 (4), 220, 230, 240

C. Elective Courses

AES **0-4 sem hrs**

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

Degree Requirements

Associate in Fine Arts (AFA)

Art

(AFA1) major code

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

I. College Requirements

A. Semester Hours

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

B. Grade-Points

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

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubensee, excluding credit by proficiency.

II. General Education Requirements

Since completion of the Associate in Fine Arts (AFA) degree does not fulfill the requirements of the Illinois General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubensee's IAI website as of March 2014. (Courses are 3 *sem hrs* unless indicated.)

Associate in Fine Arts (AFA) 31 sem hrs

A. Communications

AFA 9 sem hrs

Communications: COM 100

English: ENG 101* and 102*

B. Social and Behavioral Sciences

AFA 6 sem hrs

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

Anthropology: ANT **100 (N)**, **101 (N)**, 102, 110

Economics: ECN 100, 110, 201, 202

Geography: GEO **120 (N)**, **220 (N)**, **230 (N)**, **235 (N)**

History** : HIS **101 (N)**, **102 (N)**, 121, 122, **205 (N)**,

215 (N), **220 (N)** (under IAI review), **225 (N)**, **235 (N)**

Political Science: PSC 100, 220, 240, 260

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

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

C. Physical and Life Sciences

AFA 7 sem hrs

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

Physical Sciences

Astronomy: AST 100, 105 (4-**L**), 110 (4-**L**)

Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 106 (4-**L**), 121 (4-**L**)

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

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

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

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

Life Sciences

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

111 (1-**L**), 120 (4-**L**), 126 (4-**L**), 200, 270 (4-**L**)

D. Mathematics

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

E. Humanities

AFA **6 sem hrs**
 Select two courses from the following list. Courses in **bold** identify Non-Western and Diversity options: **N** indicates non-Western; **D** indicates diversity.
 English: ENG 211, 212, 215, **220 (D)**, 221, 222, 225, 226, 229, 230, 235, 240, 245, **255 (D)**
 Film Studies: FLM 270
 French: FRE 202
 German: GER 202
 History**: HIS 111, 112, 125
 Humanities: HUM 101, **102 (N)**, 201
 Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202, 220 (under IAI review), 230, 240
 Spanish: SPN 202, 205, 215

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

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

IV. Area of Concentration/Elective Requirements

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 Footnotes

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

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

Degree Requirements

Associate in Fine Arts (AFA)

Music Performance

(AFA3) major code

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

I. College Requirements

A. Semester Hours

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

B. Grade-Points

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

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubensee, excluding credit by proficiency.

II. General Education Requirements

Since completion of the Associate in Fine Arts (AFA) degree does not fulfill the requirements of the Illinois General Education Core Curriculum, students must complete the general education requirements of the institution to which they transfer. Courses listed in section II are included on Waubensee's IAI website as of March 2014.

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

Associate in Fine Arts (AFA)28 sem hrs

A. Communications

AFA..... 9 sem hrs

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

B. Social and Behavioral Sciences

AFA..... 3 sem hrs

Select course from the following list. Courses in **bold** identify Non-Western and Diversity options:

N indicates non-Western; **D** indicates diversity.

Anthropology: ANT **100 (N), 101 (N)**, 102, 110

Economics: ECN 100, 110, 201, 202

Geography: GEO **120 (N), 220 (N), 230 (N), 235 (N)**

History**: HIS **101 (N), 102 (N)**, 121, 122, **205 (N),**

215 (N), 220 (N) (under IAI review), **225 (N), 235 (N)**

Political Science: PSC 100, 220, 240, 260

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

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

C. Physical and Life Sciences

AFA..... 7 sem hrs

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

Physical Sciences

Astronomy: AST 100, 105 (4-**L**), 110 (4-**L**)

Chemistry: CHM 100, 101 (1-**L**), 102, 103 (1-**L**), 106 (4-**L**), 121 (4-**L**)

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

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

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

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

Life Sciences

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

D. Mathematics

AFA..... 3 sem hrs

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

Degree Requirements Footnotes

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

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

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

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

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

Film Studies: FLM 270

French: FRE 202

German: GER 202

History***: HIS 111, 112, 125

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

Philosophy: PHL 100, 101, 105, 110, **120 (N)**, 201, 202, 220 (under IAI review), 230, 240

Spanish: SPN 202, 205, 215

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

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

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

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

Elective music courses **12 sem hrs**

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

Applied Music Electives: MUS 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 288 (2)

Performing Ensemble Electives: MUS 160 (1), 161 (1), 162 (1), 164 (1), 166 (1), 167 (1), 168 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5)

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

WAUBONSEE

how you'll prepare

Transfer Degree Guidelines

Transfer Degree Guidelines

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

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

Areas of Concentration

Program guidelines are included for the following areas of concentration.

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

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

How to Schedule Classes

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

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

Student Academic Plan Illustration

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

Name: <u>Jane A. Student</u>		Date: <u>6/16/15</u>	
X Number: <u>X12345678</u>		Major: <u>Business</u> Major Code: <u>A S I G</u>	
II. General Education Requirements.....37 sem hrs A. Communications..... 9 sem hrs <input checked="" type="checkbox"/> English ENG 101 3 <input type="checkbox"/> English ENG 102 3 <input checked="" type="checkbox"/> Speech COM 100..... 3 B. Social and Behavioral Sciences .. 9 sem hrs (Choose at least 2 different disciplines.) <input checked="" type="checkbox"/> <u>ECN 201</u> 3 <input type="checkbox"/> <u>ECN 202</u> 3 <input type="checkbox"/> <u>PSY 100</u> 3 C. Physical and Life Sciences 7 sem hrs (Choose at least one course from each and one lab course.) <input type="checkbox"/> <u>Physical Science</u> 3 <input type="checkbox"/> <u>Life Science</u> 4 D. Mathematics..... 3 sem hrs <input type="checkbox"/> <u>MTH 211</u> 3 E. Humanities and Fine Arts..... 9 sem hrs (Choose at least one course from each) <input type="checkbox"/> <u>Humanities</u> 3 <input type="checkbox"/> <u>Fine Arts</u> 3 <input type="checkbox"/> <u>Hum or FA</u> 3		III. Additional College Requirements.....8-9 sem hrs A. Social Awareness/Personal Growth ...2-3 sem hrs <input type="checkbox"/> <u>PED</u> 1 <input type="checkbox"/> <u>PED</u> 1 B. Physical & Life Sciences/Mathematics3-6 sem hrs <input checked="" type="checkbox"/> <u>MTH III</u> 4 C. Non-Western and Diversity (At least one 3 semester hour course from I.B. or I.E. must have a non-western or diversity focus. This is not an additional credit hour requirement.) <input type="checkbox"/> <u>elective</u>	
IV. Area of Concentration/Elective Requirements18-19 sem hrs (Area of Concentration: <u>Business</u>) <input checked="" type="checkbox"/> <u>BUS 100</u> 3 <input type="checkbox"/> <u>CIS 110</u> 3 <input type="checkbox"/> <u>BUS 207</u> 3 <input type="checkbox"/> <u>ACC 120</u> 3 <input type="checkbox"/> <u>BUS 210</u> 3 <input type="checkbox"/> <u>ACC 121</u> 3			

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

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

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

AREA OF CONCENTRATION: ART (AA05)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I.....3
- ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

- MTH 101 College Mathematics
or
- MTH 102 Applied Practical Math
or
- MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

- Required Fine Arts courses:+**
- ART 101 History of Western
Art-Ancient to Medieval3
 - ART 102 History of Western Art-Renaissance
to Modern Art.....3

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

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

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

Recommendations include:

- ART 110 Design I.....3
- ART 111 Design II.....3
- ART 120 Basic Drawing I.....3
- ART 121 Basic Drawing II.....3
- ART 222 Life Drawing3
- ART 290 Studio Art3

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

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

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

Sample

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

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

AREA OF CONCENTRATION: AVIATION PILOT (AS08)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

ECN 201 Principles of
Economics-Microeconomics.....3

ECN 202 Principles of
Economics-Macroeconomics.....3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 14-18

Recommendations include:

AVP 100 Private Pilot Certificate5

AVP 110 Professional Instrument Rating5

AVP 120 Professional Commercial Pilot5

AVP 130 Professional Multi-Engine Rating3

✓ *Assessment required.*

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

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

The student completes all aviation pilot training at any FAA-approved flight school or equivalent military flight-training program and receives 18 semester hours of credit for AVP 100, AVP 110, AVP 120 and AVP 130 at Waubensee. This credit is officially awarded when the student completes 15 hours of pilot training is completed or all at once. See the Dean for Social Sciences, Education and World Languages. The required academic work to complete the Associate in Science degree is completed at Waubensee.

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

Sample

**Area of Concentration: Biology/Pre-Med
THIS IS AN EXAMPLE TO GET STARTED.**

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

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

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I.....3
- ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

- BIO 120 Principles of Biology I.....4
- CHM 121 General Chemistry.....4

D. Mathematics ✓ * 3

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

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

- BIO 122 Principles of Biology II.....4
- MTH 111 College Algebra4

C. Non-Western and Diversity

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

Recommendations include:

- CHM 122 Chemistry/Qualitative Analysis4
- PHY 111 Introduction to Physics I.....4
or
- PHY 221 General Physics I5
- PHY 112 Introduction to Physics II.....4
or
- PHY 222 General Physics II5

✓ *Assessment required.*

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

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

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

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

Sample

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

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

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

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

ECN 201 Principles of Economics-Micro3

ECN 202 Principles of Economics-Macro3

PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7

D. Mathematics ✓*T 3

MTH 211 Calculus/Business and Social Science3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

MTH 111 College Algebra4

C. Non-Western and Diversity

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

Recommendations include:

ACC 120 Financial Accounting3

ACC 121 Managerial Accounting3

BUS 100 Introduction to Business3

BUS 207 Business Statistics3

BUS 210 Legal Environment of Business3

CIS 110 Business Information Systems.....3

✓ *Assessment required.*

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

** *For Aurora University, students should take BUS 100, ACC 120, ACC 121, MGT 200 and MKT 200.*

T *For Aurora University, students may take MTH 101 or MTH 107.*

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

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

Sample

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

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

AREA OF CONCENTRATION: CHEMISTRY (AS20)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

CHM 121 General Chemistry.....4

D. Mathematics ✓ 3

MTH 131 Calculus/Analytic Geometry I4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

MTH 132 Calculus With Analytic Geometry II.....4

PHY 221 General Physics I5

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 14-18

Recommendations include:

CHM 122 Chemistry/Qualitative Analysis4

CHM 231 Organic Chemistry I.....4

CHM 232 Organic Chemistry II.....4

PHY 222 General Physics II5

✓ *Assessment required.*

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

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

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

Sample

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

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

AREA OF CONCENTRATION:
CLINICAL LABORATORY SCIENCE (AS24)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

BIO 120 Principles of Biology I.....4

CHM 121 General Chemistry.....4

D. Mathematics ✓ 3

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

CHM 122 Chemistry/Qualitative Analysis4

MTH 111 College Algebra4

C. Non-Western and Diversity

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

Recommendations include:

BIO 122 Principles of Biology II.....4

BIO 250 Microbiology4

BIO 270 Anatomy and Physiology I.....4

BIO 272 Anatomy and Physiology II.....4

✓ *Assessment required.*

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

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

Sample

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

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

AREA OF CONCENTRATION:
COMPUTER SCIENCE (AS60)

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

Recommendations include:

CIS 115 Introduction to Programing3

✓ *Assessment required.*

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

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

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

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I.....3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences* 7

D. Mathematics ✓* 3

MTH 131 Calculus With Analytic Geometry I

or

MTH 211 Calculus for Business & Social Science4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

MTH 111 College Algebra4

C. Non-Western and Diversity

Sample

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

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

AREA OF CONCENTRATION: CRIMINAL JUSTICE (AS28)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics

or

MTH 102 Applied Practical Mathematics

or

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 14-18

Recommendations include:

CIS 110 Business Information Systems*3

CRJ 100 Introduction to Criminal Justice3

CRJ 101 Introduction to Corrections.....3

CRJ 107 Juvenile Justice3

CRJ 220 Criminal Law3

CRJ 230 Criminology.....3

✓ *Assessment required.*

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

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

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

Sample

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

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

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

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9

- HIS 121 American History to 1865
or
- HIS 122 American History Since 1865.....3
- PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

- MTH 202 Math for Elementary Teachers II3

E. Humanities and Fine Arts 9**

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

- MTH 201 Math for Elementary Teachers I3

C. Non-Western and Diversity

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

Recommendations include:

- ECE 115 Child Growth and Development.....3
- EDU 200 Introduction to Education3
- EDU 220 Introduction to Special Education3

✓ *Assessment required.*

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

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

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

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

Note the following:

- Students must successfully complete the TAP or ACT Plus Writing before being admitted into most schools of education in Illinois.
- Many transfer institutions require attendance at an informational advising meeting prior to enrollment in their school of education.
- All schools require specific courses for admission to the early childhood education program. Contact Counseling for additional information (see directory).
- The Illinois State Board of Education will accept a minimum composite ACT score of 22 Plus Writing in lieu of the TAP and it must be no more than 10 years old.

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

Sample

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

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

AREA OF CONCENTRATION: ECONOMICS (AA10)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

ECN 201 Principles of Economics-Micro3

ECN 202 Principles of Economics-Macro3

C. Physical and Life Sciences 7

D. Mathematics ✓* 3

MTH 211 Calculus/Business and Social Science*3

or

MTH 131 Calculus With Analytic Geometry I.....4

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

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

Recommendations include:

MTH 107 Basic Statistics3

MTH 111 College Algebra4

✓ *Assessment required.*

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

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

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

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

Sample

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

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

**AREA OF CONCENTRATION:
ELEMENTARY EDUCATION (AS40)**

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9

HIS 121 American History to 1865

or

HIS 122 American History Since 1865.....3

PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7**

D. Mathematics ✓ 3

MTH 202 Math for Elementary Teachers II3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

MTH 201 Math for Elementary Teachers I.....3

C. Non-Western and Diversity

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

Recommendations include:

EDU 200 Introduction to Education3

EDU 202 Clinical Experience in Education3

EDU 205 Introduction to Technology in Education3

EDU 210 Educational Psychology3

EDU 220 Introduction to Special Education3

MUS 210 Music for the Elementary Teacher***3

✓ *Assessment required.*

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

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

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

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

**** *Most education programs in Illinois are now requiring college algebra in addition to MTH 201 and MTH 202.*

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

- Many transfer institutions require attendance at an informational advising meeting prior to enrollment in a school of education.
- Students must successfully complete the TAP or ACT Plus Writing before being admitted into most schools of education in Illinois.
- The Illinois State Board of Education will accept a minimum composite ACT score of 22 Plus Writing in lieu of the TAP and it must be no more than 10 years old.

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

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

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

AREA OF CONCENTRATION: ENGLISH (AA15)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics

or

MTH 102 Applied Practical Mathematics

or

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

ENG 211 American Literature to 1865

or

ENG 212 American Literature from 1865.....3

ENG 221 British Literature to 1800

or

ENG 222 British Literature from 1800.....3

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

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

Recommendations include:

ENG 204 Creative Writing: Fiction3

ENG 230 Introduction to Poetry

or

ENG 240 Introduction to Drama as Literature.....3

ENG 220 Multicultural Literatures
of the United States

or

ENG 245 World Literature3

✓ *Assessment required.*

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

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

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

Sample

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

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

AREA OF CONCENTRATION:
GENERAL SCIENCE (AS48)

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

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

- PHY 221 General Physics I5
- or*

- PHY 111 Introduction to Physics I.....4
- BIO 120 Principles of Biology I.....4

D. Mathematics ✓* 3

- MTH 211 Calculus for Business and Social Science ..3
- or*

- MTH 131 Calculus With Analytic Geometry I.....4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

- CHM 121 General Chemistry.....4
- MTH 111 College Algebra4

C. Non-Western and Diversity

✓ Assessment required.

* See a counselor as requirements vary by school.

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

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

Sample

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

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

AREA OF CONCENTRATION:
GEOGRAPHY (AS49)

I. College Requirements	
II. General Education Requirements	37
A. Communications ✓	9
COM 100 Fund. of Speech Communication	3
ENG 101 First-Year Composition I	3
ENG 102 First-Year Composition II	3
B. Social and Behavioral Sciences	9
GEO 220 Geography of Developing World	3
GEO 235 Human Geography	3
C. Physical and Life Sciences	7
GEO 121 Physical Geography	4
D. Mathematics ✓	3
MTH 210 Finite Mathematics	3
E. Humanities and Fine Arts	9
III. Additional College Requirements	5-9
A. Social Awareness/Personal Growth	2-3
SUS 101 Creating Your Sustainable Future	3
B. Physical and Life	
Sciences/Mathematics	add hrs. 3-6
MTH 111 College Algebra	4
C. Non-Western and Diversity	

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

Recommendations include:

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

✓ *Assessment required.*

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

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

Sample

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

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

AREA OF CONCENTRATION: GEOLOGY (AS50)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I.....3
- ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

- GLG 100 Intro to Physical Geology3
- GLG 101 Intro to Physical Geology Lab.....1
- BIO 100 Intro to Biology3

D. Mathematics ✓ 3

- MTH 131 Calculus/Analytic Geometry I4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

B. Phy & Life Sciences/Math ✓add hrs. 3-6

- MTH 111 College Algebra.....4
- MTH 112 Plane Trigonometry.....3

C. Non-Western and Diversity

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

Recommendations include:

- CHM 121 General Chemistry.....4
- CHM 122 Chemistry/Qualitative Analysis.....4
- GLG 103 Enviromental Geology3
- MTH 132 Calculus/Analytic Geometry II4

✓ *Assessment required.*

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

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

Sample

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

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

AREA OF CONCENTRATION: GRAPHIC ART (AA20)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100	Fund. of Speech Communication3
ENG 101	First-Year Composition I3
ENG 102	First-Year Composition II3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101	College Mathematics3
or		
MTH 102	Applied Practical Math3
or		
MTH 107	Basic Statistics3

E. Humanities and Fine Arts 9

Required Fine Arts courses:+

ART 101	History of Western Art- Ancient to Medieval3
ART 102	History of Western Art- Renaissance to Modern Art3
or		
ART 103	History of Non-Western Art3

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

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

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

Recommendations include:

ART 110	Design I3
ART 111	Design II3
ART 120	Basic Drawing I3
ART 121	Basic Drawing II3
GRD 173	Graphic Design I3
GRD 273	Graphic Design II3

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

Sample

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

AREA OF CONCENTRATION: HISTORY (AA25)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

B. Social and Behavioral Sciences* 9

PSC 100 Introduction to American Government.....3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics

or

MTH 107 Basic Statistics3

E. Humanities and Fine Arts* 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements 20-21**

Recommendations include:

HIS 101 World History to 1500.....3

HIS 102 World History Since 1500.....3

HIS 111 Western Civilization to 1648.....3

HIS 112 Western Civilization Since 1648.....3

HIS 121 American History to 1865.....3

HIS 122 American History Since 1865.....3

✓ *Assessment required.*

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

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

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

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

Sample

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

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

AREA OF CONCENTRATION: LIBERAL ARTS (AA35)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics.....3

or

MTH 102 Applied Practical Math3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 20-21

Recommendations include additional courses in:

Social and Behavior Sciences (II. B.), Humanities and
Fine Arts (II. E.) and Foreign Languages

✓ *Assessment required.*

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

Sample

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

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

**AREA OF CONCENTRATION:
MASS COMMUNICATION (AA40)**

- I. College Requirements**

- II. General Education Requirements 37**
 - A. Communications ✓ 9**
 - COM 100 Fund. of Speech Communication3
 - ENG 101 First-Year Composition I..... 3
 - ENG 102 First-Year Composition II.....3
 - B. Social and Behavioral Sciences..... 9**
 - C. Physical and Life Sciences 7**
 - D. Mathematics ✓ 3**
 - MTH 101 College Mathematics
or
 - MTH 102 Applied Practical Mathematics
or
 - MTH 107 Basic Statistics3
 - E. Humanities and Fine Arts 9**

- III. Additional College Requirements 2-3**
 - A. Social Awareness/Personal Growth 2-3**
 - B. Physical & Life Sciences/Mathematics ✓ .. no add. hrs.**
 - C. Non-Western and Diversity**

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

Recommendations include:

 - MCM 130 Introduction to Mass Communication3
 - MCM 140 Television Production I3
 - MCM 215 Basic News Writing3
 - MCM 245 Mass Media Ethics & Law3

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

Sample

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

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

AREA OF CONCENTRATION: MATHEMATICS (AS68)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I.....3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

PHY 103 Concepts of Physics.....3

and

PHY 104 Concepts of Physics Laboratory1

or

PHY 221 General Physics I5

D. Mathematics ✓ 3

MTH 131 Calculus/Analytic Geometry I4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

MTH 132 Calculus/Analytic Geometry II4

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 14-18

Recommendations include:

MTH 233 Calculus/Analytic Geometry III4

MTH 240 Differential Equations.....3

✓ *Assessment required.*

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

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

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

Sample

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

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

AREA OF CONCENTRATION: MUSIC (AA45)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I.....3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics

or

MTH 102 Applied Practical Math

or

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

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

Recommendations include:

MUS 121 Theory of Music I4

MUS 123 Theory of Music II3

MUS 221 Theory of Music III.....3

MUS 223 Theory of Music IV.....3

MUS 124 Aural Skills II:
Developing the Musical Ear1

MUS 222 Aural Skills III:
Developing the Musical Ear1

MUS 224 Aural Skills IV:
Developing the Musical Ear1

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

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

Sample

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

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

AREA OF CONCENTRATION: NURSING TRANSFER FOR BSN (AS72)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I 3

ENG 102 First-Year Composition II3

B. Social and Behavioral Sciences 9

PSY 100 Introduction to Psychology3

PSY 205 Life-Span Psychology3

C. Physical and Life Sciences 7

BIO 120 Principles of Biology4

CHM 100 Introduction to Chemistry3

and

CHM 101 Introduction to Chemistry Lab1

or

CHM 121 General Chemistry4

D. Mathematics ✓* 3

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

BIO 250 Microbiology4

MTH 111 College Algebra4

or

MTH 101 College Mathematics3

C. Non-Western and Diversity

IV. Area of Concentration/Elective Requirements 14-18

Recommendations include:

BIO 200 Nutrition3

BIO 270 Anatomy/Physiology I4

BIO 272 Anatomy/Physiology II4

✓ *Assessment required.*

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

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

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

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

Sample

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

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

**AREA OF CONCENTRATION:
ORGANIZATIONAL COMMUNICATION (AA50)**

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

Recommendations include:

- COM 120 Interpersonal Communication.....3
- COM 122 Group Communication.....3
- COM 200 Advanced Speech Communication.....3

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

- MTH 101 College Mathematics
or
- MTH 102 Applied Practical Mathematics
or
- MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

Sample

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

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

AREA OF CONCENTRATION: PHILOSOPHY (AA55)

I. College Requirements	
II. General Education Requirements	37
A. Communications ✓	9
COM 100 Fund. of Speech Communication	3
ENG 101 First-Year Composition I	3
ENG 102 First-Year Composition II	3
B. Social and Behavioral Sciences	9
C. Physical and Life Sciences	7
D. Mathematics ✓	3
MTH 101 College Mathematics	
or	
MTH 102 Applied Practical Mathematics	
or	
MTH 107 Basic Statistics	3
E. Humanities and Fine Arts	9
III. Additional College Requirements	2-3
A. Social Awareness/Personal Growth	2-3
B. Physical & Life Sciences/Mathematics ✓ .. no add. hrs.	
C. Non-Western and Diversity	

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

Recommendations include:

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

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

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

Sample

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

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

AREA OF CONCENTRATION:
PHYSICAL EDUCATION (AS76)

Kinesiology recommendations include:**

PED	201	Introduction to Exercise Science and Sport Professions	3
PED	234	Group Exercise Instruction	3
PED	237	Strength and Conditioning	3
PED	238	Fitness Assessment and Exercise Programming	3
PED	239	Exercise and Sport Nutrition	3

I. College Requirements

II. General Education Requirements 37

A. Communications ✓	9
COM 100 Fund. of Speech Communication	3
ENG 101 First-Year Composition I.....	3
ENG 102 First-Year Composition II.....	3
B. Social and Behavioral Sciences**	9
PSY 100 Introduction to Psychology	3
C. Physical and Life Sciences	7
BIO 120 Principles of Biology.....	4
D. Mathematics ✓	3
E. Humanities and Fine Arts	9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth	2-3
HED 100 Personal Wellness	3
B. Physical & Life Sciences/Mathematics ✓* add. hrs. 3-6	
BIO 270 Anatomy and Physiology I.....	4
BIO 272 Anatomy and Physiology II.....	4
C. Non-Western and Diversity	

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

Recommendations include:

PED 205 Scientific Foundations of Human Movement	3
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Athletic Training recommendations include:

PED 150 Basic Prevention and Care of Athletic Injuries.....	3
PED 201 Introduction to Exercise Science and Sport Professions	3
PED 211 First Aid and Emergency Care	3
PED 237 Strength and Conditioning Principles.....	3
PED 238 Fitness Assessment and Exercise Programming.....	3
PED 239 Exercise and Sport Nutrition	3

Physical Education recommendations include:

PED 150 Basic Prevention and Care of Athletic Injuries.....	3
PED 200 Introduction to Physical Education	3
PED 203 Current Issues in Sports	3
PED 204 Introduction to Coaching.....	3
PED 206 Physical Education for Children	3
PED 207 Teaching Fundamental Sports Skills I	2
PED 208 Teaching Fundamental Sports Skills II	2

✓ *Assessment required.*

* *Science and math requirements vary per institution. Please consult with Counseling for specific math and science requirements.*

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

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

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

- Students must successfully complete the TAP or ACT Plus Writing before being admitted into most schools of education in Illinois.
- The Illinois State Board of Education will accept a minimum composite ACT score of 22 Plus Writing in lieu of the TAP and it must be no more than 10 years old.

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

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

AREA OF CONCENTRATION: PHYSICS (AS80)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

PHY 221 General Physics I5

D. Mathematics ✓ 3

MTH 131 Calculus/Analytic Geometry I4

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

CHM 121 General Chemistry.....4

MTH 132 Calculus/Analytic Geometry II4

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 14-18

Recommendations include:

CHM 122 Chemistry and Qualitative Analysis4

MTH 233 Calculus/Analytic Geometry III4

MTH 240 Differential Equations.....3

or

MTH 236 Introduction to Linear Algebra.....4

PHY 222 General Physics II5

✓ *Assessment required.*

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

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

Sample

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

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

AREA OF CONCENTRATION: POLITICAL SCIENCE (AA60)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I.....3
- ENG 102 First-Year Composition II.....3

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

- PSC 100 Introduction to American Government.....3
- PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

- MTH 101 College Mathematics
or
- MTH 107 Basic Statistics3

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

- PHL 120 Introduction to World Religions.....3

III. Additional College Requirements 2-3

- A. Social Awareness/Personal Growth 2-3**
- B. Physical & Life Sciences/Mathematics ✓ .. no add. hrs.**
- C. Non-Western and Diversity**

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

Recommendations include:

- PSC 220 Comparative Government3
- PSC 240 State and Local Government3
- PSC 260 Introduction to International Relations3
- PSC 280 Introduction to Political Philosophy3

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

Sample

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

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

AREA OF CONCENTRATION: PSYCHOLOGY (AA65)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 107 Basic Statistics*

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements 20-21**

✓ *Assessment required.*

* *Students planning to attend Illinois State University should take MTH 210 or MTH 211 (both have a math prereq of MTH 111).*

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

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

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

Sample

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

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

AREA OF CONCENTRATION:
SECONDARY EDUCATION (AS40)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

 COM 100 Fund. of Speech Communication3

 ENG 101 First-Year Composition I..... 3

 ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7**

D. Mathematics ✓ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

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

Recommendations include:

EDU 200 Introduction to Education3

EDU 202 Clinical Experience in Education3

✓ *Assessment required.*

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

** *Science and math requirements vary per institution. Please consult with Counseling for specific math and science requirements.*

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

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

- Many transfer institutions require attendance at an informational advising meeting prior to enrollment in their school of education.
- Students must successfully complete the TAP or ACT Plus Writing before being admitted into most schools of education in Illinois.
- The Illinois State Board of Education will accept a minimum composite ACT score of 22 Plus Writing in lieu of the TAP and it must be no more than 10 years old.

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

Sample

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

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

AREA OF CONCENTRATION: SOCIAL WORK (AS96)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

PSC 100 Introduction to American Government.....3

PSY 100 Introduction to Psychology3

SOC 100 Introduction to Sociology3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics

or

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements..... 14-18

Recommendations include:

SOC 215 Introduction to Social Work.....3

✓ *Assessment required.*

* *Aurora University requires MTH 111.*

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

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

Sample

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

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

AREA OF CONCENTRATION: SOCIOLOGY (AA75)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

- COM 100 Fund. of Speech Communication3
- ENG 101 First-Year Composition I..... 3
- ENG 102 First-Year Composition II.....3

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

- PSY 100 Introduction to Psychology3
- SOC 100 Introduction to Sociology3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

- MTH 101 College Mathematics
or
- MTH 102 Applied Practical Mathematics
or
- MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

- A. Social Awareness/Personal Growth 2-3**
- B. Physical & Life Sciences/Mathematics ✓ .. no add. hrs.**
- C. Non-Western and Diversity**

IV. Area of Concentration/Elective

Requirements* 20-21

Recommendations include:

- PSY 235 Social Psychology3
- SOC 120 Racial and Ethnic Relations.....3
- SOC 130 Sociology of Family3
- SOC 210 Social Problems3
- SOC 230 Sociology of Sex and Gender3
- SOC 240 Sociology of Deviance.....3

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

Sample

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

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

AREA OF CONCENTRATION:
SPECIAL EDUCATION (AS40)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I 3

ENG 102 First-Year Composition II3

B. Social and Behavioral Sciences* 9

HIS 121 American History to 1865

or

HIS 122 American History Since 18653

PSC 100 Introduction to American Government3

PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 202 Math for Elementary Teachers II3

E. Humanities and Fine Arts 9

MUS 100 Music: The Art of Listening

or

ART 100 Art Appreciation3

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

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

MTH 201 Math for Elementary Teachers I3

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements 14-18

Recommendations include:

EDU 200 Introduction to Education3

EDU 202 Clinical Experience in Education3

EDU 205 Introduction to Technology in Education3

EDU 210 Educational Psychology3

EDU 220 Introduction to Special Education3

✓ *Assessment required.*

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

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

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

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

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

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

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

AREA OF CONCENTRATION:
SPORT MANAGEMENT (AS44)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I.....3

ENG 102 First-Year Composition II.....3

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

ECN 201 Principles of Economics-Microeconomics.....3

ECN 202 Principles of Economics-Macroeconomics.....3

PSY 100 Introduction to Psychology3

C. Physical and Life Sciences 7

BIO 120 Principles of Biology I.....4

D. Mathematics ✓ 3

E. Humanities and Fine Arts 9

III. Additional College Requirements 5-9

A. Social Awareness/Personal Growth 2-3

HED 100 Personal Wellness3

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

C. Non-Western and Diversity

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

Recommendations include:

BUS 100 Introduction to Business3

MGT 200 Principles of Management3

MKT 200 Principles of Marketing3

PED 201 Introduction to Exercise Science and Sport Professions 3

PED 203 Current Issues in Sports3

PED 235 Survey of Sports Organization3

PED 240 Business Management for the Fitness Professional 3

✓ *Assessment required.*

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

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

Sample

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

AREA OF CONCENTRATION: THEATRE (AA85)

I. College Requirements

II. General Education Requirements 37

A. Communications ✓ 9

COM 100 Fund. of Speech Communication3

ENG 101 First-Year Composition I..... 3

ENG 102 First-Year Composition II.....3

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

C. Physical and Life Sciences 7

D. Mathematics ✓ 3

MTH 101 College Mathematics

or

MTH 102 Applied Practical Mathematics

or

MTH 107 Basic Statistics3

E. Humanities and Fine Arts 9

III. Additional College Requirements 2-3

A. Social Awareness/Personal Growth 2-3

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

C. Non-Western and Diversity

IV. Area of Concentration/Elective

Requirements* 20-21

Recommendations include:

THE 100 Theatre Appreciation3

THE 201 Fundamentals of Acting I3

THE 202 Fundamentals of Acting II3

✓ *Assessment required.*

* *Transfer school may require a second language.*

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

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

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

Sample

WAUBONSEE

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General Studies Program

General Studies Program

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

Degree Requirements

Associate in General Studies (AGS)

(GS10) major code

The Associate in General Studies degree is designed primarily for students who have chosen to pursue a broad general program rather than a specific occupational-oriented or baccalaureate-oriented program.

I. College Requirements

A. Semester Hours

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

B. Grade-Points

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

C. Academic Residency

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

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 100, 101, 102, 110, 120

Economics: ECN 100, 105, 110, 201, 202

Geography: GEO 120, 220, 230, 235

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

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

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

Sociology: SOC 100, 120, 130, 210, 215, 230, 240

C. Physical and Life Sciences and

Mathematics 3 sem hrs

Astronomy: AST 100, 105 (4), 110 (4), 115

Biology: BIO 100, 101 (1), 102, 103 (1), 104, 110, 111 (1), 120 (4), 122 (4), 126 (4), 200, 250 (4), 260 (4), 262, 264, 270 (4), 272 (4)

Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 202, 231 (4), 232 (4)

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

Geography: GEO 121 (4), 130, 131, 132, 140, 200, 210

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

Mathematics: MTH 101, 102, 103, 104, 107, 111 (4), 112, 131 (4), 132 (4), 201, 202, 210, 211, 233 (4), 236 (4), 240

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

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

Art: ART 100, 101, 102, 103, 104, 105, 106, 110, 111, 112, 120, 121, 123, 130, 131, 135, 140, 142, 155, 222, 230, 231, 240, 241, 242, 243, 255, 260, 261, 262, 265, 290, 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
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), 167 (1), 168 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5), 180 (1), 181 (1), 182 (1), 183 (1), 184 (1), 185 (1), 186 (1), 187 (1), 188 (1), 200, 210 (4), 211, 213, 215, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 266 (1), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 288 (2)
Philosophy: PHL 100, 101, 105, 110, 120, 140, 201, 202, 220, 230, 240
Sign Language: SGN 101, 102
Spanish: SPN 101, 102, 103, 110, 111, 201, 202, 205, 211, 215
Theatre: THE 100, 110, 130, 201, 220

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.
- complete at least 15 semester hours of credit at Waubensee.

Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted if the coursework was previously completed. Original certificates are issued free of charge.

Duplicate certificates are issued at a cost of \$5.00. Contact the Graduation Office for duplicate ordering information.

WAUBONSEE

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Career and Technical Education

Purpose of the Career and Technical Education Curriculum

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

Occupational Program Guarantee

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

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

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

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

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



Degree Requirements

Associate in Applied Science (AAS)

The college recommends that all students create an 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 semester hours or more completed as specified in the following sections.

B. Grade-Points

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

C. Academic Residency

Meet the college's academic residency requirement: a minimum of 15 semester hours in courses must have been achieved at Waubensee, excluding prior learning by assessment.

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 100, 101, 102, 201, 202

Economics: ECN 100, 105, 110, 201, 202

Geography: GEO 120, 220, 230, 235

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

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

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

Sociology: SOC 100, 120, 130, 210, 215, 230, 240

C. Mathematics or

Physical and Life Sciences 3 sem hrs

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

Astronomy: AST 100, 105 (4), 110 (4), 115

Biology: BIO 100, 101 (1), 102, 103 (1), 104, 110, 111 (1), 120 (4), 122 (4), 126 (4), 200, 250 (4), 260 (4), 262, 264, 270 (4), 272 (4)

Chemistry: CHM 100, 101 (1), 102, 103 (1), 106 (4), 121 (4), 122 (4), 202, 231 (4), 232 (4)

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

Geography: GEO 121 (4), 130, 131, 132, 140, 200, 210

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

Mathematics: MTH 101, 102, 103, 104, 107, 111 (4), 112 (5), 131 (4), 132 (4), 201, 202, 210, 211, 233 (4), 236, 240

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

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

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

Art: ART 100, 101, 102, 103, 104, 105, 106, 110, 111, 112, 120, 121, 123, 130, 131, 135, 140, 142, 155, 222, 230, 231, 240, 241, 242, 243, 255, 260, 261, 262, 265, 290, 293

Chinese: CHN 101, 102

Communications: COM 100, 110, 115, 120, 121, 122, 135, 150, 200, 201

English: ENG 204, 205, 206, 211, 212, 215, 220, 221, 222, 225, 226, 227, 228, 229, 230, 235, 240, 245, 255, 260, 265

Film Studies: FLM 250, 260, 270

French: FRE 101, 102, 201, 202

German: GER 101, 102, 201, 202

History: HIS 111, 112, 125

Humanities: HUM 101, 102, 201

Japanese: JPN 101, 102

Music: MUS 100, 101, 102, 110 (2), 120, 121 (4), 123, 124 (1), 150 (2), 151 (2), 154 (2), 160 (1), 161 (1), 162 (1), 164 (1), 166 (1), 167 (1), 168 (1), 170 (1), 171 (1), 175 (1.5), 176 (1.5), 180 (1), 181 (1), 182 (1), 183 (1), 184 (1), 185 (1), 186 (1), 187 (1), 188 (1), 200, 210, 211, 213, 215, 221, 222 (1), 223, 224 (1), 251 (2), 252 (2), 254 (2), 266 (1), 280 (2), 281 (2), 282 (2), 283 (2), 284 (2), 285 (2), 286 (2), 287 (2), 288 (2)

Philosophy: PHL 100, 101, 105, 110, 120, 140, 201, 202, 220, 230, 240

Sign Language: SGN 101, 102

Spanish: SPN 101, 102, 103, 110, 111, 201, 202, 205, 211, 215

Theatre: THE 100, 110, 130, 201, 202, 205, 210, 220

III. Major Field and Elective Requirements

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

Certificate of Achievement Requirements

Occupational certificate programs are developed and offered in areas where job-entry training and educational requirements 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 all credit hours at Waubonsee.

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.

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

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 Waubesa Community College. For additional AAS degree and certificate curricula offered in cooperation with other community colleges, see "Cooperative Agreements" in the Career Connections section of this catalog.

Accounting	77
Accounting AAS	
Accounting Certificate	
Payroll and Tax Accounting Certificate	
CPA Preparation Post-Baccalaureate Certificate	
CMA Preparation Post-Baccalaureate Certificate	
Administrative Office Systems	80
Administrative Assistant AAS	
Administrative Assistant Certificate	
Office Software Specialist Certificate	
Apprentice Training Program	82
Construction Technology Professional AAS	
Auto Body Repair	83
Auto Body Repair AAS	
Advanced Auto Body Repair Certificate	
Basic Auto Body Repair Certificate	
Automation Technology	85
Automation Technology AAS	
Automation Technology Certificate	
Supply Chain Technician Certificate	
Basic Mechatronics Certificate	
Automotive Technology	88
Automotive Technology AAS	
Automotive Transportation Service Technology AAS	
Automotive Brake and Suspension Certificate	
Automotive Electrical/Electronics Certificate	
Automotive Maintenance Certificate	
Automotive Transmission and Driveline Certificate	
Engine Performance Certificate	
Automotive Recycling Certificate	
Light Duty Diesel Repair Certificate	
Business Administration	92
Business Administration AAS	
Management Certificate	
Marketing Certificate	
Computer Aided Design and Drafting	94
Computer Aided Design and Drafting AAS	
Computer Aided Drafting Certificate	
Advanced Computer Aided Design and Drafting Certificate	
Computer Information Systems	96
Computer Software Development AAS	
Computer Software Development Certificate	
Computer Support AAS	
Computer Support Certificate	
Computer Gaming Certificate	
Construction Management	99
Construction Management AAS	
Construction Management Certificate	
Criminal Justice	101
Criminal Justice AAS	
Early Childhood Education	103
Early Childhood Education AAS	
Child Care Worker Certificate	
ECE Credential Level 2 Certificate	
Infant and Toddler Credential Level 2 Certificate	
Before and After School-Age Care Certificate	
Illinois Director Credential Level I Certificate	
Electrical Apprenticeship	107
Construction Electrician AAS	
Construction Electrician Certificate	
Emergency Medical Technician	109
Emergency Medical Technician-Paramedic AAS	
Emergency Medical Technician-Basic Certificate	
Entrepreneurship	111
Entrepreneurship AAS	
Entrepreneurship Certificate	
Fire Science	113
Fire Science Technology AAS	
Firefighter Certificate	
Fire Officer I Certificate	
Fire Officer II Certificate	
Fire Service Instructor Certificate	
Geographic Information Systems	115
Geographic Information Systems AAS	
Geographic Information Systems Certificate	
Advanced Geographic Information Systems Certificate	

Graphic Design	117	Mass Communication	139
Graphic Design AAS		Mass Communication AAS	
Graphic Design Certificate		Mass Communication Certificate	
Animation Certificate			
Web Design Certificate		Medical Assistant	141
Health Care Interpreting	120	Medical Assistant Certificate	
Health Care Interpreting: English/Spanish AAS		Music	143
Health Care Interpreting: English/Spanish Certificate		Audio Production Technology Certificate	
Health Care Interpreting Theory:		Nurse Assistant	144
English/Spanish Certificate		Basic Nurse Assistant Training Certificate	
Health Information Technology	122	Paraprofessional Educator	146
Health Information Technology AAS		Paraprofessional Educator AAS	
Medical Office Certificate		Paraprofessional Educator Certificate	
Health Care Coding Certificate		Patient Care Technician	148
Heating, Ventilation and Air Conditioning	124	Patient Care Technician Certificate	
Heating, Ventilation and Air Conditioning AAS		Phlebotomy Technician	149
Heating, Ventilation and Air Conditioning Certificate		Phlebotomy Technician Certificate	
Geothermal Basics Certificate		Photography	150
Geothermal Certificate		Basic Digital Photography Certificate	
Human Services	126	Comprehensive Photography Certificate	
Human Services AAS		Real Estate	151
Addictions Counseling Certificate		Real Estate Broker Certificate	
Interpreter Training/Sign Language	128	Real Estate Managing Broker Certificate	
Interpreter Training AAS		Registered Nursing	153
Interpreter Training Certificate		Nursing AAS	
Sign Language Certificate		Surgical Technology	155
Kinesiology	130	Surgical Technology Certificate	
Kinesiology AAS		Therapeutic Massage	157
Kinesiology Certificate		Therapeutic Massage Certificate	
Laboratory Technology	132	Welding Technology	159
Laboratory Technology AAS		Welding Technology AAS	
Basic Laboratory Technology Certificate		Welding Certificate	
Legal Interpreting	134	Advanced Welding Certificate	
Legal Interpreting: English/Spanish Certificate		World Wide Web	161
Machine Tool Technology	135	Website Design and Development AAS	
Advanced Manufacturing Technology AAS		Web Authoring and Design Certificate	
Machine Operator Certificate			
Manual Machinist Certificate			
CNC Operator Certificate			
CNC Programmer Certificate			
Management -Human Resources	138		
Human Resources Management AAS			

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

WAUBONSEE

skills employers want

**Career
and Technical
Education
Degrees and Certificates**

Accounting

Associate in Applied Science Degree

(010A) major code

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

General Education Requirements 15

COM 100	or 121 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), Entrepreneurship (ETR), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

- * *Students with a grade point average below a 3.0 should consider taking ACC 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 72-73.*

Accounting

Job Titles

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

About the Occupation

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

Highlights of Waubonsee's Program

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

Professional

Certification Opportunities:

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

Accounting Certificate of Achievement (013A) major code

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

Course Requirements

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 TOTAL27

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 TOTAL18

CPA Preparation Post-Baccalaureate Certificate of Achievement (017B) major code

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

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

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

Course Requirements

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 TOTAL32

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

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

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

Course Requirements

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 TOTAL30

Administrative Office Systems

Job Titles

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

About the Occupation

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

Highlights of Waubensee's Program

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

Professional

Certification Opportunities:

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

Administrative Assistant

Associate in Applied Science Degree

(031A) major code

The administrative assistant degree provides graduates the expert office skills and in-depth software knowledge needed to hold positions of responsibility and importance in many areas of the business world. This program raises the office skills of the student to a professional level through courses emphasizing teamwork and project management, and also gives the student a technical background through completion of technical skills courses.

General Education Requirements 15

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

Administrative Assistant

Major Program Requirements..... 33

ACC 101	or 202 Accounting.....	3
AOS 113	PowerPoint	
	Presentations for Business	3
AOS 114	Comprehensive Word Processing	3
AOS 130	Customer Service	3
AOS 140	Proofreading and Number Skills.....	3
AOS 205	Records Management.....	3
AOS 280	Administrative Office Systems	3
BUS 100	Introduction to Business	3
BUS 210	or 211 Business	3
CIS 110	Business Information Systems	3
CIS 112	Comprehensive Excel Spreadsheet	3

Electives..... 12

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

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

**Administrative Assistant
Certificate of Achievement**

(045A) major code

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

Course Requirements

AOS 113	PowerPoint Presentations for Business	3
AOS 114	Comprehensive Word Processing	3
AOS 130	Customer Service	3
AOS 140	Proofreading and Number Skills.....	3
AOS 205	Records Management.....	3
AOS 280	Administrative Office Systems.....	3
BUS 100	Introduction to Business	3
CIS 110	Business Information Systems	3
CIS 112	Comprehensive Excel Spreadsheet	3
PROGRAM TOTAL		27

**Office Software Specialist
Certificate of Achievement**

(048B) major code

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

Course Requirements

AOS 113	PowerPoint Presentations for Business	3
AOS 114	Comprehensive Word Processing	3
CIS 110	Business Information Systems	3
CIS 112	Comprehensive Excel Spreadsheet	3
CIS 114	Comprehensive Access Database.....	3
PROGRAM TOTAL		15

Apprentice Training Program

Construction Technology Professional[†]

Associate in Applied Science Degree

(780A) major code

(ICCB Approval Pending)

This program is offered exclusively in partnership with the Chicago Regional Council of Carpenters allowing members who successfully complete the four year apprenticeship training offered by the Council's Apprentice Training Program to earn college credit toward a degree. Through a combination of classroom education and on-the-job learning, apprentices can earn up to 45 semester hours.

General Education Requirements

Communications elective (ENG 101, 102, 152, 153)	6
Humanities and Fine Arts elective	3
Mathematics and Physical Science elective	3
Social and Behavioral Science elective	3
TOTAL	15

Major Program Requirements

ATP 100 Carpentry Pre-Apprenticeship	15
ATP 101 Carpenters Apprenticeship I	10
ATP 102 Carpenters Apprenticeship II	10
ATP 103 Carpenters Apprenticeship III	10
TOTAL	45

PROGRAM TOTAL **60**

[†] *Financial aid eligibility for this program has not been determined.*

Auto Body Repair

Auto Body Repair Associate in Applied Science Degree

(700B) major code

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

NOTE: All students enrolled in the auto body repair program are required to provide their own hand tools, safety glasses, protective clothing and safety shoes.

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: Accounting (ACC), Automotive Technology (AUT), Business Administration (BUS), Computer Information Systems (CIS), Electronics Technology (ELT), Entrepreneurship (ETR), Management (MGT), Marketing (MKT), Welding (WLD)	
PROGRAM TOTAL	60

- See course choices listed on pages 72-73.

Job Titles

- Automotive Body Painter
- Collision Repair Technician

About the Occupation

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

Highlights of Waubensee's Program

- Waubensee Community College's auto body repair program is structured around Automotive Service Excellence (ASE) standards.
- Waubensee Community College's automotive technician program is certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation (NATEF).
- Students get real-world experience by working on a wide variety of vehicles.
- Students begin by learning basic repair techniques and advance to use sophisticated computer-controlled equipment.
- Students develop painting skills using conventional solvent-based painting techniques and environmentally friendly water-borne techniques.

Auto Body Repair Awards

IL Skills USA

1st place: 2008, 2009, 2010, 2011, 2013, 2014
2nd place: 2008, 2009, 2010, 2011, 2012
3rd place: 2010, 2012, 2014

National Skills USA

1st place: 2013, 2014
2nd place: 2009
4th place: 2010
8th place: 2011, 2013



AUTO BODY REPAIR PROGRAM REQUIREMENTS: DEGREE AND CERTIFICATE

- The Auto Body Repair program is a full-time block program.
- Prior to enrolling, students are required to fill out the New Student Information Form and pass the college's reading assessment test.
- All students in the Auto Body Repair program are required to purchase supplies and equipment by the second week of class. The estimated total cost is between \$325 and \$460.
- 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 degree program is designed to prepare individuals to be electrical and mechanical maintenance technicians for the highly technological, integrated and automated manufacturing facilities of the modern workplace. The program is designed to integrate mechanical, electrical, process and control skills as employers are demanding technicians who are “cross-trained.” Students learn to install, replace, troubleshoot and repair equipment used in manufacturing facilities. All technical courses have an intensive hands-on lab component as students learn skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, instrumentation, workplace safety, and problem solving and teamwork.

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..... 27

AMT 100	Intro to Mfg Automation Systems.....	2
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
HVA 100	Electrical Principles	3
MTT 100	Safety Principles.....	1

Electives 18

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), Industrial Technology (IDT), Machine Tool Technology (MTT), Welding (WLD)

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Job Titles

- Automation Technician
- Assemblers
- Industrial Maintenance Mechanics
- Fluid Power Technician
- Electro-Mechanical Technician

About the Occupation

Individuals who study within this technical field can pursue a variety of career opportunities. Day-to-day job responsibilities include the application of electrical and mechanical skills for developing, installing, programming, and troubleshooting the complex machinery and sensors found in the modern manufacturing environment. Technicians will often work with programmable logic controllers (PLCs), hydraulic and pneumatic control systems, actuator and sensor systems, and robotics. Automation occurs in a variety of industries including building maintenance, packaging, machine tool, automotive and allied fields.

Highlights of Waubensee’s Program

- Stackable certificates designed to prepare you for the workforce

Automation Technology Certificate of Achievement

(736A) 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.....	2
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
HVA 100	Electrical Principles	3
MTH 103	Technical Mathematics.....	3
MTT 100	Safety Principles.....	1
PROGRAM TOTAL		30

Supply Chain Technician Certificate of Achievement

(738A) major code

The supply chain technician program covers the basic knowledge and skills needed for supply chain technicians to successfully work in an automated distribution center. Technicians install, operate, support, upgrade, troubleshoot and maintain the software, hardware and automated equipment and systems that support the supply chain.

Course Requirements

AMT 105	Introduction to Automated Warehousing.....	3
AMT 130	Fluid Power.....	3
AMT 200	Automated Programming I.....	3
AMT 201	Automated Programming II.....	3
ELT 110	DC-AC Circuit Analysis	4
ELT 235	Microprocessors	4
MTT 100	Safety Principles.....	1
MTT 110	Print Reading for Manufacturing.....	2
MTH 103	Technical Mathematics	3
WLD 100	Survey of Welding	3
PROGRAM TOTAL		29

Conceptualize.

Innovate.

Create.

Manufacture.



Manufacturing Technology at Waubensee Community College includes: Automation, Precision Machining, Computer Aided Design (CAD) and Welding. You will practice skills on the state-of-the-art machines, including Computer Numerical Control (CNC) lathes and milling machines, while additional laboratories provide valuable experience learning to install, maintain, operate and service all types of automated systems and using AutoCAD software and computer aided manufacturing using Mastercam software. You can also learn a variety of welding processes to meet the challenges of advanced technology and new materials.

Using a combination of your own imagination and the latest technology, you'll solve problems and create better products for the future. And because the field is so diverse, it provides unlimited opportunities for people of all personalities and education levels.

You can prepare for a career in modern manufacturing by earning a degree or certificate at Waubensee. Our program has strong ties to the real world of work due to our experienced faculty members and our support of the National Association of Manufacturers endorsed Stackable Certification System. This system aligns industry-validated credentials from such organizations as the Manufacturing Skill Standards Council (MSSC), National Institute for Metalworking Skills (NIMS) and the Occupational Health and Safety Administration (OSHA) with academic programs and occupations in all manufacturing sectors.

Earn a certificate or a degree in one or more of the manufacturing technology programs to meet the demands of employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations.

Basic Mechatronics Technology

Certificate of Achievement

(739A) major code

Completion of this electronics technology certificate gives students a basic knowledge of electronics with the option to emphasize electrical maintenance.

Course Requirements

ELT	101	Introductory Electronics	4
ELT	110	DC-AC Circuit Analysis	4
or			
AMT	120	Automated Systems I.....	3
ELT	120	Introduction to Solid State Devices.....	4
or			
IDT	250	Commercial and Residential Wiring	3
PROGRAM TOTAL			10

Automotive Technology

Job Titles

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

About the Occupations

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

Highlights of Waubensee's Program

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

Professional

Certification Opportunities

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



Automotive Technology Associate in Applied Science Degree

(710A) major code

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

General Education Requirements 15

COM 100	or 121	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 72-73.

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

Automotive Brake and Suspension
Certificate of Achievement
(716A) major code

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

Course Requirements

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

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

Course Requirements

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

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

Course Requirements

First Year 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

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

Course Requirements

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

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

Course Requirements

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

Course Requirements

AUT 105	Automotive Recycling	3
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PROGRAM TOTAL 3

Light Duty Diesel Repair

Certificate of Achievement

(712A) major code

The Automotive Light Duty Diesel program prepares individuals to apply technical knowledge and skills to diagnose, adjust, repair, or overhaul light duty diesel vehicles under one ton classification. Topics include instruction in electrical systems, diesel-electric drive, engine performance, engine repair, emission systems, and all types of diesel engines related to the light duty diesel vehicle. Program includes technicians working primarily with automobile diesel engines.

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

Automotive Transportation Service Technology
Certificate in Applied Science AAS
(711A) major code

The Associates of Applied Science Degree (AAS) in Automotive Transportation Service Technology is designed to address the emerging technologies and/or special interest topics that support the automotive service and repair field. Students wishing to seek employment in the greater automotive service and repair industry can enhance their employment opportunities with a program of study that adds depth and choice to the existing automotive technician development program. This degree is designed to enhance skill and knowledge relating to service management, parts management, specialty vehicle management, alternative fuel technology and service training. The degree is designed to compliment existing programs at four year universities that offer advance degrees specializing in the aforementioned areas. This degree is designed to prepare the student to take specific ASE certification tests sponsored by the National Institute for Automotive Service Excellence. The program meets all criteria as a master ASE certified training program and a master 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..... 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), Industrial Technology (IDT), Machine Tool Technology (MTT), Welding (WLD).

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Business Administration

Job Titles

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

About the Occupation

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

Highlights of Waubensee's Program

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

Professional

Association Opportunities:

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

Business Administration

Associate in Applied Science Degree

(130C) major code

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

General Education Requirements 15

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

Management Major Program Requirements33

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), Administrative Office Systems (AOS), Business Administration (BUS), Computer Information Systems (CIS), Construction Management (CMT), Economics (ECN), Entrepreneurship (ETR), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB), PSY 245.

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Management

Certificate of Achievement

(138B) major code

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

Course Requirements

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

Course Requirements

ACC 202	or 102 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

Job Titles

- Designer
- Modeler
- Computer-Assisted Design Technician

About the Occupation

Nearly everything manufactured and built in today's society starts with computer-generated drawings. Drafters and designers work in a variety of industries, including manufacturing, construction and transportation. Using the latest computer aided design (CAD) systems, they create both 2D and 3D drawings for everything — from the simplest products like a plastic cup to the largest and most complex structures such as bridges and skyscrapers.

Highlights of Waubonsee's Program

- The CAD lab's 3D printer allows students to print out prototypes of their designs in about an hour, so they can better visualize and verify their ideas.
- Students get to practice reverse engineering using the 3D laser scanner.
- Students can develop 2D, 3D and parametric modeling skills.
- Degree seeking students can choose from a wide range of electives to tailor their degree to their personal goals.
- Courses in art, manufacturing and business give students the comprehensive knowledge they need to become effective product designers.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information visit www.abg.org.

CAD – Computer Aided Design and Drafting

Associate in Applied Science Degree

(200A) major code

With a CAD degree, students will be prepared to enter the workforce as a skilled CAD technician. Students will graduate with advanced CAD skills by training on the most current CAD software. Students complete 2D and 3D projects with an emphasis on the unique needs of small- to mid-sized companies seeking employees with advanced and specialized computer aided drafting skills.

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

CAD Major Program Requirements 35

CAD 100	Technical Drawing I	3
CAD 102	AutoCAD I	3
CAD 118	Technical Drawing II	3
CAD 120	AutoCAD II	3
CAD 122	Geometric Dimensioning/Tolerancing	2
CAD 185	AutoCAD 3D Modeling	3
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
CAD 270	Product Design and Development	3
CIS 110	Business Information Systems	3

Electives 10

Select electives from: Art (ART110/111), Automation Technology (AMT), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Construction Management (CMT), Electronics Technology (ELT), Industrial Technology (IDT), Machine Tool Technology (MTT), Management (MGT), Marketing (MKT), Mathematics (MTH), Welding (WLD).

PROGRAM TOTAL 60

* *MTH112 suggested; see Counseling for additional elective recommendations.*

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

Computer Aided Design and Drafting

**Computer Aided Drafting
Certificate of Achievement**

Major Code 209C

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

Course Requirements

CAD 100	Technical Drawing I	3
CAD 102	AutoCAD I	3
CAD 118	Technical Drawing II	3
CAD 120	AutoCAD II	3
CAD 122	Geometric Dimensioning/Tolerancing	2
CAD 185	AutoCAD 3D Modeling.....	3

PROGRAM TOTAL 17

**Advanced Computer Aided
Design and Drafting**

Certificate of Achievement

Major Code 211A

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 100	Technical Drawing I	3
CAD 102	AutoCAD I	3
CAD 118	Technical Drawing II	3
CAD 120	AutoCAD II	3
CAD 122	Geometric Dimensioning/Tolerancing	2
CAD 185	AutoCAD 3D Modeling.....	3
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
CAD 270	Product Design and Development	3

PROGRAM TOTAL 32

Conceptualize.

Innovate.

Create.

Manufacture.



Manufacturing Technology at Waubensee Community College includes: Automation, Precision Machining, Computer Aided Design (CAD) and Welding. You will practice skills on the state-of-the-art machines, including Computer Numerical Control (CNC) lathes and milling machines, while additional laboratories provide valuable experience learning to install, maintain, operate and service all types of automated systems and using AutoCAD software and computer aided manufacturing using Mastercam software. You can also learn a variety of welding processes to meet the challenges of advanced technology and new materials.

Using a combination of your own imagination and the latest technology, you'll solve problems and create better products for the future. And because the field is so diverse, it provides unlimited opportunities for people of all personalities and education levels.

You can prepare for a career in modern manufacturing by earning a degree or certificate at Waubensee. Our program has strong ties to the real world of work due to our experienced faculty members and our support of the National Association of Manufacturers endorsed Stackable Certification System. This system aligns industry-validated credentials from such organizations as the Manufacturing Skill Standards Council (MSSC), National Institute for Metalworking Skills (NIMS) and the Occupational Health and Safety Administration (OSHA) with academic programs and occupations in all manufacturing sectors.

Earn a certificate or a degree in one or more of the manufacturing technology programs to meet the demands of employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations.

Computer Information Systems

Job Titles

- Computer Operator
- Computer Programmer
- Computer Programmer/Analyst
- Help Desk Specialist
- Network Administrator

About the Occupation

Computer programmers write software, lists of logical steps the computer follows to organize data, solve a problem or do some other task. Applications programmers write programs to handle specific jobs. Systems programmers usually work for organizations with large computer centers and for firms that manufacture computers or develop software. They make changes in the sets of instructions that determine how the computer handles the various jobs it has been given. Networking and the proliferation of computers in business supports new career opportunities. Help desk specialists assist business personnel in using the computer as an effective tool.

Highlights of Waubensee's Program

- Each degree includes a set of five core information systems courses, along with well-defined elective choices.
- Waubensee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Computer Software Development

Associate in Applied Science Degree

(220D) major code

This degree prepares students for computer programming occupations. A graduate from this program understands the concepts and principles involved in computer programming and is prepared to function in the business world as a programmer or programmer/analyst.

General Education Requirements..... 15

COM 121	or 100 Communications.....	3
ENG 152	or 101 English.....	3
ENG 153	or 102 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*	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: Computer Information Systems (CIS), World Wide Web (WEB), Geographic Information Systems courses - GEO130, GEO131.

(continued on next page)

Language options

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

Visual BASIC Language

CIS 120	VB.NET Programming	3
CIS 220	Advanced VB.NET, ASP.NET.....	3

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 72-73.*

Computer Software Development Certificate of Achievement (228B) major code

This certificate allows students to select a programming option based on interest, need and employment demand.

Course Requirements

CIS 110	Business Information Systems	3
CIS 115	Introduction to Programming	3
CIS 116	Structured Program Design.....	3
	One Language - 1st and 2nd Semester (see options)	6

Language options

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

Visual BASIC Language

CIS 120	VB.NET Programming	3
CIS 220	Advanced VB.NET, ASP.NET.....	3

C++ Programming Language

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

Java Language

CIS 150	Java Programming.....	3
CIS 250	Advanced Java	
	or	
CIS 252	Mobile Device Application Programming	3

Web Language

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

PROGRAM TOTAL 15

Computer Gaming Certificate of Achievement (239A) major code

This certificate is designed for students who have an interest in the field of computer game design and development. Graduates will be able to develop web-based and computer-based games.

Course Requirements

CIS 115	Introduction to Programming	3
CIS 185	Game Design	3
CIS 186	Game Development	3
CIS 235	Flash ActionScript.....	3
GRD 170	Digital Image	3
WEB 110	Web Development with HTML	3
CIS 231	Web Authoring/Animation with Flash.....	3

PROGRAM TOTAL 21

Computer Support**Associate in Applied Science Degree***(223A) major code*

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

General Education Requirements 15

COM 121	or 100 Communications	3
ENG 101	or 152 English	3
ENG 102	or 153 English	3
	Mathematics elective•	3
	Economics 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 27**

AOS 113	PowerPoint Presentations for Business	3
AOS 114	Comprehensive Word Processing	3
AOS 130	Customer Service	3
BUS 100	Introduction to Business	3
CIS 112	Comprehensive Excel Spreadsheet	3
CIS 114	Comprehensive Access Database	3
CIS 176	Windows Server Administration	3
CIS 180	Linux/UNIX Operating System	3
WEB 205	Emerging Internet and Web Technologies	3

Electives 3

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

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Computer Support**Certificate of Achievement***(243A) major code*

This certificate is designed for individuals who are already employed in business and interested in a computer-based complement or for those seeking employment performing computer support for business. The emphasis is on computer operating systems, applications software and networks.

Course Requirements

AOS 113	PowerPoint Presentations for Business	3
AOS 114	Comprehensive Word Processing	3
AOS 130	Customer Service	3
CIS 110	Business Information Systems	3
CIS 112	Comprehensive Excel Spreadsheet	3
CIS 114	Comprehensive Access Database	3
CIS 170	Networking Essentials	3
WEB 110	Web Development With HTML	3

PROGRAM TOTAL 24

Construction Management

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

The principles, practices, and processes of construction management that provide the student with fundamental knowledge of the construction industry and prepare the student for entry into the field of construction management are covered in this program.

General Education Requirements	18
COM 121 or COM100 Communications	3
ECN 100 or ECN201 Economics	3
ENG 152 or ENG101 English	3
ENG 153 or ENG 102 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

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

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

PROGRAM TOTAL

- See course choices listed on pages 72-73.

Job Titles

- Project Manager
- Site Superintendent
- Construction Manager
- Estimator
- Project Coordinator
- Contract Administrator

About the Occupation

Construction projects are everywhere. They include the building and modernization of homes, schools, hospitals, skyscrapers, roads, bridges, industrial parks and much more. Project managers, site superintendents, construction managers and others apply their knowledge and skills of materials, products and processes to oversee the completion of construction projects. In this vast industry, well-trained construction professionals become involved during the design and bidding phases of projects, and, after the job is awarded, they help assure that those projects are completed on time and within budget.

Highlights of Waubonsee's Program

- The curriculum includes a project management course featuring the same scheduling software used by many construction firms.
- Waubonsee's program is suited for recent high school graduates as well as those who have been employed in construction and want to expand their skills for professional advancement.
- Students learn from faculty with decades of industry knowledge and hands on experience.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Construction Management**Certificate of Achievement***(732A) major code*

This certificate program provides students with basic knowledge about construction industry standards and practices, methods and materials, and career possibilities in order to augment existing trade experience or give managerial minded people a working understanding of the general construction process.

Course Requirements 12

CMT 101 The Construction Industry 3

CMT 105 Print Reading for Construction 3

CMT 111 Construction
Materials and Methods I 3CMT 115 Construction
Materials and Methods II 3**Electives 6**

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

PROGRAM TOTAL 18

Criminal Justice

Criminal Justice

Associate in Applied Science Degree

(550B) major code

The criminal justice degree is designed to meet the needs of individuals seeking employment in the field of law enforcement, corrections and security. The courses are both practical and theoretical and are supported by courses in the social sciences, natural sciences and humanities. The design of this degree, while not a transfer degree, can allow for transfer to a four-year institution with the advice of criminal justice faculty and/or counselors.

General Education Requirements 18

COM 100	Fundamentals of Speech Communication	3
ENG 101	First-Year Composition I	3
ENG 102	First-Year Composition II	3
PHL 100	Introduction to Philosophy	3
PSY 100	Introduction to Psychology	3
or		
SOC 100	Introduction to Sociology	3
	Mathematics or Science elective •	3

Criminal Justice Major Program Requirements 33

CRJ 100	Introduction to Criminal Justice	3
CRJ 101	Introduction to Corrections	3
CRJ 103	Criminal Justice Report Writing	3
CRJ 105	Patrol Operations	3
CRJ 107	Juvenile Justice	3
CRJ 120	The American Court System	3
CRJ 200	Criminal Investigation	3
CRJ 220	Criminal Law	3
CRJ 230	Criminology	3
CRJ 235	Multicultural Law Enforcement	3
CRJ 250	Ethics in Criminal Justice	3

Additional Program Requirements 4

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

(continued on next page)

Job Titles

- Police Officer
- Police Detective
- Corrections Officer
- Sheriff's Deputy
- Private Policing
- Parole Officer
- Probation Officer
- Forensics
- Federal Agent

About the Occupation

Police officers, detectives, guards and correction officers are employed to safeguard lives and property. They enforce the laws and regulations that protect the safety and constitutional rights of citizens.

Highlights of Waubensee's Program

- Many Waubensee graduates have gone on to distinguished careers in criminal justice, including current Oswego Police Chief Dwight Baird, Aurora Police Chief Greg Thomas, Associate Judge Tim McCann of the 16th Circuit Court, and Waubensee Community College Criminal Justice Assistant Professor Pat Rolison.

Eligibility and Hiring

Law enforcement agencies conduct a thorough background check on all job applicants, to include both their adult and juvenile records. It is highly unlikely that an agency will hire someone who has been convicted of a felony offense. Depending on the seriousness and circumstances of the crime, some agencies may hire applicants who have been convicted of a misdemeanor. Certain organizations have a zero tolerance policy when it comes to illegal drug use by applicants.

Law enforcement agencies require that police officer candidates be U.S. citizens, usually between 20 and 35 years old, and meet rigorous physical and psychological standards. Examinations often include tests of vision, hearing, strength, agility and mental health. Hiring usually depends on competitive written examinations and previous education and experience. Students should contact specific agencies for detailed hiring policies and procedures.

Electives5

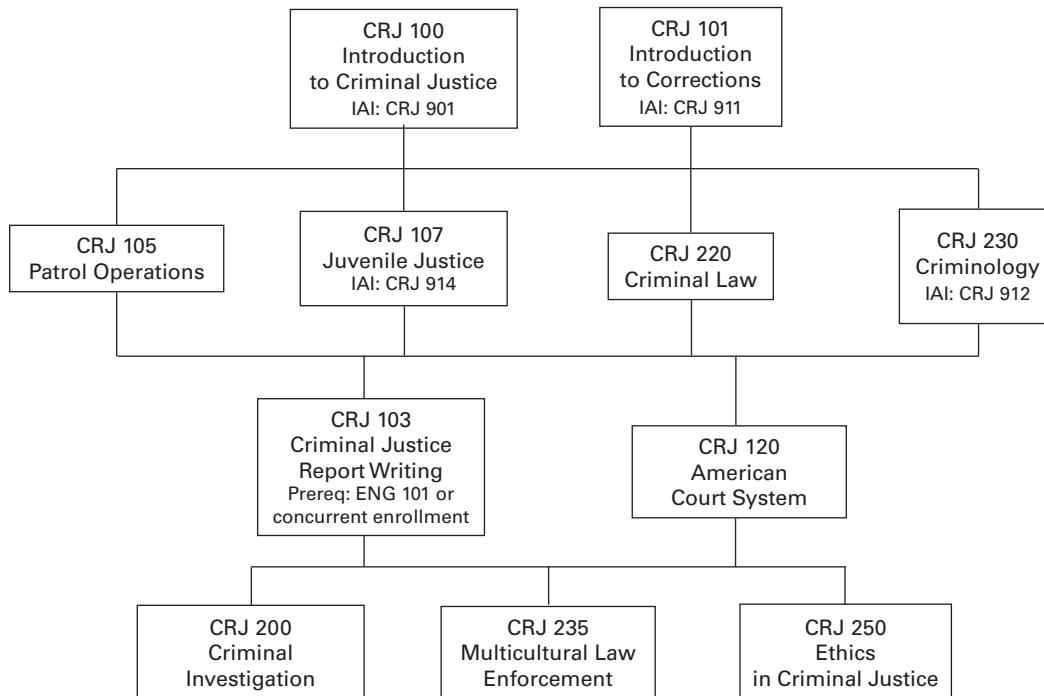
Select electives from the courses listed.

CRJ	102	Criminal Justice Career Exploration 2
CRJ	115	Accident Investigation 3
CRJ	201	Crime Scene Investigation Laboratory 3
CRJ	202	Drug Enforcement Investigation 3
CRJ	226	Criminal Evidence 3
CRJ	260	Leadership in Criminal Justice 3
CRJ	296	Special Topics/Criminal Justice 1-3
DIS	101	Disability in Society 3
HSV	210	Psychopharmacology and the Addictive Process 3
PED	118*	Personal Defense 1
PED	141*	Jogging 1
PED	142*	Weight Training 1
PED	148*	Conditioning 1
PSY	226	Adolescent Psychology 3
SSC	297	Social Studies Internship 1
SSC	298	Social Studies Internship 2
SSC	299	Social Studies Internship 3

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.
- * A maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Course Sequence for Criminal Justice Requirements



 See directory inside back cover.

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 is approved to offer the ECE Credential Levels 2 and 4, Infant and Toddler Credential Levels 2 and 4, and the Illinois Director Credential Level I, that students may choose to apply for through the credentialing system. Additional application fees, as well as documented professional contributions, are required for the Gateways credentials. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

For further information regarding the attainment of the Gateways credentials or other program questions, contact Carla Ahmann, Associate Professor of Early Childhood Education, ext. 2311, or Linda O'Connell-Knuth, Assistant Professor of Early Childhood Education, ext. 6698.

General Education Requirements 18

COM 100	Fund. of Speech Communication	3
ENG 101	First-Year Composition I	3
ENG 102	First-Year Composition II	3
PSY 100	Introduction to Psychology	3
SOC 120	Racial and Ethnic Relations	
or		
SOC 130	Sociology of Family	3
	Math or Physical and Life Sciences elective •	3

Early Childhood Education

Major Program Requirements..... 36

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

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

(continued on next page)

Job Titles

- Preschool or Child Care Director
- Preschool or Child Care Teacher
- Preschool or Child Care Assistant
- Preschool or Child Care Classroom Aide
- School Teacher Aide
- Family Child Care Provider

About the Occupation

The profession of early childhood education offers a wide variety of career opportunities, ranging from caring for infants and toddlers to working with school-age children to supervising child care centers and programs. Early childhood educators may choose to provide family child care services, seek employment in the corporate setting, or work in public or private preschools and child care centers.

Highlights of Waubonsee's Program

- Early childhood education students often get the chance to observe at the college's on-site child care facilities.
- Waubonsee has been approved by the Illinois Network of Child Care Resource and Referral Agencies to offer five professional credentials as part of the "Gateways to Opportunity: Illinois Professional Development System." These offerings include the Early Childhood Education (ECE) Credential Levels 2 and 4, the Infant and Toddler Credential Levels 2 and 4, and the Illinois Director Credential Level I.



Electives and Emphasis Areas6

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

ECE Credential Level 4 Emphasis

Select electives from the courses listed.

- m ECE 102 Career Explorations in Early Childhood .. 3
- m ECE 104 Infant and Toddler Development..... 3
- m ECE 107 Development and Guidance of the School-Age Child 3
- m ECE 145 Multiculturalism in Early Childhood 3
- m ECE 150 Foundations of Early Childhood Education..... 3
- m ECE 204 Infant and Toddler Curriculum..... 3
- m ECE 207 School-Age Programming..... 3
- m ECE 225 Play and Creative Expression for the Young Child..... 3
- m ECE 230* Early Childhood Center Administration... 3

Infant and Toddler Credential Level 4 Emphasis

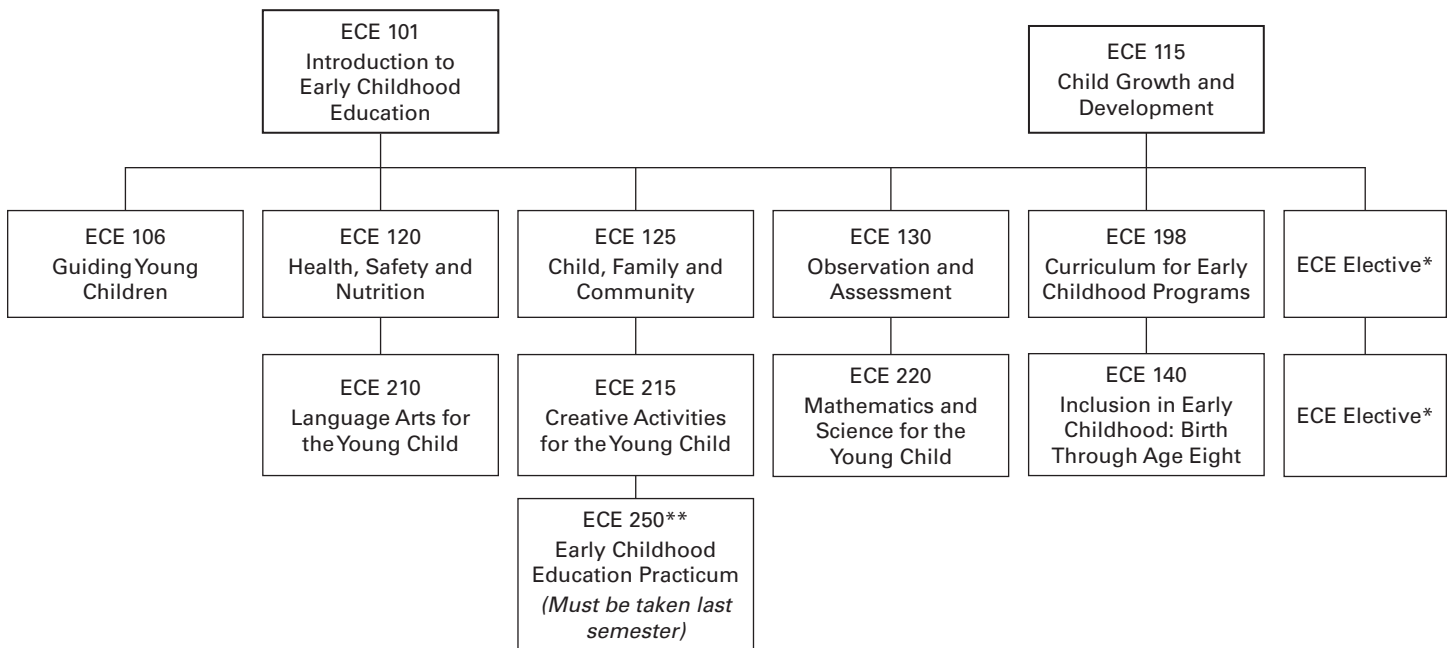
Complete the courses listed.

- m ECE 104 Infant and Toddler Development..... 3
- m ECE 204 Infant and Toddler Curriculum..... 3

PROGRAM TOTAL60

- See course choices listed on pages 72-73.
- m Major course requires minimum grade of C.
- * If planning to complete the Illinois Director Credential Level I, select ECE230 as one of the chosen electives.

Recommended Course Sequence for Early Childhood Education Requirements



* Please consult course descriptions for prerequisites for electives.

** 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 TOTAL32

m Major course requires minimum grade of C.

ECE Credential Level 2 Certificate of Achievement

(573B) major code

This certificate/credential provides students the essential knowledge, skills and experience necessary to provide quality programing for children birth through age 8. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth/Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	130	Observation and Assessment	2
m	ECE	198	Curriculum for Early Childhood Programs	3

PROGRAM TOTAL 17

m Major course requires minimum grade of C.

Infant and Toddler Credential Level 2 Certificate of Achievement

(574B) major code

This certificate/credential provides students who wish to specialize in working with infants and toddlers the essential knowledge, skills and experience necessary to provide quality programming. Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Gateways credentials are symbols of professional achievement.

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	104	Infant and Toddler Development	3
m	ECE	106	Guiding Young Children	3
m	ECE	115	Child Growth and Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	130	Observation and Assessment	2
m	ECE	198	Curriculum for Early Childhood Programs	3

PROGRAM TOTAL20

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

m Major course requires minimum grade of C.

Before and After School-Age Care Certificate of Achievement

(575B) major code

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

Course Requirements

m	ECE	101	Introduction to Early Childhood Education	3
m	ECE	106	Guiding Young Children	3
m	ECE	107	Development and Guidance of the School-Age Child	3
m	ECE	115	Child Growth and Development	3
m	ECE	120	Health, Safety and Nutrition	3
m	ECE	207	School-Age Programming	3

PROGRAM TOTAL 18

m Major course requires minimum grade of C.

Illinois Director Credential Level I Certificate of Achievement

(579A) major code

The Illinois Director Credential Level I (IDC) is recognized by the State of Illinois and is also recognized as the statewide standard of management and leadership capabilities by the National Association for the Education of Young Children (NAEYC). By achieving the IDC, administrators are enhancing their commitment to quality programming.

In addition to completing the Early Childhood Education AAS degree (60 hours), the Illinois Director Credential Level I also requires the completion of the following specialized courses, as well as professional contributions.

	Course Requirements	12
m	ECE 230 Early Childhood Center Administration...	3
m	ECE 299 Early Childhood Education Administration Internship	3
	BUS 100 Introduction to Business	3
	COL 110 Leadership Studies.....	3
	Electives	3
	Select an elective from the courses listed.	
m	ECE 102 Career Explorations in Early Childhood.....	3
m	ECE 104 Infant and Toddler Development.....	3
m	ECE 107 Development and Guidance of the School-Age Child.....	3
m	ECE 145 Multiculturalism in Early Childhood	3
m	ECE 150 Foundations of Early Childhood Education	3
m	ECE 204 Infant and Toddler Curriculum.....	3
m	ECE 207 School-Age Programming.....	3
m	ECE 225 Play and Creative Expression for the Young Child.....	3
	PROGRAM TOTAL	15
m	<i>Major course requires minimum grade of C.</i>	

Electrical Apprenticeship

Construction Electrician[†]

Associate in Applied Science Degree

(740B) major code

The purpose of the Construction Electrician program is to maintain a properly trained workforce in this labor market. Students who graduate from the program could work as electrical contractors, electrical estimators, project superintendents, general foremen, or journeymen electricians within the residential, commercial, industrial or telecommunications fields. The program is a joint effort between Waubonsee Community College and the Joint Apprenticeship and Training Committee (JATC) of Local Union 461 (IBEW).

General Education Requirements

COM 100	or 121 Communications	3
ENG 152	or 101 English	3
ENG 153	or 102 English	3
MTH 104	or 107 or 111 Mathematics	3
PSY 100	Introduction to Psychology	3
	General Education elective (PSY245 recommended)	3
TOTAL		18

Construction Electrician Major Program Requirements

ELA 100	Electrical Apprenticeship I	4
ELA 113	Electrical Apprenticeship II	4
ELA 126	Electrical Apprenticeship Internship I	1
ELA 139	Electrical Apprenticeship III	4
ELA 152	Electrical Apprenticeship IV	4
ELA 165	Electrical Apprenticeship Internship II	1
ELA 178	Electrical Apprenticeship V	4
ELA 191	Electrical Apprenticeship VI	3.5
ELA 204	Electrical Apprenticeship Internship III	1
ELA 217	Electrical Apprenticeship VII	4
ELA 230	Electrical Apprenticeship VIII	4
ELA 243	Electrical Apprenticeship Internship IV	1
ELA 256	Electrical Apprenticeship IX	3.5
ELA 269	Electrical Apprenticeship X	4
ELA 282	Electrical Apprenticeship Internship V	1
TOTAL		44

Additional Program Requirements

CIS 110	Business Information Systems	3
TOTAL		3

PROGRAM TOTAL **60**

[†] *Financial aid eligibility for this program has not been determined.*

Construction Electrician[†] Certificate of Achievement

(743B) major code

The purpose of the Construction Electrician program is to maintain a properly trained workforce in this labor market. Students who graduate from the program with an AAS degree could work as electrical contractors, electrical estimators, project superintendents, general foremen, or journeymen electricians within the residential, commercial, industrial or telecommunications fields. The program is a joint effort between Waubonsee Community College and the Joint Apprenticeship and Training Committee (JATC) of Local Union 461 (IBEW).

Course Requirements

ELA 100	Electrical Apprentice I	4
ELA 113	Electrical Apprentice II	4
ELA 126*	Electrical Apprentice Internship I	1
ELA 139	Electrical Apprentice III	4
ELA 152	Electrical Apprentice IV	4
ELA 165*	Electrical Apprentice Internship II	1
ELA 178	Electrical Apprentice V	4
ELA 191	Electrical Apprentice VI	3.5
ELA 204*	Electrical Apprentice Internship III	1
ELA 217	Electrical Apprentice VII	4
ELA 230	Electrical Apprentice VIII	4
ELA 243*	Electrical Apprentice Internship IV	1
ELA 256	Electrical Apprentice IX	3.5
ELA 269	Electrical Apprentice X	4
ELA 282*	Electrical Apprentice Internship V	1
PROGRAM TOTAL		49

*Each internship course is equal to one semester hour and repeatable one time for a total of two semester hours each.

[†] Financial aid eligibility for this program has not been determined.

Emergency Medical Technician

Emergency Medical Technician – Paramedic

Associate in Applied Science Degree

(400A major code)

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

General Education Requirements 15

COM 100	or COM 121	Communications 3
ENG 101	or ENG 152	English 3
ENG 102	or ENG 153	English 3
BIO 100		Introduction to Biology 3
		Social Science	
		elective (SOC 120 suggested) 3

EMT-Paramedic Major Program Requirements..... 45.5

m	EMT 120	EMT-Basic + 9
m	EMT 125	Paramedic I + 6.5
m	EMT 126	Paramedic II + 6.5
m	EMT 127	Paramedic III + 4.5
m	EMT 128	Paramedic IV + 4.5
m	EMT 129	Paramedic V + 4.5
m	EMT 130	In-Hospital Clinical Experience for the Paramedic I + 1
m	EMT 131	Field Clinical Experience for the Paramedic I + 1
m	EMT 230	In-Hospital Clinical Experience for the Paramedic II + 3
m	EMT 231	Field Clinical Experience for the Paramedic II + 2
m	EMT 299	Paramedic Internship + 3

PROGRAM TOTAL 60.5

+ *Program admission required for enrollment. Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.*

m *Major course requires minimum grade of C.*

Job Title

- Emergency Medical Technician-Basic
- Paramedic

About the Occupation

People’s lives depend on the quick reaction and expertise of emergency medical technicians (EMTs). EMTs treat victims of automobile accidents, heart attacks, drownings, gunshots, and childbirth at the scene. Following strict guidelines, EMTs give appropriate emergency care and then transport the sick or injured to a medical facility. The specific responsibilities of the EMT depend on the level of qualification and training.

Highlights of Waubonsee’s Program

- In EMT 120, emergency situations are simulated, with students playing the roles not only of the EMTs, but also the victims, bystanders, police officers and hospital personnel. Students then get a dose of the real thing during their 20 hours of required emergency room observation.
- The Paramedic Program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Professional Certification Opportunities

Students who earn Waubonsee’s EMT-B certificate are prepared to take either the state licensure examination, Emergency Medical Technician-Basic, or the National Registry of Emergency Medical Technician examination through the Illinois Department of Public Health. Additional education and experience offer the EMT-B certificate-holder an opportunity for employment in a variety of occupations including EMT-Intermediate, EMT-Advanced and EMT-Paramedic.

**Emergency
Medical Technician-Basic****Certificate of Achievement***(402A) major code*

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

Students are eligible to take the state exam after successful completion of this certificate program. The State of Illinois requires that individuals possess a high school diploma or GED and be at least 18 years of age prior to certification testing. This course is also required as part of the Fire Science Technology Associate in Applied Science degree program.

Requirements for Entering the Program:

- 17.5 years of age or older.
- Have either the American Heart Association Basic Life Support (BLS) for Health Care Providers or American Red Cross Professional Rescue current CPR certification.
- Proof of up-to-date immunizations and 2-step tuberculosis testing required prior to emergency room experience.
- Be able to lift 150lb. with partner.

Contact the Dean for Health Professions and Public Service for additional information (see directory).

Course Requirements

m EMT 120 Emergency Medical Technician-Basic + 9

PROGRAM TOTAL **9**

+ Program admission required for enrollment.

m Major course requires minimum grade of C.

Procedure for Entering the Emergency Medical Technician Program

Students should contact the Learning Assessment and Testing Services (see directory) for details. The ability to register for the program is based on assessment results, with documentation of reading skills at the 8th grade level.

Program Costs

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

Textbook	\$165
CPR/BLS Certification	\$45
IDPH Examination Fee	\$20
Stethoscope	\$15
Immunizations/TB Testing	per health care provider

Total Estimated Costs

(excluding medical requirements)..... \$140

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

Entrepreneurship

Entrepreneurship

Associate in Applied Science Degree

(095A) major code

This degree is designed for students who wish to major in business with a special emphasis on small business operation and for students who have or wish to have a technology background and are interested in starting their own small business. Technology areas include: automotive; electronics; auto body; construction management; industrial maintenance; machine tool; heating, ventilation and air conditioning; and real estate.

General Education Requirements 15

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

Entrepreneurship Major

Program Requirements..... 36

ACC 101	or	202 Accounting	3
ACC 125	or	203 Accounting	3
		or CIS 112 Comprehensive Excel	3
BUS 100		Introduction to Business	3
BUS 210	or	211 Business Law	3
BUS 220		Leadership in Business	3
CIS 110		Business Information Systems	3
ETR 140		Introduction to Entrepreneurship	3
ETR 150		Business Plan Development	3
ETR 160		Entrepreneurial Finance	3
ETR 250		Advance Business Planning	3
MGT 200		Principles of Management	3
MKT 200		Principles of Marketing	3

Electives 9

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

- See course choices listed on pages 72-73.

Job Titles

- Entrepreneur
- Small Business Owner/Manager

About the Occupation

Countless opportunities exist for the startup and management of business ventures. Nearly all companies are small or mid-sized. These enterprises contribute greatly to our way of life and put forward about half of all jobs. Recent success stories like Twitter, Skype, Jimmy John's and hundreds of lesser known undertakings showcase just a few of the exciting opportunities inherent in entrepreneurship. Launching a new venture is not without significant risk, however, and recent studies show that proper planning and academic preparation greatly enhance an entrepreneur's chances for success. A degree in entrepreneurship not only addresses core competencies for creating, financing, and managing a business, but also how to use natural creativity and passions in entrepreneurial endeavors.

Highlights of

Waubonsee's Program

- As in all of Waubonsee's business programs, entrepreneurship students are encouraged to complete an internship to gain both college credit and valuable on-the-job experience.
- Waubonsee's Aurora Campus houses an Illinois Small Business Development Center (SBDC), which provides free assistance and advice to budding business owners.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Entrepreneurship

Certificate of Achievement

(096A) major code

This program offers individuals who currently are operating a small business or plan to operate a small business some training in basic small business/entrepreneurial practices. Emphasis is placed on real-world operations and problems unique to the small business environment.

Course Requirements 15

ACC 125	Accounting Information Systems	3
ETR 140	Introduction to Entrepreneurship	3
ETR 150	Business Plan Development	3
ETR 160	Entrepreneurial Finance	3
ETR 250	Advanced Business Planning	3

Electives 3

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 18

Fire Science

Fire Science Technology

Associate in Applied Science Degree

(610A) major code

This degree is designed for individuals seeking a career in fire science. The program includes coursework toward the Office of the State Fire Marshal Certifications as a Basic Operations Firefighter, Advanced Technician Firefighter, Instructor I, Hazardous Materials First Responder — Operations, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator, Vehicle and Machinery Operations, Fire Apparatus Engineer and Officer I. Students may also acquire Department of Public Health certification as an Emergency Medical Technician Assistant. All fire science courses at Waubensee 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
MTH 101		Mathematics Elective	3
		Psychology or Sociology elective, PSY 100 recommended.....	3

Fire Science Technology Major Program Requirements..... 20

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
m	FSC 120	Hazardous Materials Operations	3
m	FSC 140	Fire Apparatus Engineer.....	4
m	FSC 215	Technical Rescue and Vehicle Operations.....	1

Electives..... 25

Select an elective from the courses listed.

m	EMT 120	Emergency Medical Technician-Basic	9
m	FSC 125	Advanced Technician Firefighter	4
m	FSC 150	Vehicle and Machinery Operations.....	3
m	FSC 160	Tactics and Strategy I	3
m	FSC 170	Fire Science Instructor I	3
m	FSC 220	Fire Inspection and Prevention.....	3
m	FSC 231	Fire Science Administration I.....	3
m	FSC 232	Fire Science Administration II.....	3
m	FSC 233	Fire Science Administration III.....	3
m	FSC 234	Fire Science Administration IV	3
m	FSC 260	Tactics and Strategy II	3
m	FSC 270	Fire Science Instructor II	3

PROGRAM TOTAL..... 60

m Major course requires minimum grade of C.

Job Titles

- Firefighter
- Fire Inspector
- Fire Chief
- Fire Engineer
- Fire Officer
- Fire Instructor

About the Occupation

Firefighting is a dangerous and complex profession. From entry-level firefighter through fire chief, they work in teams to save lives, extinguish fires and respond to a variety of emergency situations. They also help prevent fires through public education and building inspections. Firefighters participate in training and practice drills throughout their careers.

Highlights of Waubensee's Program

- The Waubensee fire science program is approved by the Office of the Illinois State Fire Marshal (OSFM) and complies with the latest OSFM curriculum.
- Completion of Waubensee's associate degree in fire science technology prepares a student to work as a firefighter or transfer to a university to pursue a bachelor's degree.

Professional Certification Opportunities

- Basic Operations Firefighter
- Advanced Technician Firefighter
- Fire Apparatus Engineer
- Hazardous Materials First Responder
- Rescue Specialist —
Roadway Extrication
- Technical Rescue Awareness
- Fire Instructor I and II
- Fire Officer I and II

Enrollment and Experience

It is strongly recommended that Fire Science majors either gain employment with a fire department or volunteer with a department as early as possible. Some Illinois State Fire Marshal certifications require experience with a department in addition to coursework.



Firefighter

Certificate of Achievement

(612A) major code

This certificate is for those interested in employment as a firefighter or for those seeking advancement in the field. This program provides coursework toward the Office of the State Fire Marshal certifications as a Basic Operations Firefighter, Advanced Technician Firefighter, Hazardous Materials First Responder-Operations, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator and Fire Apparatus Engineer.

Course Requirements

m	FSC	105	Basic Operation Firefighter Module A	4
m	FSC	115	Basic Operation Firefighter Module B	4
m	FSC	118	Basic Operation Firefighter Module C	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	215	Technical Rescue and Vehicle Operations	1
PROGRAM TOTAL				20

m *Major course requires minimum grade of C.*

Fire Officer I

Certificate of Achievement

(613C) major code

This certificate is designed for those wishing to pursue a career in fire science as an officer. This program provides coursework toward the Office of the State Fire Marshal certifications as Instructor I, Basic Operations Firefighter, Advanced Technician Firefighter, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator, Fire Officer I and Hazardous Materials First Responder-Operations.

Course Requirements

m	FSC	105	Basic Operation Firefighter Module A	4
m	FSC	115	Basic Operation Firefighter Module B	4
m	FSC	118	Basic Operation Firefighter Module C	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	160	Tactics and Strategy I	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	215	Technical Rescue and Vehicle Operations	1
m	FSC	231	Fire Science Administration I	3
m	FSC	232	Fire Science Administration II	3
PROGRAM TOTAL				32

m *Major course requires minimum grade of C.*

Fire Officer II

Certificate of Achievement

(614B) major code

This certificate is designed for those currently holding Fire Officer I Certification and who are interested in career advancement as officers in a fire science organization. This program provides course work toward the Office of the State Fire Marshal certification as Fire Officer II.

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
m	FSC	120	Hazardous Materials Operations	3
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	160	Tactics and Strategy I	3
m	FSC	170	Fire Science Instructor I	3
m	FSC	215	Technical Rescue and Vehicle Operations	1
m	FSC	231	Fire Science Administration I	3
m	FSC	232	Fire Science Administration II	3
m	FSC	233	Fire Science Administration III	3
m	FSC	234	Fire Science Administration IV	3
m	FSC	260	Tactics and Strategy II	3
m	FSC	270	Fire Science Instructor II	3
PROGRAM TOTAL				44

m *Major course requires minimum grade of C.*

Fire Service Instructor

Certificate of Achievement

(617B) major code

This certificate is for those wishing to pursue a career in fire science as an instructor. This program provides coursework toward the Office of the State Fire Marshal certifications as Instructor I, II, Basic Operations Firefighter, Advanced Technician Firefighter, Hazardous Materials Awareness, Technical Rescue Awareness, Fire Service Vehicle Operator and Hazardous Materials First Responder-Operations.

Course Requirements

m	FSC	105	Basic Operation Firefighter Module A	4
m	FSC	115	Basic Operation Firefighter Module B	4
m	FSC	118	Basic Operation Firefighter Module C	4
m	FSC	120	Hazardous Materials Operations	3
m	FSC	125	Advanced Technician Firefighter	4
m	FSC	140	Fire Apparatus Engineer	4
m	FSC	170	Fire Science Instructor I	3
m	FSC	215	Technical Rescue and Vehicle Operations	1
m	FSC	270	Fire Science Instructor II	3
PROGRAM TOTAL				30

m *Major course requires minimum grade of C.*

Geographic Information Systems

Geographic Information Systems

Associate in Applied Science Degree

(260A) major code

The Geographic Information Systems (GIS) curriculum is designed for students who want to gain employment or advance their knowledge and skills within an industry sector that utilizes GIS. The curriculum contains core GIS courses that provide an expansive skill set and a range of electives for program customization, which allows students to tailor this degree to their specific needs and interests.

General Education Requirements 15

COM 100	or 121 Communications	3
ECN 100	or 110 Economics	3
ENG 101	or 152 English	3
ENG 102	or 153 English	3
MTH 107	Basic Statistics	3

Geographic Information Systems

Major Program Requirements..... 27

CAD 100	Technical Drawing	3
CIS 110	Business Information Systems	3
GEO 130	GIS and Mapping Principles	3
GEO 131	Geographic Information Systems I	3
GEO 132	Geographic Information Systems II	3
GEO 140	Geographic Information Systems III	3
GEO 200	Applications for Geographic Information Systems	3
GEO 210	GIS and Logistics Management	3
GEO 120	World Regional Geography	
	or	
GEO 220	Geography of the Developing World	3

Electives 18

Select electives from the disciplines and courses listed.
Disciplines: Computer Aided Design and Drafting (CAD),
Computer Information Systems (CIS), Earth Science (ESC),
Geography (GEO), Real Estate (REL).

BUS 100	Introduction to Business	3
BUS 207	Business Statistics	3
CMT 240	Construction Surveying	3
ECN 100	Introduction to Economics	3
GRD 170	Digital Image	3
MGT 200	Principles of Management	3
MKT 200	Principles of Marketing	3
MKT 260	Consumer Behavior	3
PSC 240	State and Local Government	3
WEB 110	Web Development with HTML	3

PROGRAM TOTAL 60

Job Titles

- Geographic Information Systems Technician
- Mapmaker
- Surveying Technician

About the Occupation

Geographic Information System (GIS) technicians apply their knowledge of computers, electronics and geography to create maps and graphs using special GIS software. They work in the government sector, as well as industries such as communications, agriculture, engineering, health and human services, and education. Natural resource management groups, marketing firms, insurance companies, real estate developers and utility companies also employ GIS technicians, making this a rapidly growing field. Furthermore, GIS training can be of use to other professions such as drafting, surveying, computer programming and cartographic design.

Highlights of Waubensee's Program

- Students learn to use the most highly respected GIS software in the industry, ArcGIS, developed by Environmental Systems Research Institute, Inc. (Esri).
- Students have the opportunity to apply their knowledge and skills to complete a real-world project of their own choosing.
- The GIS program includes coursework in logistics management.
- Students who complete the four-course Geographic Information Systems certificate have the knowledge and skills to immediately seek entry-level employment in the ever-expanding field.

Geographic Information Systems

Certificate of Achievement

(263A) major code

The certificate program offers a sequence of courses to individuals who wish to learn GIS technology to begin or complement careers in government, planning, environment, public works and other urban agencies. The program provides a solid understanding of basic GIS concepts, technical and institutional factors in GIS design and implementation, and applications of the technology in various settings.

Course Requirements

GEO 130	GIS and Mapping Principles	3
GEO 131	Geographic Information Systems I	3
GEO 132	Geographic Information Systems II.....	3
GEO 120	World Regional Geography	
or		
GEO 220	Geography of the Developing World	3
PROGRAM TOTAL		12

Advanced Geographic Information Systems

Certificate of Achievement

(265B) major code

This advanced GIS certificate offers students a sequence of GIS courses that builds on basic GIS concepts to provide a working knowledge of more advanced software modeling techniques. Emphasis is placed on real world applications, including transportation logistics. The content of this certificate can be adapted to suit a variety of interests and to advance one's GIS knowledge within a specific industry sector.

Course Requirements21

GEO 120	World Regional Geography	
or		
GEO 220	Geography of the Developing World	3
GEO 130	GIS and Mapping Principles	3
GEO 131	Geographic Information Systems I.....	3
GEO 132	Geographic Information Systems II.....	3
GEO 140	Geographic Information Systems III.....	3
GEO 200	Applications for Geographic Information Systems.....	3
GEO 210	GIS and Logistics Management.....	3

Electives6

Select electives from the disciplines and courses listed.

Disciplines: Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Earth Science (ESC), Geography (GEO), Real Estate (REL)

BUS 100	Introduction to Business	3
BUS 207	Business Statistics.....	3
CMT 240	Construction Surveying.....	3
ECN 100	Introduction to Economics.....	3
GRD 170	Digital Image	3
MGT 200	Principles of Management	3
MKT 200	Principles of Marketing.....	3
MKT 260	Consumer Behavior.....	3
PSC 240	State and Local Government.....	3
WEB 110	Web Development with HTML	3

PROGRAM TOTAL27

Graphic Design

Graphic Design

Associate in Applied Science Degree

(930B) major code

This program combines design theory and principles of visual communication to create computerized graphic design solutions. Graphic design emphasis is integrated in the development of multiple skills, including web design, animation, digital photography and print production. This course of study prepares students to develop a professional portfolio for an immediate graphic design position.

Although the intent of the graphic design AAS degree program is occupational, many courses within the program are individually articulated with four-year colleges offering graphic design programs to facilitate continued study at a four-year institution.

General Education Requirements 15

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	2D Animation and Multimedia	3
GRD 285	3D 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
GRD 290	Graphic Design Studio Art	3
GRD 297	Graphic Design Internship	1
GRD 298	Graphic Design Internship	2
GRD 299	Graphic Design Internship	3
MCM 243	Film Production	3

PROGRAM TOTAL 61

- See course choices listed on pages 72-73.

Job Titles

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

About the Occupation

Graphic designers create visual concepts using computer software to communicate ideas that inspire, inform, or captivate consumers. They help to make an organization recognizable by selecting color, images, or logo designs that represent a particular idea or identity to be used in advertising and promotions.

Most graphic designers are employed in specialized design services, publishing or advertising, public relations and related services. Designers need to continually redefine their field, and knowledge of current events and attitudes will help the designer create designs that reflect and affect society. As the number of people online continues to grow and the use of visual messages through television and film expands, the need for designers to shape the messages that society reads will increase dramatically.

Highlights of Waubonsee's Program

- At Waubonsee, students develop a professional portfolio that can help them land a job after graduation.
- Award winning faculty.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information visit www.abg.org.

Graphic Design

Certificate of Achievement

(938C) major code

This program is structured to provide a practical hands-on experience in digital design and graphic fundamentals such as design, layout techniques, computer applications, Web design, illustration/ animation, digital prepress techniques and portfolio development. This career direction of training/ retraining was created to address the rapidly expanding needs of business and industry for graphic design software/hardware specialists. A professional portfolio will be expected to attain this certificate.

Course Requirements

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	2D Animation and Multimedia	3
GRD 285	3D Animation and Multimedia	3
GRD 292	Graphic Design Portfolio	1
WEB 110	Web Development With HTML	3
WEB 230	Dreamweaver	3

PROGRAM TOTAL37

Animation

Certificate of Achievement

(945A) major code

This certificate program enables students to develop the visual art capabilities and skills needed for a career in animation. Courses in the program incorporate skills that include the drawing basics, such as figures and characters design, adding depth and personality to animations, establishing proper emotions in animation, and state-of-the-art computer assisted animation techniques in 2D and 3D animation courses. The animation certificate provides students the tools to tell a story and give life to characters through the use of the most modern electronic media. Courses are taught in a state-of-the-art computer lab.

Course Requirements

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	2D Animation and Multimedia	3
GRD 285	3D Animation and Multimedia	3
GRD 292	Graphic Design Portfolio	1
WEB 230	Dreamweaver	3

PROGRAM TOTAL25



If you are interested in the artistic design of Web pages through the use of design software, design layout techniques, advanced use of multimedia, animation, sound and video, the Graphic Design certificates and programs are appropriate for study. If you are interested in the construction, maintenance and support of Web pages through the use of computer programming and software, the World Wide Web certificates and degrees are appropriate. In short, the Graphic Design certificates and degree focus on the design of Web pages, while the World Wide Web certificates and degrees focus on the maintenance and support of websites. Please contact Counseling (see directory) for more specific descriptions of these certificates and degrees and to discuss which one may be most appropriate for you.

Web Design

Certificate of Achievement

(944B) major code

This certificate program addresses the emerging area of Web page design and publishing by preparing students to create professional-level Web pages and media. The courses are designed to give students the education and hands-on experience necessary to gain an edge in the rapidly growing field of Web page design and publishing. Students will begin with Web design fundamentals and work up to advanced use of multimedia, animation, and sound and video in developing attractive and effective Web pages and publications. Courses are taught in a state-of-the-art computer lab.

Course Requirements

ART	142	Beginning Digital Photography	3
GRD	160	Computer Illustration.....	3
GRD	170	Digital Image	3
GRD	173	Graphic Design I.....	3
GRD	280	2D 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 Design	3

PROGRAM TOTAL25

Health Care Interpreting

Job Title

- Health Care Interpreter

About the Occupation

Health care interpreters are bilingual individuals trained in interpretation skills and medical terminology who facilitate communication between people speaking different languages in health care settings. The occupation involves listening and understanding meaning in one language and attempting to reproduce the most equivalent meaning possible in another language.

Health care interpreting is an emerging discipline as health care settings seek to more accurately comply with the Americans with Disabilities Act and Title VI of the 1964 Civil Rights Act. Health care interpreters are trained to understand their professional role and adhere to a code of ethics while transmitting messages accurately and completely.

Highlights of Waubensee's Program

- Waubensee's associate degree in HCI is the first program of its kind in the state of Illinois.
- Full-time faculty member Cynthia Perez formerly worked as the lead interpreter at Provena Mercy Center in Aurora.

Sound Interesting?

Students interested in this program may also be interested in *Legal Interpreting*; see page 134.

Health Care Interpreting: English/Spanish

Associate in Applied Science Degree

(630B) major code

Health care interpreting is an applied science degree that trains bilingual individuals to be interpreters in health care settings. Currently, the degree focuses on English/Spanish interpreting. Health care interpreters facilitate communication between people who speak different languages and have different cultural backgrounds.

Structured written and oral screening tests are conducted to determine proficiency in both English and Spanish. Students must be 18 years of age or older at the time of assignment to a practicum site. Six credit hours of College Level Examination Program (CLEP) credits in Spanish may be applied to the degree as electives, and students are encouraged to earn this credit. CLEP testing is administered through the Learning Assessment and Testing Services.

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
PSY	100	Introduction to Psychology	3
		or	
SOC	120	Racial and Ethnic Relations	3

Health Care Interpreting

Major Program Requirements 36

COM	125	Communication Strategies for Health Care Careers	2
HCI	102	Survey Of Mental Health and Substance Abuse Issues in Health Care Interpreting	3
HCI	105	Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish	3
HCI	106	Introduction to Health Care Interpreting: English/Spanish	3
HCI	110	Health Care Interpreting: English/Spanish +	2
HCI	130	Mental Health Care Interpreting: English/Spanish +	2
HCI	150	Anatomical Terminology: English/Spanish +	2
HCI	175	Introduction to Medical Translation: English/Spanish	3
HCI	200	Simultaneous Health Care Interpreting: English/Spanish +	3
HCI	220	Approaches to Health Care in Hispanic Culture	3
HCI	275	Advanced Medical Translation: English/Spanish+	3
HCI	290	Health Care Interpreting Seminar and Field Experience +	2
HIT	135	Health Care Delivery Systems	2
SPN	205	Spanish for Native Speakers	3

Electives 8

Select electives from any discipline. See Counseling for course guidance.

PROGRAM TOTAL 60

+ Program admission required for enrollment.

Health Care Interpreting: English/Spanish

Certificate of Achievement

(635B) major code

This certificate indicates completion of all the health care interpreting and translation courses required for a fully-trained health care interpreter.

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

Course Requirements

COM	125	Communication Strategies for Health care Careers	2
HCI	102	Survey of Mental Health and Substance Abuse Issues in Health Care Interpreting.....	3
HCI	105	Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish	3
HCI	106	Introduction to Health Care Interpreting: English/Spanish	3
HCI	110	Health Care Interpreting: English/Spanish +	2
HCI	130	Mental Health Care Interpreting: English/Spanish +	2
HCI	150	Anatomical Terminology: English/Spanish +	2
HCI	175	Introduction to Medical Translation: English/Spanish.....	3
HCI	200	Simultaneous Health Care Interpreting: English/Spanish +	3
HCI	220	Approaches to Health Care in Hispanic Culture	3
HCI	275	Advanced Medical Translation: English/Spanish +	3
HCI	290	Health Care Interpreting Seminar and Field Experience +	2
HIT	135	Health Care Delivery Systems	2
SOC	120	Racial and Ethnic Relations	3
SPN	205	Spanish for Native Speakers	3
PROGRAM TOTAL			39

+ *Program admission required for enrollment.*

Health Care Interpreting Theory: English/Spanish

Certificate of Achievement

(642B) major code

This certificate is designed for the practicing health care interpreter who has received on-the-job training. The selected health care interpreting and translation courses provide a body of knowledge and theory to complement and reinforce the skills acquired through experience. The students have the option of taking these courses online.

Course Requirements

COM	125	Communication Strategies for Health care Careers	2
HCI	102	Survey Of Mental Health and Substance Abuse Issues in Health Care Interpreting.....	3
HCI	105	Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish	3
HCI	106	Introduction to Health Care Interpreting: English/Spanish	3
HCI	175	Introduction to Medical Translation: English/Spanish	3
HCI	220	Approaches to Health Care in Hispanic Culture	3
HIT	105	Medical Terms for Health Occupations.....	1
PROGRAM TOTAL			18

Health Information Technology

Job Titles

- Health Information Coder
- Medical Record Coder
- Coder/Abstractors
- Coding Specialist
- Cancer Registrar
- Medical Transcriptionist

About the Occupation

The Health Information Technology Program prepares students for the vital role they will play as health information management professionals. Health information technicians verify the patient's health information or data within the medical record (both computer-based and paper) is complete, accurate, and maintained, while ensuring validity and appropriate access to the individual's health information. These health care professionals have very little direct patient contact and may work in a variety of health care settings to include hospitals, physicians offices, nursing homes, mental health facilities, and other organizations using patient health or data information. It is essential for the health information technician to effectively communicate with various individuals in the healthcare setting. After earning the RHIT certification and gaining experience, the profession demonstrates solid opportunities for career growth and advancement in education.

Highlights of Waubensee's Program

- Students in the degree program gain valuable hands-on experience in required practicum courses.

Professional

Certification Opportunities

- The Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM) accredits the Associate in Applied Science degree in Health Information Technology. Only graduates of an accredited health information management program are eligible for the national American Health Information Management Association (AHIMA) certification examination to become RHIT certified. This program was accredited by CAHIIM as of October 2013. Students are eligible for student membership and other discounts offered by AHIMA.
- Medical Coding certifications — Students in the Health Information Technology program are encouraged to investigate certifications offered by AHIMA. For additional information visit www.ahima.org.

Health Information Technology

Associate in Applied Science Degree

(110B) major code

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

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

CAHIIM - Commission on Accreditation for Health Informatics and Information Management Education

233 N. Michigan Ave., 21st Floor

Chicago, IL 60601

(312) 233-1100 Phone

(312) 233-1948 Fax

www.cahiim.org

AHIMA - American Health Information Management Association

233 N. Michigan Ave., 21st Floor

Chicago, IL 60601

(312) 233-1100 Phone

(312) 233-1090 Fax

www.ahima.org

Graduates of a CAHIIM accredited program are eligible to take the American Health Information Management Association Registered Health Information Technician (RHIT) exam.

General Education Requirements..... 16

BIO 270 Anatomy and Physiology I..... 4

COM 100 **or** 121 Communications..... 3

ENG 101 **or** 152 English..... 3

ENG 102 **or** 153 English..... 3

PSY 100 Introduction to Psychology..... 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

(continued on next page)

Health Information Technology Major Program Requirements31

m	BIO	272	Anatomy and Physiology II	4
m	HIT	210	ICD Coding	3
m	HIT	215	CPT Coding	3
m	HIT	216	Advanced Clinical Classification Systems	2
m	HIT	218	Reimbursement Systems.....	3
m	HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional.....	3
m	HIT	230	Data Applications and Health Care Quality	3
m	HIT	240	Health Information Processes	3
m	HIT	245	Health Information Data Analysis.....	2
m	HIT	248	Organization Resources	2
m	HIT	299	Professional Practice Experience	3
PROGRAM TOTAL				60

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

Medical Office Certificate of Achievement
(115A) major code

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

Course Requirements

m	CIS	110	Business Information Systems	3
m	AOS	130	Customer Service	3
m	HIT	100	Introduction to Health Information Technology	3
m	HIT	110	Medical Terminology.....	3
m	HIT	120	Medical Office Procedures.....	3
m	HIT	130	Medical Insurance and Reimbursement.....	3
m	HIT	140	Legal/Ethical Issues in Health Care	2
PROGRAM TOTAL				20

m *Major course requires minimum grade of C.*

Health Care Coding Certificate of Achievement
(118B) major code

This program prepares students for a career in medical coding. Medical coding opportunities exist in physician offices, billing companies, insurance offices and in the home.

Course Requirements

m	CIS	110	Business Information Systems	3
m	BIO	270	Anatomy and Physiology I	4
m	BIO	272	Anatomy and Physiology II	4
m	HIT	100	Introduction to Health Information Technology	3
m	HIT	110	Medical Terminology.....	3
m	HIT	135	Health Care Delivery Systems	2
m	HIT	140	Legal/Ethical Issues in Health Care	2
m	HIT	210	ICD Coding.....	3
m	HIT	215	CPT Coding	3
m	HIT	216	Advanced Clinical Classification Systems	2
m	HIT	218	Reimbursement Systems.....	3
m	HIT	220	Pathophysiology and Pharmacology for the Health Information Technology Professional.....	3
PROGRAM TOTAL				35

m *Major course requires minimum grade of C.*

Heating, Ventilation and Air Conditioning

Job Titles

- Heating and Cooling Mechanic
- Furnace/Air Conditioning Installer
- Heating, Ventilation and Air Conditioning Contractor

About the Occupation

Heating, ventilation and air conditioning (HVAC) technicians install, maintain and repair the heating and cooling systems that control temperature, humidity and air cleanliness in homes, schools and other buildings. Some technicians also work on refrigeration systems. They apply knowledge of gas, oil, water and electrical systems, along with sound problem solving skills. Many work with sheet metal, piping and a variety of mechanical components such as motors, compressors, condensing units and evaporators. HVAC career opportunities are expanding in the areas of geothermal and solar thermal systems.

Highlights of Waubensee's Program

- Waubensee's HVAC lab includes a wide variety of heating, air conditioning and cooling systems. Students learn and develop their troubleshooting skills through hands-on training on "live" equipment.
- The Waubensee curriculum allows students to choose from a wide range of technical electives, such as industrial motor controls and commercial and residential wiring.
- As part of their advanced coursework, Waubensee students go out into the field to get real world experience.
- Waubensee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information visit www.abg.org.

Professional Certification Opportunities

- Section 608 E.P.A. Refrigerant Certification
- R-410 and R-407C Refrigerant Certification

Heating, Ventilation and Air Conditioning

Associate in Applied Science Degree

(800A) major code

The heating, ventilation and air conditioning program provides students the skills needed to install, service and maintain commercial and residential heating, ventilation and air conditioning equipment. Upon completion of this program, students should be capable of installing a commercial or residential heating, ventilation and air conditioning system; performing routine maintenance on the unit; conducting standard tests on the unit to insure operating efficiency; and following a logical procedure to troubleshoot a mechanical or electrical problem. The program is appropriate for pre-service entry-level students, as well as current employees who desire an upgrading of their current knowledge and skills.

General Education Requirements 15

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

HVAC Major Program Requirements 29

HVA 100	Electrical Principles	3
HVA 110	Refrigeration Principles	3
HVA 120	HVACR Electrical Systems	3
HVA 130	Residential Comfort Systems	3
HVA 140	Basic Heating Systems	3
HVA 150	Basic Sheet Metal Fabrication and Print Reading	3
HVA 160	Refrigerant Transition and Certification	1
HVA 170	Universal R-410A Safety and Training Certification	1
HVA 200	Sheet Metal Estimating, Fabrication and Installation	3
HVA 210	Advanced Heating and Cooling Systems	3
HVA 220	Advanced Heating /Cooling Systems Service and Maintenance	3

Electives 16

Select electives from: Accounting (ACC), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Electronics Technology (ELT), Entrepreneurship (ETR), Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT), Management (MGT), Marketing (MKT), Welding (WLD).

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Heating, Ventilation and Air Conditioning

Certificate of Achievement

(804A) major code

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

Course Requirements

HVA	100	Electrical Principles	3
HVA	110	Refrigeration Principles	3
HVA	120	HVACR Electrical Systems	3
HVA	130	Residential Comfort Systems.....	3
HVA	140	Basic Heating Systems	3
HVA	150	Basic Sheet Metal Fabrication and Print Reading.....	3
HVA	160	Refrigerant Transition and Certification	1
HVA	170	Universal R-410A Safety and Training Certification	1
HVA	200	Sheet Metal Estimating, Fabrication and Installation.....	3
HVA	210	Advanced Heating and Cooling Systems.....	3
HVA	220	Advanced Heating and Cooling Systems Service and Maintenance.....	3

PROGRAM TOTAL29

Geothermal Basics

Certificate of Achievement

(805A) major code

The Geothermal Basics Certificate of Achievement provides professionals in the areas of heating, ventilation, and air conditioning, mechanical engineering, and construction with a working knowledge of geothermal systems and their installation.

Course Requirements

HVA	260	Geothermal Systems.....	3
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PROGRAM TOTAL 3

Geothermal

Certificate of Achievement

(806A) major code

The Geothermal Certificate of Achievement prepares students to install geothermal heating and cooling systems. In addition, coursework provides the knowledge and skills necessary to service, troubleshoot, and maintain geothermal heating and cooling systems.

Course Requirements

HVA	100	Electrical Principles	3
HVA	110	Refrigeration Principles	3
HVA	120	HVACR Electrical Systems	3
HVA	130	Residential Comfort Systems.....	3
HVA	140	Basic Heating Systems	3
HVA	150	Basic Sheet Metal Fabrication and Print Reading.....	3
HVA	160	Refrigerant Transition and Certification.....	1
HVA	170	Universal R-410A Safety and Training Certification.....	1
HVA	200	Sheet Metal Estimating, Fabrication and Installation.....	3
HVA	260	Geothermal Systems.....	3

PROGRAM TOTAL 26

Human Services

Job Titles

- Certified Addictions Counselor
- Community Outreach Worker
- Family Support Worker
- Group Home Worker
- Mental Health Worker
- Residential Counselor
- Social Services Aide
- Youth Worker

About the Occupation

Projected to be among the future's fastest growing occupations, human services workers are employed in a wide variety of settings under many different job titles that are all characterized by a single unifying feature — their primary job function is helping people cope with their problems.

Highlights of Waubonsee's Program

- Because of its advanced accreditation from the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA), graduates of Waubonsee's Human Services AAS degree program can become Certified Alcohol and Other Drug Abuse Counselors (CADC) and enter the workforce more quickly.
- Visits to and field experiences at local human services agencies allow students to see what career areas are a good fit for them.

Human Services

Associate in Applied Science Degree

(650A) major code

This program prepares paraprofessionals for employment in a variety of social service organizations. The alcohol or other drug abuse (AODA) counseling program is accredited at the advanced level by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

General Education Requirements 15

COM	100	Fund. of Speech Communication	3
ENG	101	First-Year Composition I	3
ENG	102	First-Year Composition II	3
PSY	100	Introduction to Psychology	3
		Mathematics/Science elective •	3

Human Services

Major Program Requirements 21

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
HSV	230	Human Services Seminar and Field Experience I (5)	
		or	
HSV	235	Human Services Seminar and Field Experience II (5) (for Addictions emphasis)	5

Additional Program Requirements 6

CIS	110	Business Information Systems	3
SPN	110	Survival Spanish I	
		or	
SGN	101	American Sign Language I	3

(continued on next page)

Electives and Emphasis Area 18

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

Addictions Counseling Emphasis

HSV 125	Counseling Theories and Strategies	3
HSV 210	Psychopharmacology and the Addictive Process	3
HSV 220	Addictions Counseling I.....	3
HSV 225	Addictions Counseling II.....	3
HSV 240	Human Services Seminar and Field Experience III	5

Electives

Electives may be selected from the courses listed.

HSV 296	Special Topics III	1-6
PED 211	First Aid and Emergency Care.....	3
PSY 215	Adulthood and Aging.....	3
PSY 220	Child Psychology	3
PSY 235	Social Psychology.....	3
SGN 101	Sign Language I.....	3
SGN 102	Sign Language II.....	3
SOC 100	Introduction to Sociology	3
SOC 215	Introduction to Social Work	3
SPN 111	Survival Spanish II	3

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Addictions Counseling Certificate of Achievement

(652A) major code

This certificate prepares individuals for employment as alcohol and other drug abuse (AODA) counselors in a variety of agencies and facilities that serve persons who are substance abusers. Students with prior and/or additional education can become AODA counselors as a result of completing this program. The program includes both classroom instruction and on-the-job training (field experience) and may be applied toward the Associate in Applied Science degree in human services. The program is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

Course Requirements

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	Addictions Counseling I.....	3
HSV 225	Addictions Counseling II.....	3
HSV 235	Human Services Seminar and Field Experience II	5
HSV 240	Human Services Seminar and Field Experience III	5

PROGRAM TOTAL 34

Interpreter Training

Job Titles

- Interpreter for the Deaf
- Sign Language Interpreter

About the Occupation

Sign language interpreters facilitate communication between individuals who are deaf or hard of hearing and those who can hear. The interpreter is considered to be a bilingual/bicultural mediator in the communication exchange. Those engaged in conversation rely heavily on the skill, fluency, professionalism and ethical behavior of the interpreter. The interpreter is an integral part of the communication exchange.

Highlights of Waubonsee's Program

- In 1975, Waubonsee became the first college in the state to design an interpreter training program.
- The program utilizes technology to create a rich visual learning environment. Students' signing performances are captured by digital video cameras, uploaded to a computer and then reviewed by both the student and the instructor.

Interpreter Training

Associate in Applied Science Degree

(660A) major code

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

First Semester 18

ENG 101	First-Year Composition I	3
PSY 100	Introduction to Psychology	3
SGN 100	Orientation to Deafness	3
SGN 101	American Sign Language I	3
SGN 104	Signs of Everyday Use	3
SGN 105	Linguistics of ASL I	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
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PROGRAM TOTAL 72

- See course choices listed on pages 72-73.
- + Program admission required for enrollment.

Interpreter Training

Procedure for Entering the Interpreter Training Program

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

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

Scheduling Note: SGN courses are offered during the day and evenings, but not all courses are offered every semester. Since all SGN courses must be completed before entering any ITP courses, please consider this when scheduling. ITP courses are only offered during the day. Students may repeat a course only once.

For additional information, contact the Dean for Health Professions and Public Service (see directory).

Interpreter Training Certificate of Achievement

(662A) major code

Students must successfully complete the sign language certificate before enrolling in the following courses to achieve the interpreter training certificate. Because sign language courses are prerequisites, this certificate will require two years for completion.

Course Requirements

ITP	200	Introduction to Interpreting +	3
ITP	210	Etymology for Interpreters +	3
ITP	211	Transliterating I +	3
ITP	212	Transliterating II +	3
ITP	221	Interpreting I +	3
ITP	222	Topics in Interpreting +	3
ITP	223	Interpreting II +	3
ITP	230	Specialized Areas of Interpreting +	3
ITP	231	Sign to Voice I +	3
ITP	232	Sign to Voice II +	3
ITP	290	The Interpreter as Practitioner +	3

PROGRAM TOTAL33

+ *Program admission required for enrollment. Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.*

Sign Language Certificate of Achievement

(664B) major code

This certificate indicates completion of the fundamental sign language courses. Note also that the completion of these courses is a prerequisite for enrolling in the interpreter training certificate program.

Refer to the interpreter training admission requirements before completing the sign language certificate.

Course Requirements

SGN	100	Orientation to Deafness	3
SGN	101	American Sign Language I	3
SGN	102	American Sign Language II	3
SGN	104	Signs of Everyday Use	3
SGN	105	Linguistics of ASL I.....	3
SGN	106	Linguistics of ASL II.....	3
SGN	108	Conceptually Accurate Signed English.....	3
SGN	110	Introduction to American Deaf Culture	3

PROGRAM TOTAL24

Kinesiology

Job Titles

- Personal Trainer
- Group Exercise Instructor
- Fitness Instructor
- Program Director

About the Occupation

Fitness professionals work with clients to develop an individualized exercise and health program and train them during exercise sessions. Fitness professionals design and implement exercise programs for healthy individuals, as well as individuals with controlled disease. They lead health and fitness programs in a variety of settings including fitness facilities, universities/colleges, businesses and community centers.

Highlights of Waubensee's Program

- Students can complete their internship requirement on-campus at the college's newly remodeled Total Fitness Center or off-campus at a variety of health and fitness facilities.

Professional

Certification Opportunities

- Certified Personal Trainer (CPT) — Degree and certificate students who complete all courses are encouraged to take the exam for this certification from the American College of Sports Medicine (ACSM).
- Certified Group Exercise Instructor (GEI) — Degree and certificate students who complete all courses are also encouraged to take the exam for this certification from the American College of Sports Medicine (ACSM).

Kinesiology

Associate in Applied Science Degree

(440B major code)

This two-year degree prepares the wellness specialist to assess, design and implement individual and group exercise and fitness programs for healthy individuals and individuals with controlled disease. The graduate will be skilled in evaluating health behaviors and risk factors, conducting fitness assessments, writing appropriate exercise prescriptions, and motivating individuals to modify negative health habits and maintain positive lifestyle behaviors for health promotion.

General Education Requirements 15

COM 100	or 120 Communications	3
ENG 101	or 152 English	3
ENG 102	or 153 English	3
MTH 104	Business Mathematics	
	or	
MTH 107	Basic Statistics	
	or	
BIO 200	Nutrition	3
PSY 100	Introduction to Psychology	3

Kinesiology Major Program Requirements 40

BIO 260	Human Structure and Function	4
HED 100	Personal Wellness	3
PED 150	Basic Prevention and Care of Athletic Injuries	3
PED 209	Intro-Exercise Science/Sports Prof	3
PED 205	Sci Foundations of Human Movement	3
PED 211	First Aid and Emergency Care	3
PED 234	Group Exercise Instruction	2
PED 236	Exercise for Special Populations	3
PED 237	Strength and Conditioning Principles	3
PED 238	Fitness Assessment and Exercise Programming	3
PED 239	Exercise and Sport Nutrition	3
PED 240	Busn Mngmt for the Fitness Profess	3
PED 242	Lifestyle Wellness Coaching	2
PED 298	Exercise Science Internship II	2

Electives 5

Select electives from the courses listed.

BUS100	Introduction to Business	3
MKT 200	Principles of Marketing	3
MKT 210	Principles of Selling	3
BIO 262	Neuro-musculoskeletal Systems	3
BIO 270	Anatomy and Physiology I	4
BIO 272	Anatomy and Physiology II	4

PROGRAM TOTAL 60

* Take the Certified Personal Trainer exam and the Certified Group Exercise Instructor exam through American College of Sports Medicine after completion of all courses.

Kinesiology
Certificate of Achievement

(442B) major code

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

Course Requirements

BIO 260	Human Structure and Function.....	4
HED 100	Personal Wellness	3
PED 209	Introduction to Exercise Science and Sports Professions.....	3
PED 205	Scientific Foundations of Human Movement.....	3
PED 211	First Aid and Emergency Care.....	3
PED 234	Group Exercise Instruction.....	2
PED 236	Exercise for Special Populations.....	3
PED 237	Strength and Conditioning Principles	3
PED 238	Fitness Assessment and Exercise Programming	3
PED 239	Exercise and Sport Nutrition	3
PED 240	Business Management for the Fitness Professional.....	3
PED 297	Exercise Internship I.....	1.5
	or	
PED 298	Exercise Internship II.....	2

PROGRAM TOTAL34.5-35

** Take the Certified Personal Trainer exam and the Certified Group Exercise Instructor exam through the American College of Sports Medicine after completion of all courses.*

Laboratory Technology

Job Titles

- Chemical Lab Assistant
- Chemical Lab Technician
- Biology Lab Assistant
- Biology Lab Technician
- Quality Control Technician
- Process Control Technician

About the Occupation

Laboratory technicians use specialized instruments and techniques to assist scientists in conducting experiments, researching and developing new products, performing quality tests, and producing a chemical or biological product. Technicians work in a variety of industries including agriculture, consumer and environmental protection, food processing, manufacturing, and pharmaceuticals.

Highlights of Waubensee's Program

- Students learn the techniques, processes and procedures of industrial laboratories through hands-on laboratory experiences designed to simulate tasks in the workplace.
- A required internship provides students a work-based learning opportunity for their resume.
- The LBT program was developed with a Trade Adjustment Assistance Community College and Career Training grant from the Department of Labor.

Laboratory Technology

Associate in Applied Science Degree

(845A) major code

The laboratory technology program prepares students for entry-level employment in a variety of laboratory settings. Through hands-on laboratory work, students gain valuable knowledge, skills and experience in laboratory techniques. The program prepares graduates for positions such as laboratory assistant, laboratory technician, quality control technician and process control technician. Jobs exist in a variety of industries including agriculture, consumer protection, environmental protection, food processing, manufacturing and pharmaceuticals. This program is not intended for those seeking employment in a health care or clinical lab setting.

General Education Requirements 16

ENG 101	or 152 English 3
ENG 102	or 153 English 3
MTH 111	or 131 Mathematics 4
	Humanities/Fine Arts/Languages course; PHL105 recommended 3
	Social and Behavioral Sciences elective; ECN100 or PSY100 recommended 3

Laboratory Technology

Major Program Requirements..... 22

CIS 110	Business Information Systems 3
LBT 100	Laboratory Safety or substitution with consent of instructor	... 1
LBT 101	Fundamentals of Laboratory Technology	. 2
LBT 221	Lab Applications of Microbiology 4
LBT 251	Lab Instruments I 3
LBT 252	Lab Instruments II 3
LBT 260	Environmental Labs 2
LBT 270	Food Analysis Labs 2
LBT 280	Current Issues in Chemical Labs 2

Electives 22

Select electives from the discipline and courses listed:
Biology (BIO), Chemistry (CHM), Earth Science (ESC), Physics (PHY),
Spanish (SPN), COM 121 Communications in the Workplace

PROGRAM TOTAL 60

Basic Laboratory Technology

Certificate of Achievement

(847B) major code

The Laboratory Technology Certificate of Achievement prepares graduates for employment as laboratory assistants with duties such as solution preparation, sample collection, basic analysis and inventory control of supplies, chemicals, and samples.

Course Requirements

LBT	100	Laboratory Safety or substitution with consent of instructor ...	1
LBT	101	Fundamentals of Laboratory Technology.....	2
LBT	251	Lab Instruments I.....	3
LBT	252	Lab Instruments II.....	3
LBT	221	Lab Applications of Microbiology	4
LBT	260	Environmental Labs.....	2
		or	
LBT	270	Food Analysis Labs.....	2
		or	
LBT	280	Current Issues in Chemical Labs.....	2
PROGRAM TOTAL			15

Legal Interpreting

Job Titles

- Legal Interpreter

About the Occupation

Legal interpreters are bilingual individuals who interpret in legal settings for persons whose primary language is not English. For those involved in a legal proceeding, communication is vital, and legal interpreters ensure justice is served by bridging language barriers.

The Legal Interpreting Certificate provides opportunities for each student to develop knowledge, practice skills, and receive exposure to the justice system. This program is built upon the belief that exemplary interpreters ought to be exceptionally knowledgeable in all the realms of the judicial system, possess a sound comprehension of ethics and legal vocabulary, demonstrate the ability to accurately interpret with an effective rendition of cultural nuances, and show a willingness to polish and develop critical interpreting skills through professional development activities.

Highlights of Waubensee's Program

- This program is designed to prepare the student to challenge the Administrative Office of the Illinois Courts (AOIC) state certification.
- This legal interpreting program is the only one of its kind in the region. This program targets bilingual (English/Spanish) individuals who seek entry-level training and skills, as well as working interpreters who need more formal training. Entry-level wages are significantly above the minimum wage, and with experience, provide middle-class income.
- The Bureau of Labor Statistics (BLS) projects the interpreters and translators occupation to grow faster than the average through 2022. The BLS projects this occupation to grow by 46 percent in years to come.

Sound Interesting?

Students interested in this program may also be interested in Health Care Interpreting; see page 120.

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

+ *Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.*

Machine Tool Technology

Advanced Manufacturing Technology

Associate in Applied Science Degree

(840A) major code

The Advanced Manufacturing Technology degree is designed to prepare students for careers in a modern manufacturing environment. This program will prepare students with skills to work effectively in teams, as well as skills in design, production, quality, and maintenance systems within the manufacturing environment.

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..... 31

MTT 100	Safety Principles.....	1
MTT 101	Introduction to Machine Tool	3
MTT 102	Manual Machine Shop Operations	3
MTT 110	Print Reading for Manufacturing.....	2
MTT 111	Metrology/Mechanical Inspection	2
MTT 112	Metallurgy Principles.....	2
MTT 120	CNC Operations	3
MTT 125	CNC Mill Programming	3
MTT 126	CNC Lathe Programming	3
MTT 200	Computer Aided Manufacturing (CAM).....	3
MTT 201	Advanced CAM Programming.....	3
MTT 202	Job Shop Processes.....	3

Electives 14

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), Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT), Machine Tool Technology (MTT), Welding (WLD).

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Job Titles

- CNC Operator
- CNC Programmer
- Machine Operator
- Precision Inspector

About the Occupation

Careers in advanced manufacturing offer exciting opportunities in designing and improving products, operating high-tech tools and machinery, analyzing problems and coming up with creative solutions, and working with both your hands and your mind. Manufacturing jobs are defined by the U.S. Census Bureau as those that create new products either directly from raw materials or from components. U.S. manufacturing workers are the most productive in the world, thanks to increased use of computers, robotics and efficient processes.

Highlights of Waubensee's Program

- New lab featuring 9 HAAS CNC Machines
- Four manual Bridgeport mills and South Bend lathes
- Latest software including AutoCAD Design Suite, SolidWorks, Mastercam, Esprit
- Solid preparation for external credentials from organizations such as National Institute for Metalworking Skills (NIMS), the Occupational Health and Safety Administration (OSHA), and the Manufacturing Skills Standards Council (MSSC)
- Stackable certificates designed to prepare you for the workforce

Machine Operator Certificate of Achievement (841A) major code

This certificate prepares students for a variety of entry-level positions related to manufacturing, machinery repair, and industrial maintenance.

Course Requirements

MTH 103	Technical Mathematics.....	3
MTT 100	Safety Principles.....	1
MTT 101	Introduction to Machine Tool.....	3
MTT 102	Manual Machine Shop Operations.....	3
MTT 110	Print Reading for Manufacturing.....	2

PROGRAM TOTAL 12

Manual Machinist Certificate of Achievement (842A) major code

This certificate provides students with the knowledge and practical skills associated with various machine tools, as well as the necessary skills to inspect manufactured products.

Course Requirements

MTH 103	Technical Mathematics.....	3
MTT 100	Safety Principles.....	1
MTT 101	Introduction to Machine Tool.....	3
MTT 102	Manual Machine Shop Operations.....	3
MTT 110	Print Reading for Manufacturing.....	2
MTT 111	Metrology/Mechanical Inspection.....	2
MTT 112	Metallurgy Principles.....	2

PROGRAM TOTAL 16

Conceptualize.

Innovate.

Create.

Manufacture.



Manufacturing Technology at Waubensee Community College includes: Automation, Precision Machining, Computer Aided Design (CAD) and Welding. Students will practice skills on the state-of-the-art machines, including Computer Numerical Control (CNC) lathes and milling machines, while additional laboratories provide valuable experience learning to install, maintain, operate and service all types of automated systems and using AutoCAD software and computer aided manufacturing using Mastercam software. Students can also learn a variety of welding processes to meet the challenges of advanced technology and new materials.

Using a combination of student's own imagination and the latest technology, they'll solve problems and create better products for the future. And because the field is so diverse, it provides unlimited opportunities for people of all personalities and education levels.

Students can prepare for a career in modern manufacturing by earning a degree or certificate at Waubensee. Our program has strong ties to the real world of work due to our experienced faculty members and our support of the National Association of Manufacturers endorsed Stackable Certification System. This system aligns industry-validated credentials from such organizations as the Manufacturing Skill Standards Council (MSSC), National Institute for Metalworking Skills (NIMS) and the Occupational Health and Safety Administration (OSHA) with academic programs and occupations in all manufacturing sectors.

Students can earn a certificate or a degree in one or more of the manufacturing technology programs to meet the demands of employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations.

CNC Operator

Certificate of Achievement

(015B) major code

(ICCB Approval Pending)

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 101	Introduction to Machine Tool	3
MTT 102	Manual Machine Shop Operations.....	3
MTT 110	Print Reading for Manufacturing.....	2
MTT 111	Metrology/Mechanical Inspection	2
MTT 120	CNC Operations	3
MTT 125	CNC Mill Programming	3
MTT 126	CNC Lathe Programming	3

PROGRAM TOTAL 23

CNC Programmer

Certificate of Achievement

(844A) major code

(ICCB Approval Pending)

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 101	Introduction to Machine Tool	3
MTT 102	Manual Machine Shop Operations.....	3
MTT 110	Print Reading for Manufacturing.....	2
MTT 120	CNC Operations	3
MTT 125	CNC Mill Programming	3
MTT 126	CNC Lathe Programming	3
MTT 200	Computer Aided Machining (CAM) I	3
MTT 201	Computer Aided Machining (CAM) II	3
MTT 202	Computer Aided Machining (CAM) III	3

PROGRAM TOTAL 30

Management: Human Resources

Job Titles

- Employee Trainer
- HR Assistant
- Employee Benefit Coordinator

About the Occupation

Managers are needed in every business to plan, organize, lead, and direct its major functions toward organizational goals.

Human Resource managers serve as a link between management and employees.

They help management make effective use of employees' skills, and help employees find satisfaction in their jobs and working conditions.

Highlights of Waubonsee's Program

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

Professional Association Opportunities

- *Society for Human Resource Management (SHRM)* — This national organization is committed to advancing the HR profession. Student membership is available. Visit www.shrm.org.
- *American Management Association (AMA)* — This international organization is dedicated to building management excellence. Student membership is available. Visit www.amanet.org.

Human Resources Management

Associate in Applied Science Degree

(131B) major code

This degree prepares the student for employment in the area of human resources management. Courses in the areas of office management, applied human relations and personnel management are offered.

General Education Requirements 15

COM 121	or	100 Communications.....	3
ENG 152	or	101 English.....	3
ENG 153	or	102 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		Computers	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), Entrepreneurship (ETR), Finance (FIN), Management (MGT), Marketing (MKT), Real Estate (REL), World Wide Web (WEB)

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Mass Communication

Mass Communication

Associate in Applied Science Degree

(970B) major code

This degree is intended for individuals interested in working in the fields of television, film, Internet and/or radio broadcasting as announcers, radio/TV producers, camera operators and directors. The program utilizes Waubonsee's television studio in preparing students for this medium.

Although the intent of this degree program is occupational, many courses within the program are individually articulated with four-year colleges offering radio/TV programs to facilitate continued study at a four-year institution. Courses are aligned with IAI courses when possible.

General Education Requirements 18

COM 100	Fundamentals of Speech Communication	3
ENG 101	or 152 English	3
ENG 102	or 153 English	3
PSY 100	Introduction to Psychology	3
	Humanities/Fine Arts elective •.....	3
	Math or Science elective •.....	3

Mass Communication

Major Program Requirements..... 27

MCM 130	Introduction to Mass Communication.....	3
MCM 140	Television and Media Production I.....	3
MCM 201	Broadcast Writing	3
MCM 205	Basic Broadcast Announcing.....	3
MCM 211	Introduction to Radio Production.....	3
MCM 215	Basic News Writing	3
MCM 245	Mass Media Ethics and Laws	3
MCM 280	Mass Communication Capstone: The Business, Media and Careers of TV/Internet/Radio/Film.....	3
MCM 297	or 298 or 299 Radio/TV/Internet/Film Internship.....	3

Electives..... 15

Select electives from the courses listed.

COM 110	Voice and Diction.....	3
COM 115	Online Communication.....	3
COM 121	Communication in the Workplace	3
COM 135	Introduction to Integrated Marketing Communications	3
COM 150	Intercultural Communication	3
COM 200	Advanced Speech Communication	3
MCM 211	Introduction to Radio Production.....	3
MCM 221	Basic News Editing	3
MCM 240	Television and Media Production II.....	3

(continued on next page)

Job Titles

- Camera Operator
- TV/Radio Production Staff
- TV/Radio Program Host
- Audio/Video Editor
- Producer/Director
- Internet/Multimedia Specialist

About the Occupation

The mass communication field provides a vast opportunity for individuals to learn the skills and techniques necessary to produce, direct or support television, film, radio and Internet productions.

Technical positions in this field can go from the broad-based to the more highly specialized, and include camera operators, a wide variety of production staff positions, "on-air personalities," audio and video editors, producers, directors and Internet producers. Knowledge and experience in a variety of aspects in audio, video and Internet media production offer students an opportunity for employment in many venues and allow the student to move as the needs of the field shift.

Highlights of Waubonsee's Program

- Students gain hands-on experience creating shows in the college's own television studio, located in Collins Hall.

MCM 243	Film Production	3
MCM 296	Special Topics/ Mass Communication	1-3
MUS 110	Music Careers	2
MUS 211	Introduction to the Recording Studio	3
MUS 213	Advanced Studio Recording	3
THE 110	The Art of Oral Interpretation	3

PROGRAM TOTAL60

- See course choices listed on pages 72-73.

Mass Communication Certificate of Achievement

(972B) major code

This certificate is intended for individuals interested in working in the fields of television and/or film as announcers, TV producers, camera operators, directors and related occupations. The program utilizes Waubensee's television studio in preparing students for these media.

Course Requirements

MCM 130	Introduction to Mass Communication	3
MCM 140	Television and Media Production I	3
MCM 201	Broadcast Writing	3
MCM 205	Basic Broadcast Announcing	3
MCM 240	Television and Media Production II	
or		
MCM 243	Film Production	3
MCM 297	or 298 or 299 Radio/TV/Internet/Film Internship	1-3

PROGRAM TOTAL16

Medical Assistant

Medical Assistant Certificate of Achievement (422A) major code

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

CAAHEP — Commission on Accreditation of Allied Health Education Programs
1361 Park St., Clearwater, FL 33756
(727) 210-2350 Phone
(727) 210-2354 Fax
www.caahep.org

MAERB — Medical Assisting Education Review Board
20 N. Wacker Drive, Suite 1575
Chicago, IL 60606
(800) 228-2262 Phone
(312) 899-1259 Fax
www.maerb.com

Graduates of the program who meet CAAHEP requirements are eligible to take the national certification exam for Certified Medical Assistants, CMA. Students who are able to meet American Society of Clinical Pathologists (ASCP) requirements will be eligible to take the national certification exam for Phlebotomy Technician, PBT (ASCP).

NOTE: This sequence is intended for full-time students in the medical assistant program. Students interested in a part-time program option should contact the Dean for Health Professions and Public Service for scheduling options (see directory).

Summer Semester	10
m BIO 260 Human Structure and Function.....	4
m HIT 105 Medical Terms for Health Occupations....	1
m MLA 220 Pharmacology/Med.Assist. +	2
m PSY 100 Introduction to Psychology.....	3
Fall Semester	12.5
m 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

(continued on next page)

Job Title

- Medical Assistant

About the Occupation

According to the Bureau of Labor Statistics, there will be an almost 60 percent increase in medical assisting jobs in the next five years.

Medical assistants perform routine administrative, clinical and laboratory tasks to keep medical offices, clinics, laboratories and other health care agencies running smoothly.

In smaller practice settings, medical assistants are usually generalists, handling both administrative and clinical duties and reporting directly to an office manager or health care provider. Usually the medical assistant helps with routine examinations, obtains specimens, performs laboratory tests, schedules appointments, handles medical insurance claims and accomplishes other office duties.

Highlights of Waubonsee's Program

- Students may choose to complete the program in four semesters (full-time) or six semesters (part-time).
- The required externship allows students to gain experience at a local physician's office, clinic or outpatient facility.

Professional Certification Opportunities

- Certified Medical Assistant (CMA) — Graduates who meet certain requirements are eligible to take this national certification exam from the American Association of Medical Assistants (AAMA).
- Phlebotomy Technician (PBT) — Students who meet certain requirements will be eligible to take this national certification exam from the American Society of Clinical Pathologists (ASCP).

Spring Semester.....	10.5
m COM 125 Communication Strategies for Health care Careers	2
m 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
+ Program admission required for enrollment. Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.	
m Major course requires minimum grade of C.	

Procedure for Entering the Medical Assistant Program

The medical assistant program is offered in either an accelerated (four semester) or part-time (six semester) sequence. Students seeking admission to the medical assistant program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health 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 the accelerated sequence and desiring to take courses with the MLA prefix in the summer must make application by April 1. Students interested in the part-time sequence and desiring to take courses with the MLA prefix in the fall must make application by July 1.
4. Complete required Pre-Admission Exam-RN (PAX-RN) and Nelson Denny (ND) assessment. Note: Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 50 percent for the PAX-RN, as well as a composite of 60 percent for the PAX-RN, and comprehension and vocabulary skills at the 10th grade level for the ND.

A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the Nelson Denny assessment and for the PAX-RN assessment.

5. Understand that the medical assistant application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately three weeks after the application deadline date as to selection status. It is the responsibility of the applicant to make sure the following required documents are received by Registration and Records: WCC New Student Information Form; high school transcript or GED certificate; transcripts from other colleges or vocational schools attended.
6. Follow the program sequence once a student is accepted into the program. The student is expected to follow either the accelerated or part-time program sequence for all MLA courses. Students may opt to complete any or all of the AOS, BIO, COM, HIT or PSY courses prior to submitting an application to the medical assistant program. For continuation in the medical assistant program, a 2.0 or better GPA must be received in each of the major courses. Note: HIT and MLA courses are offered on a limited basis during the year. Please contact the offices of Health Professions and Public Service (HIT), (MLA) for specific course information.
7. Submit documentation of a physical examination, immunizations and 2-step tuberculosis (TB) test upon acceptance into the accelerated program, and prior to the start of MLA 171 Medical Assistant Clinical I for students accepted into the part-time program.
8. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

Program Costs

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

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

Total Estimated Costs

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

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

Advanced Placement

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

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

Music

Audio Production Technology

Certificate of Achievement

(986A) major code

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

Course Requirements

MCM 130	Introduction to Mass Communication....	3
MUS 211	Introduction to the Recording Studio	3
MUS 213	Advanced Studio Recording	3
MUS 215	Electronics for Audio Production	3
ETR 140	Introduction to Entrepreneurship (3)	
or		
MUS 110	Careers in Music (2)	2-3
MUS 120	Basic Elements of Music (3)	
or		
MUS 121	Theory of Music I (4)	3-4
PROGRAM TOTAL		17

Job Titles

- Radio Operator
- Broadcast Technician
- TV/Radio Announcer
- Audio/Video Equipment Technician
- Producer/Director
- Sound Engineering Technician
- Media and Communications Equipment Workers

About the Occupation

Professionals in this field use a variety of equipment, processes and techniques to capture, create, edit and mix sound and/or music. They combine a general knowledge of acoustics with more specialized knowledge about electronics and recording software. Job opportunities exist in radio, TV and recording studios, as well as at live entertainment venues.

Highlights of Waubonsee's Program

- With a deeper and more narrowed focus than a general mass communication program, this certificate is unique within the Illinois community college system.
- Students use Waubonsee's recording studio/lab to produce class projects.
- For those students wanting to start their own businesses, an entrepreneurship course is included as an option in the program.

Nurse Assistant

Job Title

- Certified Nurse Assistant (CNA)

About the Occupation

Certified nurse assistants are valued members of the health care team, working in acute and long-term care settings. The nurse assistant generally bathes, dresses or feeds patients and performs various other supervised tasks to assist nurses.

A student who wants to pursue a career in health care should have a sincere desire to work with people and be empathetic to the needs of others. Nurse assistants receive satisfaction from knowing their work contributes to the well-being of others.

Highlights of Waubensee's Program

- Certified nurse assistant status may serve as a springboard for a variety of careers within the health care field, such as phlebotomy technician, medical assistant, massage therapist or registered nurse. Following completion of the program, a student can enroll in several credit and noncredit classes offered through Workforce Development (see directory). These include Phlebotomy and Beyond the Basics (advanced course for the CNA).

Basic Nurse Assistant Training

Certificate of Achievement

(427A) major code

Graduates of this program have the competencies to work as nurse assistants in hospitals and long-term care facilities and for home health agencies. The program is approved by the Illinois Department of Public Health (IDPH) and meets the requirements of the Nursing Home Reform Act of 1979.

Students are eligible to take the IDPH exam for Certified Nurse Assistant (CNA) after successful completion of this course.

Course Requirements

m NAS 101 Basic Nurse Assistant Training+ 7

PROGRAM TOTAL 7

+ *Program admission required for enrollment.*

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

Procedure for Entering Basic Nurse Assistant Training

Students seeking admission to the basic nurse assistant training program are required to:

1. Contact the Learning Assessment and Testing Services (see directory) for details. Acceptance into the program is based on assessment results, with documentation of reading skills at an 8th grade level.
2. Be at least 16 years of age or older.
3. Submit required documentation of a 2-step tuberculosis (TB) test prior to entering the clinical experience.
4. Submit \$60 application fee for the state certification examination prior to the conclusion of the course.
5. Maintain a 2.0 GPA (course grade of C or better) and pass the final examination with a grade of C to complete the course.
6. Pass the 21 manual skills mandated by IDPH.
7. 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.
8. Present a valid social security number at the time of enrollment in NAS101.

Certification testing will be arranged and documentation of course completion will be submitted to the IDPH by the college. The state examination will be administered one to two months following completion of the course.

Contact the Dean for Health Professions and Public Service for additional information (see directory).

(continued on next page)

Nurse Assistant

Program Costs

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

Textbooks	\$64
Uniform/shoes	\$43
Name Badge	\$4
Supplies (e.g. gait belt)	\$9
Immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements): \$120

In addition, students are responsible for personal transportation to required clinical experiences.

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

Paraprofessional Educator

Job Titles

- Paraprofessional Educators
- Paraprofessionals
- Paraeducators
- Classroom Teacher Assistants
- Special Education Teacher Assistants
- Clerical/Support Staff Assistants
- Computer Laboratory Assistants
- Library/Media Center Assistants
- Bilingual Teacher Assistants

About the Occupation

Employment options and job responsibilities for paraprofessional educators vary widely. Some paraeducators exclusively perform non-instructional or clerical duties, such as working in the main office, monitoring playgrounds or hallways, or supervising lunchrooms or field trips. Many paraprofessional educators in the general classroom, however, provide a combination of instructional and clerical tasks. They may reinforce instruction by working with students individually or in small groups. Paraeducators may be asked to help prepare the classroom by setting up/maintaining media equipment, ordering supplies, or creating bulletin boards and displays. Paraeducators may assist teachers with grading, typing, filing, duplicating, maintaining health and attendance records, and collecting money. A teacher may require a paraprofessional educator to research a topic and assemble materials to be used in a particular instructional unit.

Highlights of Waubensee's Program

- Graduating from this program ensures that students have met the requirements for paraprofessional educators established by the No Child Left Behind legislation.
- Because of the important role it plays in today's educational environment, technology is emphasized throughout the paraprofessional curricula. Students create an electronic portfolio to aid them in their job search and take a technology in education course where they learn to do Web research, develop a Web page and work with digital cameras and scanners.

Paraprofessional Educator

Associate in Applied Science Degree

(590A) major code

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

General Education Requirements 15

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

Paraprofessional Educator

Major Program Requirements..... 33

DIS 101	Disability in Society	3
ECE 115	Child Growth/Development	
or		
PSY 220	Child Psychology	
or		
PSY 226	Adolescent Psychology	3
ECE 120	Health, Safety, and Nutrition	3
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
PED 211	First Aid and Emergency Care.....	3

Electives and Emphasis Areas 12

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

Content Specialist Emphasis

Students should select courses related to their content area from sections B, C, and D of the Associate in Applied Science degree (see pages 72-73).

(continued on next page)

Disability Studies Emphasis

DIS 110 Perspectives on Disability 3

Early Childhood Education Specialist Emphasis

ECE 101 Introduction to Early Childhood Education 3
 ECE 106 Guiding Young Children 3
 ECE 107 Development and Guidance of the School Age Child 3
 ECE 125 Child, Family and Community 3
 ECE 130 Observation and Assessment 2
 ECE 207 School-Age Programming 3

Support Specialist Emphasis

Select courses from: Administrative Office Systems (AOS), Computer Information Systems (CIS)

Electives

Electives may be selected from the courses listed.

AST 115 Astronomy for Educators 3
 EDU 295 Topics/Issues for Paraprofessional Educators 1-3
 EDU 296 Topics/Issues for Education 1-3
 HSV 120 Introduction to Substance Abuse 3
 MUS 210 Music for Elementary Teachers 3
 SGN 100 Orientation to Deafness 3
 SGN 101 American Sign Language I 3
 SGN 102 American Sign Language II 3
 SPN 101 Elementary Spanish I 3
 SPN 102 Elementary Spanish II 3
 SPN 110 Survival Spanish I 3
 SPN 111 Survival Spanish II 3
 SPN 201 Intermediate Spanish I 3
 SPN 202 Intermediate Spanish II 3
 SPN 205 Spanish for Native Speakers 3
 SPN 211 Conversational Spanish 3

PROGRAM TOTAL 60

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

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
 MTH 201 Math for Elementary Teachers 3
 PED 211 First Aid and Emergency Care 3

PROGRAM TOTAL 30

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

Patient Care Technician

Job Titles

- Patient Care Technician (PCT)

About the Occupation

The patient care technician career field allows certified nurse assistants to expand their skill set and career opportunities. Patient care technicians often work in hospitals or other acute care settings monitoring patients' status under the supervision of a registered nurse. They are trained in such areas as dietary procedures, wound care, specimen collection and cardiac monitoring.

Highlights of

Waubonsee's Program

- This program is just 7.5 credit hours, allowing students who are Certified Nursing Assistants a quick way to advance in the health care field.
- The required externship allows students to gain 80 hours worth of real-world experience.

Patient Care Technician

Certificate of Achievement

(437A) major code

The Patient Care Technician Certificate of Achievement prepares individuals to provide direct patient care in an acute setting. The program provides graduates with advanced nursing assistant knowledge and skills. Work-based learning in the form of an externship gives graduates hands-on experience in the acute care setting.

Course Requirements

m	COM	125	Communication Strategies for Health Care Careers.....	2
m	HIT	105	Medical Terms for Health Occupations....	1
m	PCT	200	Patient Care Technician +	3
m	PCT	297	Patient Care Technician Externship +	1.5
m	NAS	101	Basic Nurse Assistant Training.....	7
PROGRAM TOTAL				14.5

+ *Program admission required for enrollment.*

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

Procedure for Entering the Patient Care Technician Program

The patient care technician program is offered during the fall and spring semesters and the summer session. Students must hold the Certified Nursing Assistant (CNA) credential through passage of the state of Illinois certification examination prior to enrollment in PCT200. Previous or concurrent enrollment in COM125 and HIT105 is required for enrollment in PCT297.

For continuation in the patient care technician program, a 2.0 or better GPA must be received in each of the major courses.

Current American Heart Association Basic Life Support (BLS) for Health Care Providers, completed health form, documented immunizations, and 2-step tuberculosis (TB) test are required two weeks prior to the start of PCT297 Patient Care Technician Externship.

Program Costs

In addition to tuition and regular fees, the patient care technician student has the following minimum fees and expenses.

Textbooks for PCT classes (excludes general education courses).....	\$50
BLS Certification.....	\$45
Uniform.....	\$50
Physical exam, immunizations, TB testing.....	per health care provider

Total Estimated Costs

(excluding medical requirements):\$145

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

Phlebotomy Technician

Phlebotomy Technician Certificate of Achievement (435A) major code

This certificate program prepares individuals for employment in a variety of health care settings that require the collection, handling and processing of blood specimens. Graduates may be eligible to take the national certification examination, Phlebotomy Technician, PBT (ASCP) to become Certified Phlebotomy Technicians.

Course Requirements

m	COM	125	Communication Strategies for Health Care Careers	2
m	HIT	105	Medical Terms for Health Care Occupations	1
m	PBT	105	Theoretical and Clinical Aspects of Phlebotomy +	4.5
m	PBT	297	Phlebotomy Externship +	1.5
m	LBT	100	Lab Safety	1
m	PHL	107	Introduction to Medical Ethics	3

PROGRAM TOTAL 13

+ Program admission required for enrollment.

m Major course requires minimum grade of C.

Procedure for Entering the Phlebotomy Technician Program

The phlebotomy technician program is offered during the fall and spring semesters. Previous or concurrent enrollment in COM 125 and HIT 105, and program assessment testing in reading are required for enrollment in PBT courses. The ability to register for the program is based on assessment results, with documentation of reading skills at an 8th grade level. Students should contact the 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 two weeks prior to the start of PBT 297 Phlebotomy Externship.

Program Costs

In addition to tuition and regular fees, the phlebotomy technician student has the following minimum fees and expenses:

Textbooks for PBT classes (excludes general education courses).....	\$41
BLS Certification	\$45
Uniform.....	\$50
Physical exam, immunizations, TB testing.....	per health care provider

Total Estimated Costs

(excluding medical requirements)..... \$136

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

Job Title

- Phlebotomy Technician

About the Occupation

Phlebotomy technicians (phlebotomists) are responsible for the collection, transport, handling and processing of blood specimens for analysis. The phlebotomy technician certificate program provides a foundation for possible transition into other health care careers such as medical assistant, medical lab technician or medical technologist.

Highlights of Waubonsee's Program

- This program is just 9 credit hours, allowing students a quick entry into or way to advance in the health care field.
- The required externship allows students to gain 120 hours worth of real-world experience.

Professional Certification Opportunities

- Phlebotomy Technician (PBT)
 - Graduates who meet certain requirements will be eligible to take this national certification exam from the American Society of Clinical Pathologists (ASCP).

Photography

Job Titles

- Photographer's Assistant
- Photographer
- Photographic Lab Technician
- Digital Image Specialist

About the Occupation

Professional photographers are employed in a variety of settings.

Studio photographers capture objects, individuals and set-ups in a controlled lighting environment. Documentary photographers record events as they occur. Commercial photographers capture images that may be used for personal broadcasting, as in weddings, or for public promotion of consumer items, as in advertisements.

Highlights of Waubensee's Program

- Waubensee offers courses in both traditional and digital photographic techniques.
- In addition to using a traditional 35mm camera, students also learn to use a 4" x 5" view camera, one of the most important tools in professional product and commercial photo studios.
- Camera check-out available for students.

Basic Digital Photography

Certificate of Achievement

(905A) major code

This certificate is designed for students interested in advancing their traditional photographic skills into the digital arena. Whether for photo retouching or efficient file management for the Web, students will acquire skills in using image editing software, hardware and the peripherals relevant to the digital darkroom.

Course Requirements

ART 135	Basic Digital Photography	3
ART 142	Beginning Digital Photography	3
ART 242	Intermediate Digital Photography.....	3
ART 243	Advanced Digital Photography	3

PROGRAM TOTAL 12

Comprehensive Photography

Certificate of Achievement

(907A) major code

This certificate program offers a sequence of courses that will enable students to assemble a professional portfolio of both traditional and digital images. The portfolio may be used for professional job searches.

Course Requirements

ART 104	History of Photography	3
ART 140	Photography I	3
ART 142	Beginning Digital Photography	3
ART 240	Photography II	3
ART 241	Photographic Lighting	3
ART 242	Intermediate Digital Photography.....	3
ART 243	Advanced Digital Photography	3
ART 290	Studio Art	3

PROGRAM TOTAL 24

Real Estate

Real Estate Broker Certificate of Achievement (165A) major code

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

Requirements for the Illinois Real Estate Broker Examination:

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

Requirements for the Illinois Real Estate Broker License:

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

Requirements for the Waubensee Community College Certificate of Achievement

- Complete REL 100 and 105
- Hold an Illinois Real Estate Broker license
- Complete REL 115 and 116 within first renewal cycle of license

Course Requirements

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

PROGRAM TOTAL8

Job Titles

- Real Estate Broker
- Real Estate Managing Broker
- Property and Real Estate Managers

About the Occupation

Real estate agents help people buy or sell their home and base their assistance on a thorough knowledge of the housing market. These agents know local zoning, tax laws and financing. Real estate agents generally are independent contractors who provide their services to a licensed broker on a contract basis. Property managers perform an important function in increasing and maintaining the value of real estate investments. They can administer income-producing commercial and residential properties and/or plan and direct the purchase, development and disposal of real estate for business. Brokers not only sell real estate owned by others, but also rent and manage properties, perform market analyses and assist with developing new building projects.

Highlights of Waubensee's Program

- Earn college credit and professional licensure at the same time.
- Learn from a team of experienced real estate professionals.
- Courses are available in both face-to-face and online formats.

Professional

Certification Opportunities

- Illinois Real Estate Broker
- Illinois Real Estate Managing Broker

Real Estate Managing Broker

Certificate of Achievement

(168A) major code

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

Course Requirements

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

(430A) major code

The Associate Degree in Nursing (ADN) 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	Fund. of Speech Communication.....	3
m	ENG	101	First-Year Composition I.....	3
m	ENG	102	First-Year Composition II.....	3
m	PSY	100	Introduction to Psychology.....	3
m	PSY	205	Life-Span Psychology.....	3
			American Heart Association Health Care Provider (CPR) Certificate.....	0

Nursing Major Program Requirements 41

m	NUR	105	Introduction to Professional Nursing +....	5
m	NUR	106	Introduction to Clinical Pharmacology for Nurses +	1
m	NUR	120	Basic Concepts of Nursing +	5
m	NUR	150	Concepts of Nursing I+.....	5
m	NUR	175	Concepts of Mental Health Nursing +	5
m	NUR	205	Concepts of Nursing II +	5
m	NUR	220	Nursing Concepts of the Childbearing Family +	5
m	NUR	250	Concepts of Nursing III +	5
m	NUR	275	Advanced Concepts of Nursing +	5

PROGRAM TOTAL 68

NOTE: Students enrolled in the clinical portion of the nursing program for the full 16-week semester are considered full-time students. However, student financial aid awards are based on the actual number of credit hours in which the student is enrolled.

- + *Program admission required for enrollment. Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.*
- m *Major course requires a minimum grade of C.*

Job Title

- Registered Professional Nurse (RN)

About the Occupation

Nurses use acquired skills, scientific knowledge and nursing expertise to assess, prioritize actions and assist the client to meet physical and psychological needs. State licensure requirements determine the scope of the nurse's responsibilities. Nurses assess and record clients' symptoms and response to treatment, administer medications, assist in convalescence and rehabilitation, instruct clients and families in proper care, and help individuals and groups take steps to improve or maintain health. Career advancement for experienced nurses with further education may be directed toward nursing management, advanced practice nursing or nursing education.

Highlights of Waubonsee's ADN Program

- For the 2012-2013 academic year, 97 percent of Waubonsee's nursing graduates passed the National Council of State Boards of Nursing Examination (NCLEX-RN); this rate is 10 percentage points higher than the national average and seven percentage points higher than the state average.

Professional Certification Opportunities

- *Registered Professional Nurse (RN)*
— Graduates are eligible to take the National Council of State Boards of Nursing Examination (NCLEX-RN).
- The Waubonsee Community College Associate Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Procedure for Entering the Nursing Program

Students seeking admission to the nursing program are required to:

1. Submit a completed New Student Information Form to Admissions.
2. Meet with Counseling to establish a schedule for taking prerequisite courses.
3. Obtain specific admission information by contacting the Health Care Programs Office, ext. 2322.
4. Complete required Test of Essential Academic Skills V (TEAS V). Note: Acceptance into the program is based on assessment results, with documentation of composite of 55 or above for the TEAS V.

A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the TEAS V assessment. If a student failed the PAX-RN two times prior to July 1, 2014, the student will be given one (1) opportunity to attempt to meet the TEAS V requirement. This opportunity expires July 1, 2015.

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 Waubensee Community College). The nursing program application form is available from the offices of Registration and Records, Counseling, and Health Care Programs, ext. 2322, or on the Internet at www.waubensee.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) *Original residency documents due to Registration and Records between March 15 and April 13*
 - September 15 for spring semester (January/March) *Original residency documents due to Registration and Records between September 15 and October 13*.

Enrollment is limited in the nursing (NUR) courses in order to provide the best possible educational experience for students. (Note: Selection for admission into the program for either August/October or January/March will be determined by the Admissions Committee. Applicants should anticipate acceptance for either start date for fall or spring semesters.)

6. Attain a cumulative GPA of 2.7 or higher for prerequisite courses.
7. Complete science courses within five years of application filing deadline. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.
8. Understand that all of the following documentation must be submitted in order to be considered for acceptance into the program:
 - New Student Information Form;
 - nursing program application (including \$10 application fee);
 - 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 Waubensee 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, ext. 2322.

Recommendation for Learning and Enhancement

Applicants who lack basic, beginning keyboarding and Windows navigation skills are encouraged to take an introductory computer course before starting the nursing course sequence. To maximize success, students may take NUR 100 prior to entry into the program.

Program Costs

In addition to tuition and regular fees, the registered nursing student has the following minimum fees and expenses:

Textbooks/online tutorials for NUR classes (excludes general education courses).....	\$2,500
BLS certification.....	\$45
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):..... \$3,100

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 provides students with a foundation in the basic sciences and subjects unique to the perioperative setting. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

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

+ *Program admission required for enrollment. Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.*

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

Job Title

- Certified Surgical Technologist (CST)

About the Occupation

The surgical technologist assists in surgical procedures under the supervision of surgeons, anesthesiologists, registered nurses or other surgical personnel. Prior to each operation, the technologist positions surgical instruments and equipment, and ensures proper functioning. The technologist also aids patients by preparing incision sites, transporting patients to surgery, positioning and covering them with sterile drapes, and observing vital signs. During surgical procedures, technologists pass instruments and other sterile supplies to the surgeons and surgical team members, and may assist during procedures. They prepare specimens for laboratory analysis, apply dressings and transfer patients to post-anesthesia care.

The surgical technology certificate program provides a foundation for possible transition into other health care careers such as Certified First Assist (CFA) and Surgical Nurse.

Highlights of Waubonsee's Program

- The surgical technology program combines classroom instruction and clinical experience at affiliated health care agencies in the community. Graduates are competent as entry-level technologists, qualified to provide services in surgical areas, sterile processing departments, ambulatory care and other facilities.

Professional Certification Opportunities

- Certified Surgical Technologist (CST)
 - Graduates are eligible to take this national certification exam offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Procedure for Entering the Surgical Technology Program

The surgical technology program is offered in a full-time (three semester) sequence. Students seeking admission to the surgical technology program are required to:

1. Meet with Counseling (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health Professions and Public Service (see directory).
3. Complete the special application required for entry into the program, which is available in the Health and Life Sciences office, the Counseling, 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-RN (PAX-RN) and Nelson Denny (ND) assessment. Note: Acceptance into the program is based on assessment results, with documentation of verbal, math and science of 50 percent for the PAX-RN, as well as a composite of 60 percent for the PAX-RN, and comprehension and vocabulary skills at the 10th grade level for the ND.
A student has two opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions for the Nelson Denny assessment and for the PAX-RN assessment.
5. Understand that the surgical technology application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately four weeks after the application deadline date as to selection status.
6. Provide documentation of current American Heart Association BLS for Health Care Providers (CPR) certification. This certification must remain current for the entire length of the program.
7. Follow the program sequence once a student is accepted into the program. The student is expected to follow the program sequence for all SUR courses. Students may opt to complete any or all of the BIO, COM or HIT courses prior to submitting an application to the surgical technology program. For continuation in the surgical technology program, a 2.0 or better GPA must be received in each of the major courses. NOTE: SUR courses are offered on a limited basis during the year. Please contact the office of Health 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.

Program Costs

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

Textbooks for SUR classes (excludes general education courses)	\$245
White shoes, lab coat, patch	\$75
Stethoscope	\$15
Supplies	\$20
Physical exam, immunizations, Hepatitis-B series, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements).....\$355

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

Therapeutic Massage

Therapeutic Massage Certificate of Achievement

(472A) major code

The certificate program in therapeutic massage prepares the student to work in the wellness area of professional massage therapy with clients who seek massage for pleasure, relaxation and general health maintenance. Graduates are eligible to take the National Certification Exam in Therapeutic Massage.

Program Prerequisite Courses		6
m	BIO 260 Human Structure and Function*	4
m	HIT 105 Medical Terms for Health Occupations	1
m	TMS 100 Introduction to Therapeutic Massage	1
Fall Semester		13
m	TMS 110 Professional Foundations of Therapeutic Massage +	2
m	TMS 120 Massage Techniques I (First 8 weeks) +	3
m	TMS 125 Massage Techniques II (Second 8 weeks) +	3
m	TMS 140 Massage Clinical I (Second 8 weeks) + ..	2
m	TMS 162 Neuromuscular for Massage Therapy	3
Spring Semester		12
m	TMS 130 Massage Techniques III +	4
m	TMS 146 Massage Clinical II +	2
m	TMS 150 Business Practices for Massage Therapists +	3
m	TMS 164 Pathology for the Massage Therapist	3
PROGRAM TOTAL		31

* *BIO 260 must be taken in a face-to-face course format. Online courses and other distance learning formats will not be accepted.*

+ *Program admission required for enrollment. Veterans or military members eligible for education benefits should see Limited Enrollment Programs, page 246.*

m *Major course requires minimum grade of C.*

Job Title

- Massage Therapist

About the Occupation

Massage therapists work in a wide variety of settings, from spas to fitness centers to a various health care facilities. This profession is expected to grow significantly as more people discover not only the relaxation, but also the vast medical benefits of massage. Current research is beginning to develop treatment protocols which will enable physicians to more easily prescribe massage therapy.

Massage therapist may choose from different approaches to produce physical, mental and emotional benefits through the manipulation of the body's soft tissue. These approaches vary from deep work to light work to energy work.

To be effective, massage therapist must be trained in anatomy, physiology, kinesiology and pathology; and be empathetic to the needs of others.

Some massage therapist choose to focus their work purely in the massage therapy profession, while others choose to combine their massage therapy training in another profession, such as aesthetics, nursing, physical therapy, athletic training, doula services, counseling, business and many other fields.

Highlights of Waubonsee's Program

- A member of the American Massage Therapy Association
- An Associated Bodywork and Massage Professionals school member
- Approved by the Illinois State Board of Higher Education
- Students gain real world experience working with a vareity of clients in our on-site clinic.
- Graduates take the Federation of State Massage Therapy Boards, Massage and Bodywork Licensing Examination.
- The MBLEx examination is paid for by Waubonsee Community College.

**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 and Life Sciences, the Counseling, Advising and Transfer Center, or on the Internet www.waubonsee.edu/healthcareers. Enrollment in the therapeutic massage (TMS) courses is limited in order to provide the best possible educational experience for students. Students desiring to enter the program for fall must make application by April 1.
4. Complete each prerequisite course with a minimum grade of C.
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. Note: TMS courses are offered on a limited basis during the year. Please contact the office of Health Professions and Public Service for specific course information. For continuation in the therapeutic massage program, a 2.0 or better GPA must be received in each of the major courses.
7. Submit completed health form and documentation of current immunizations and a 2-step tuberculosis (TB) test upon acceptance into the program.
8. Science courses taken more than five years before the application deadline must be retaken. There are no exceptions.

Program Costs

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

Textbooks for TMS classes	\$400
Uniform/shoes	\$80
Massage table	\$450
Massage supplies.....	\$100
Four professional massages	\$240
Physical exam, immunizations, TB testing.....	per health care provider

Total Estimated Costs

(excluding medical requirements)..... \$1270

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

Welding Technology

Welding Technology

Associate in Applied Science Degree

(890A) major code

The welding program prepares students for employment in the high demand welding and fabrication sector of the economy.

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..... 33

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 221	Shielded Metal Arc Welding—Pipe I.....	3
WLD 222	Shielded Metal Arc Welding—Pipe II.....	3
WLD 231	Gas Tungsten Arc Welding—Pipe I.....	3
WLD 232	Gas Tungsten Arc Welding—Pipe II.....	3

Electives 12

Select electives from: Accounting (ACC), Business Administration (BUS), Computer Aided Design and Drafting (CAD), Computer Information Systems (CIS), Electronics Technology (ELT), Entrepreneurship (ETR), Heating, Ventilation and Air Conditioning (HVA), Industrial Technology (IDT), Management (MGT), Marketing (MKT), Welding (WLD)

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Job Titles

- Arc Welder
- Spot Welder
- Production Welder
- Construction Welder

About the Occupation

The job of a welder is to permanently join metal parts. Some welders work in the construction industry applying their trade to buildings, bridges, pipelines and more. There are four basic welding processes, and the equipment and skills for each differ. Welders apply the science of joining metal with the art and hand-eye coordination required to make a good weld.

Highlights of Waubonsee's Program

- Waubonsee's welding program includes courses in each of the four basic welding processes: oxyacetylene, electric arc, gas metal arc (MIG or CO2) and gas tungsten arc (TIG).
- The curriculum includes four courses devoted specifically to pipe welding.
- The curriculum aligns with the standards of the American Welding Society.

Welding

Certificate of Achievement

(893C) major code

The welding 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

Certificate of Achievement

(895A) major code

The welding program provides the student with the skills needed to layout, fabricate and weld various metals using a variety of positions and processes. A graduate of the program may qualify as a production welder, lead welder, maintenance or repair welder, welding shop supervisor, or welding salesperson.

Course Requirements

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 221	Shielded Metal Arc Welding—Pipe I	3
WLD 222	Shielded Metal Arc Welding—Pipe II	3
WLD 231	Gas Tungsten Arc Welding—Pipe I	3
WLD 232	Gas Tungsten Arc Welding—Pipe II	3

PROGRAM TOTAL 33

Conceptualize.

Innovate.

Create.

Manufacture.



Manufacturing Technology at Waubensee Community College includes: Automation, Precision Machining, Computer Aided Design (CAD) and Welding. You will practice skills on the state-of-the-art machines, including Computer Numerical Control (CNC) lathes and milling machines, while additional laboratories provide valuable experience learning to install, maintain, operate and service all types of automated systems and using AutoCAD software and computer aided manufacturing using Mastercam software. You can also learn a variety of welding processes to meet the challenges of advanced technology and new materials.

Using a combination of your own imagination and the latest technology, you'll solve problems and create better products for the future. And because the field is so diverse, it provides unlimited opportunities for people of all personalities and education levels.

You can prepare for a career in modern manufacturing by earning a degree or certificate at Waubensee. Our program has strong ties to the real world of work due to our experienced faculty members and our support of the National Association of Manufacturers endorsed Stackable Certification System. This system aligns industry-validated credentials from such organizations as the Manufacturing Skill Standards Council (MSSC), National Institute for Metalworking Skills (NIMS) and the Occupational Health and Safety Administration (OSHA) with academic programs and occupations in all manufacturing sectors.

Earn a certificate or a degree in one or more of the manufacturing technology programs to meet the demands of employers in modern manufacturing who are specifically looking to hire multi-skilled technicians into new and up-to-date operations.

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. Career opportunities include Web author and Web page developer.

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 21

CIS 142	JavaScript Programming	3
CIS 202	Database Management	3
CIS 235	Flash ActionScript	
	or	
CIS 261	PHP Web Server Programming	3
GRD 170	Digital Image	3
WEB 205	Emerging Internet and Web Technologies	3
WEB 230	Dreamweaver	3
WEB 250	Advanced Website Development	3

Electives 9

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

PROGRAM TOTAL 60

- See course choices listed on pages 72-73.

Job Titles

- Web Developer
- Webmaster
- Web Editor

About the Occupation

Web programmers or Web developers create the interactivity on a website including the actions on forms, rollovers for menus, and any other programming on the site. Webmasters develop and maintain the coding and functioning of a website. Website editors create and edit content on a website. All Web workers collaborate with clients to meet the needs of the organization's websites, and many employers expect Web workers to have skill sets from the job titles listed.

Highlights of Waubonsee's Program

- The degree includes a set of five core information systems courses, along with well-defined elective choices.
- Waubonsee Community College is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. For additional information about the society, visit www.abg.org.

Web Authoring

Certificate of Achievement

(337A) major code

This certificate is intended for individuals interested in developing, constructing and maintaining Web sites for the World Wide Web. Graduates are able to develop, construct and maintain Web sites with graphic and animated content.

Course Requirements

CIS	115	Introduction to Programming	3
CIS	142	JavaScript Programming	3
CIS	235	Flash ActionScript	
or			
CIS	261	PHP Web Server Programming	3
GRD	160	Computer Illustration.....	3
GRD	170	Digital Image	3
WEB	110	Web Development With HTML	3
WEB	230	Dreamweaver	3
WEB	231	Web Authoring/Animation With Flash	3
WEB	250	Advanced Website Development	3

PROGRAM TOTAL27



If you are interested in the artistic design of Web pages through the use of design software, design layout techniques, advanced use of multimedia, animation, sound and video, the Graphic Design certificates and programs are appropriate for study. If you are interested in the construction, maintenance and support of Web pages through the use of computer programming and software, the World Wide Web certificates and degrees are appropriate. In short, the Graphic Design certificates and degree focus on the design of Web pages, while the World Wide Web certificates and degrees focus on the maintenance and support of websites. Please contact Counseling (see directory) for more specific descriptions of these certificates and degrees and to discuss which one may be most appropriate for you.

WAUBONSEE

the real world of work

Career Connections

Cooperative Agreements

Waubonsee Community College has Career Education Cooperative Agreements with several Illinois community colleges so that students may enroll in occupational degree and/or certificate programs not available at Waubonsee. Students take all specialized courses at the cooperating college. Related technical and general education courses required in the cooperative programs may be taken at Waubonsee Community College or at the community college offering the program.

The cooperating college issues all degrees or certificates for successful completion of the individual program. The student pays the in-district tuition of the offering institution. See "Cooperative Agreements and Tuition Chargebacks" in the Tuition and Fees section of this catalog. For further information about the program, check with the admissions office at the respective school and contact the office of the Waubonsee Vice President of Student Development (see directory) for application materials.

Students from other community college districts who want to enroll in a Waubonsee program not offered in their district should first contact their own admissions office for the proper forms.

Community Colleges Joint Educational Agreement

This agreement allows students to take any Illinois Community College Board approved occupational program (certificates and degrees) not offered by Waubonsee Community College at the in-district tuition and fees of the college that offers the program. Students covered under this agreement may avail themselves of all services provided other in-district students. An authorization form, signed by a designated representative from the office of the Waubonsee Vice President of Student Development, will be required for enrollment in all programs.

This agreement is among the following community colleges: Black Hawk College, Carl Sandburg College, Danville Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Valley Community College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, McHenry County College, Moraine Valley Community College, Morton College, Prairie State College, Rend Lake College, Richland Community College, Rock Valley College, Sauk Valley Community College, South Suburban College, Southwestern Illinois College and Spoon River College.

Cooperative agreements with other Illinois community colleges include, and are limited to, the programs listed:

College of DuPage

Diagnostic Medical Imaging Nuclear Medicine (certificate)
Diagnostic Medical Imaging
(AAS degrees and certificates)
Horticulture (AAS and certificates)
Motion Picture/Television
Animation (AAS)
Animation (certificate)
Television Production (AAS)
Film/Video Production (AAS)
Motion Picture/Television (certificate)
Physical Therapist Assistant (AAS)



See directory inside back cover.

Internship/Externship Programs

In several areas of study, Waubonsee includes an internship/externship as an additional credit course. It is an academic opportunity to expand students' horizons into the career environment they are studying. An internship/externship is a cooperative effort between a business or health care institution and the college that combines education and experience for students and is closely monitored by the student, Waubonsee faculty, and the employer. An internship/externship allows students to gain up to 3 credit hours in a semester toward their Associate in Applied Science (AAS) degree or occupational certificate. The social science internship/externship can apply toward the AA/AS degree. The student commits to working 80 hours in the internship/externship position for every hour of credit earned. Internships/externships in the curriculum include:

- Accounting
- Administrative Office Systems
- Art
- Auto Body Repair
- Business Administration (Management, Marketing, Human Resources Management, Entrepreneurship)
- Computer Aided Design and Drafting
- Computer Information Systems
- Construction Management
- Early Childhood Education Administration
- Early Childhood Education Practicum
- English
- Geographic Information Systems
- Graphic Design
- Health Care Interpreting
- Health Information Technology
- Heating, Ventilation and Air Conditioning
- Human Services
- Industrial Technology
- Kinesiology
- Laboratory Technology
- Legal Interpreting
- Mass Communication
- Medical Assistant
- Music
- Patient Care Technician
- Phlebotomy
- Social Studies (Anthropology, Criminal Justice, History, Political Science, Psychology and Sociology)
- Surgical Technology
- Therapeutic Massage
- Welding

Students pursuing a transfer degree are eligible to register for a general studies internship combining academic credit with professional experience. This internship offers students the opportunity to learn about, observe, and work in areas that expand on their classroom in a particular discipline.

For information about internship/externship opportunities in a particular instructional division, contact the office of the appropriate instructional Dean or the Career Development Center (see directory).

ROTC Transfer Option

The U.S. Army Reserve Officers' Training Program provides college students who graduate with a bachelor's degree the opportunity to become commissioned officers in the U.S. Army, the Army National Guard, and the U.S. Army Reserve. Army ROTC is traditionally a four-year program consisting of a basic course (freshman and sophomore) and an advanced course (junior and senior).

Waubonsee students, cross-enrolled with the Northern Illinois University Army ROTC program, can complete the first two years of military science classes as electives in an Associate in Arts, Science or Engineering Science degree at Waubonsee. Upon their transfer to a four-year college, they are eligible to enter the advanced course in ROTC.

Students enrolled in the basic course classes (Military Science—MSC) at Waubonsee incur no military obligation. The classes provide elective credit upon transfer to a four-year college offering Army ROTC.

Community college students who have not previously taken ROTC but are within one semester of transferring to a four-year institution may be eligible to enter the advanced course through attending the ROTC Leadership Training Camp during the summer between community college graduation and fall semester entry at the four-year college. The ROTC basic camp is a paid, four-week camp requiring students to meet certain eligibility criteria. Successful completion of the camp and recommendation of camp staff can lead to a federal or state scholarship.

Students who are veterans or prior service reservists or guardsmen are encouraged to enter directly into the Army ROTC advanced course upon their transfer to a four-year college program. Four military science courses at Waubonsee comprise the basic course of study:

- MSC 101 Leadership and Personal Development
- MSC 102 Foundations in Leadership
- MSC 201 Innovative Tactical Leadership
- MSC 202 Leadership in Changing Environments

See "Course Descriptions" for more details.

For more information about the Army ROTC Transfer Option or the Army ROTC program in general, contact the Department of Military Science, Army ROTC at Northern Illinois University, (815) 752-ROTC (7682) or 815-753-6234.

VALEES

Credit for High School Coursework

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

Credit for secondary classes is considered on the basis of high school transcripts.

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) and becomes part of the total number of credits required for program completion. A recording fee of \$10 per credit hour applies to credit articulated.
- For a complete listing of articulated classes and an application, visit the VALEES website at www.valees.org.

VALEES Member High Schools

Batavia High School — District #101
Earlville High School — District #9
East Aurora High School — District #131
Fox Valley Career Center
Geneva High School — District #304
Hinckley/Big Rock High School — District #429
Indian Creek High School — District #425
Indian Valley Vocational Center
Kaneland High School — District #302
Kendall County Special Education Cooperative
Leland High School — District #1
Newark High School — District #18
Oswego High School — District #308
Oswego East High School — District #308
Paw Paw High School — District #271
Plano High School — District #88
Sandwich High School — District #430
Serena High School — District #2
Somonauk High School — District #432
West Aurora High School — District #129
Yorkville High School — District #115

WAUBONSEE

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Course Descriptions

Course Numbering System

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

001-049

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

050-099

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

100-199

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

200-299

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

Definitions

Terminology used in course descriptions is defined below.

prereq

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

coreq

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

IAI

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

lec/lab

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

sem hrs

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

var

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



**Technology
skills are
expected in
a variety of
Waubensee
Community**

**College courses; check
prerequisites and other
recommendations.**

**Course Discipline/
Prefix Cross Reference**

Course descriptions are organized alphabetically by discipline. The following list shows the discipline and course prefix in the order in which they appear in this section.

Accounting (ACC)
Administrative Office Systems (AOS)
Allied Health (ALH)
Anthropology (ANT)
Art (ART)
Astronomy (AST)
Auto Body Repair (ABR)
Automation Technology (AMT)
Automotive Technology (AUT)
Aviation Pilot (AVP)
Biology (BIO)
Business Administration (BUS)
Chemistry (CHM)
Chinese (CHN)
College Success Topics (COL)
Communications (COM)
Computer Aided Design and Drafting (CAD)
Computer Information Systems (CIS)
Construction Management (CMT)
Criminal Justice (CRJ)
Disability Studies (DIS)
Early Childhood Education (ECE)
Earth Science (ESC)
Economics (ECN)
Education (EDU)
Electronics Technology (ELT)
Emergency Medical Technician (EMT)

Engineering (EGR)
English (ENG)
English Transition Pathway (ETP)
Entrepreneurship (ETR)
Film Studies (FLM)
Finance and Banking (FIN)
Fire Science (FSC)
Foreign Languages: see Chinese, French, German, Japanese, Spanish
French (FRE)
Geography (GEO)
Geology (GLG)
German (GER)
Graphic Design (GRD)
Health Care Interpreting (HCI)
Health Education (HED)
Health Information Technology (HIT)
Heating, Ventilation and Air Conditioning (HVA)
History (HIS)
Human Services (HSV)
Humanities (HUM)
Independent Study (IND)
Industrial Technology (IDT)
Interdisciplinary Studies (IDS)
Internship (ITS)
Interpreter Training (ITP)
Japanese (JPN)
Laboratory Technology (LBT)
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)
Patient Care Technician (PCT)
Philosophy (PHL)
Phlebotomy (PBT)
Physical Education (PED)
Physics (PHY)
Political Science (PSC)
Psychology (PSY)
Reading (RDG)
Real Estate (REL)
Sign Language (SGN)
Social Science (SSC)
Sociology (SOC)
Spanish (SPN)
Surgical Technology (SUR)
Sustainability (SUS)
Theatre (THE)
Therapeutic Massage (TMS)
Welding (WLD)
World Wide Web (WEB)

Waubonsee's IAI General Education Courses

The chart below shows Waubonsee transfer courses (listed by IAI category) that meet IAI (Illinois Articulation Initiative) General Education Core Curriculum guidelines. IAI General Education Course Codes follow the Waubonsee title. Course descriptions in this section also include IAI codes as appropriate. Transfer degree guidelines list specific courses conforming to IAI core curriculum; see the appropriate section in this catalog. See page 18 for an explanation of the initiative.

Communication:		IAI Code:				Mathematics:	IAI Code:	
COM 100	Speech Communication	C2 900	ENG 226	Shakespeare	H3 905	MTH 101	College Math	M1 901
ENG 101	First-Year Composition I	C1 900	ENG 229	Introduction to Literature	H3 900	MTH 102	Applied Practical Math	M1 904
ENG 102	First-Year Composition II	C1 901R	ENG 230	Introduction to Poetry	H3 903	MTH 107	Basic Statistics	M1 902
			ENG 235	Introduction to Fiction	H3 901	MTH 131	Calculus With Analytic Geometry I	M1 900-1
			ENG 240	Intro. to Drama as Literature	H3 902	MTH 132	Calculus With Analytic Geometry II	M1 900-2
Fine Arts:		IAI Code:	ENG 245	World Literature	H3 906	MTH 202	Mathematics for Elementary Teachers II	M1 903
ART 100	Art Appreciation	F2 900	ENG 255	Women's Literature	H3 911D	MTH 210	Finite Math	M1 906
ART 101	History of Western Art- Ancient to Medieval	F2 901	FLM 270	Film and Literature	HF 908	MTH 211	Calculus for Business & Social Sciences	M1900-B
ART 102	History of Western Art- Ren. to Modern Art	F2 902	FRE 202	Intermediate French II	H1 900	MTH 233	Calculus With Analytic Geometry III	M1 900-3
ART 103	History of Non-Western Art	F2 903N	GER 202	Intermediate German II	H1 900			
ART 104	History of Photography	F2 904	HIS 111	Western Civilization to 1648	H2 901			
ART 105	Women in Art	F2 907D	HIS 112	Western Civilization Since 1648	H2 902			
ART 106	Contemporary Art- 1945 to Present	F2 902	HIS 125	American Culture: Colonial to Present	H2 904			
FLM 250	Film as Art: A Survey of Film	F2 908	HUM 101	Survey of the Humanities	HF 900	Physical Science:	IAI Code:	
FLM 260	History of Film	F2 909	HUM 102	The Global Village	HF 904N	AST 100	Introduction to Astronomy	P1 906
FLM 270	Film and Literature	HF 908	HUM 201	Modern Culture and the Arts	HF 903	AST 105	Astronomy	P1 906L
HUM 101	Survey of the Humanities	HF 900	PHL 100	Introduction to Philosophy	H4 900	AST 110	Planetary Science	P1 906L
HUM 102	The Global Village	HF 904N	PHL 101	Introduction to Logic	H4 906	CHM 100	Introduction to Chemistry	P1 902
HUM 201	Modern Culture and the Arts	HF 903	PHL 105	Introduction to Ethics	H4 904	CHM 101	Introduction to Chemistry- Lab	P1 902L
MUS 100	Music: Art of Listening	F1 900	PHL 110	Introduction to Critical Thinking	H4 906	CHM 102	Introduction to Organic Chemistry	P1 904
MUS 101	Musics of the World	F1 903N	PHL 120	Introduction to World Religions	H5 904N	CHM 103	Introduction to Organic Chemistry-Lab	P1 904L
MUS 102	Music in America	F1 904	PHL 201	History of Philosophy I	H4 901	CHM 106	Chemistry in Society	P1 903L
THE 100	Theatre Appreciation	F1 907	PHL 202	History of Philosophy II	H4 902	CHM 121	General Chemistry	P1 902L
THE 130	Diversity in American Theatre	F1 909D	PHL 220	Foundational Texts: Old Testament	H5 901*	ESC 100	Earth Science	P1 905
			PHL 230	Foundational Texts: New Testament	H5 901	ESC 101	Survey of Earth Science Lab	P1 905L
Humanities:		IAI Code:	PHL 240	Foundational Texts: Qu'ran	H5 901	ESC 110	Climate and Global Change	P1 905
ENG 211	American Literature to 1865	H3 914	SPN 202	Intermediate Spanish II	H1 900	ESC 120	Introduction to Meteorology	P1 905L
ENG 212	American Literature From 1865	H3 915	SPN 205	Spanish for Native Speakers	H1 900	ESC 130	Introduction to Oceanography	P1 905
ENG 215	Masterpieces of American Literature	H3 915	SPN 215	Introduction to Hispanic Literature	H3 916	ESC 130	Introduction to Oceanography	P1 905
ENG 220	Multicultural Literatures of the U.S.	H3 910D				GEO 121	Physical Geography	P1 909L
ENG 221	British Literature to 1800	H3 912	Life Science:	IAI Code:		GLG 100	Introduction to Physical Geology	P1 907
ENG 222	British Literature From 1800	H3 913	BIO 100	Introduction to Biology	L1 900	GLG 101	Introduction to Physical Geology Lab	P1 907L
ENG 225	Masterpieces of British Literature	H3 913	BIO 101	Introduction to Biology- Lab	L1 900L	GLG 102	Historical Geology	P1 907L
			BIO 102	Human Biology	L1 904	GLG 103	Environmental Geology	P1 908
			BIO 103	Human Biology Laboratory	L1 904L	GLG 120	Geology of the National Parks	P1 907
			BIO 110	Environmental Biology	L1 905	PHY 103	Concepts of Physics	P1 900
			BIO 111	Environmental Biology- Lab	L1 905L	PHY 104	Concepts of Physics-lab	P1 900L
			BIO 120	Biology I	L1 900L	PHY 111	Introduction to Physics I	P1 900L
			BIO 126	Ecology and Field Biology	L1 905L	PHY 221	General Physics I	P2 900L
			BIO 128	Evolution	L1 907L			
			BIO 200	Nutrition	L1 904			
			BIO 270	Anatomy and Physiology I	L1 904L			

Social and Behavioral Sciences:		IAI Code:	IAI General Education Core course designations:
ANT 100	Introduction to Anthropology	S1 900N	Communication: C Physical and Life Sciences: P & L
ANT 101	Cultural Anthropology	S1 901N	Mathematics: M
ANT 102	Human Origins	S1 902	Humanities and Fine Arts: H & F
ANT 110	Introduction to Archaeology	S1 903	Social and Behavioral Sciences: S
ECN 100	Introduction to Economics	S3 900	<i>*under IAI review</i>
ECN 110	Survey of Contemporary Economic Issues	S3 900	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 .
ECN 201	Principles of Microecon.	S3 902	
ECN 202	Principles of Macroecon.	S3 901	
GEO 120	World Regional Geography	S4 900N	
GEO 220	Geography of the Developing World	S4 902N	
GEO 230	Economic Geography	S4 903N	
GEO 235	Human Geography	S4 900N	
HIS 101	World History to 1500	S2 912N	
HIS 102	World History Since 1500	S2 913N	
HIS 121	American History to 1865	S2 900	
HIS 122	American History Since 1865	S2 901	
HIS 205	History of the Middle East	S2 918N	
HIS 215	History of China and Japan	S2 908N	
HIS 220	History of South Asia	S2 916N*	
HIS 225	History of Africa	S2 906N	
HIS 235	Latin American History	S2 910N	
PSC 100	Introduction to American Government	S5 900	
PSC 220	Comparative Government	S5 905	
PSC 240	State and Local Government	S5 902	
PSC 260	Introduction to International Relations	S5 904	
PSY 100	Introduction to Psych.	S6 900	
PSY 205	Life-Span Psychology	S6 902	
PSY 215	Adulthood and Aging	S6 905	
PSY 220	Child Psychology	S6 903	
PSY 226	Adolescent Psychology	S6 904	
PSY 235	Social Psychology	S8 900	
SOC 100	Introduction to Sociology	S7 900	
SOC 120	Racial and Ethnic Relations	S7 903D	
SOC 130	Sociology of Family	S7 902	
SOC 210	Social Problems	S7 901	
SOC 230	Sociology of Sex and Gender	S7 904D	

Waubonsee's IAI Major Courses

The chart below shows Waubonsee transfer courses (listed by IAI major) that meet IAI (Illinois Articulation Initiative) core curriculum for specific transfer majors. IAI major course codes follow the Waubonsee title. Course descriptions in this section also include IAI codes as appropriate. See page 18 for an explanation of the initiative.

Biological Science:		IAI Code:	Industrial Technology:		IAI Code:
BIO 120	Principles of Biology I	BIO 910	EGR 101	Engineering Graphics	IND 911
BIO 122	Principles of Biology II	BIO 910	WLD 150	Metallurgy and Heat Treatment	IND 912
Business		IAI Code:	Mass Communication:		IAI Code:
ACC 120	Financial Accounting	BUS 903	COM 135	Introduction to Integrated Marketing Communications	MC 912
ACC 121	Managerial Accounting	BUS 904	MCM 130	Intro. to Mass Comm.	MC 911
BUS 207	Business Statistics	BUS 901	MCM 140	Television Production I	MC 916
CIS 110	Business Information Systems	BUS 902	MCM 205	Basic Broadcast Announcing	MC 918
Chemistry		IAI Code:	MCM 211	Introduction to Radio Production	MC 915
CHM 121	General Chemistry	CHM911	MCM 215	Basic News Writing	MC 919
CHM 122	Chemistry and Qualitative Analysis	CHM912	MCM 221	Basic News Editing	MC 920
CHM 231	Organic Chemistry I	CHM913	MKT 215	Principles of Advertising	MC 912
CHM 232	Organic Chemistry II	CHM914	Mathematics:		IAI Code:
Computer Science:		IAI Code:	MTH 131	Calculus With Analytic Geometry I	MTH901
CIS 130	C++ Programming	CS 911	MTH 132	Calculus With Analytic Geometry II	MTH902
CIS 145	C#.NET Programming	CS 911	MTH 233	Calculus With Analytic Geometry III	MTH903
CIS 150	Java Programming	CS 911	MTH 236	Intro. to Linear Algebra	MTH911
CIS 230	Advanced C++	CS 912	MTH 240	Differential Equations	MTH912
CIS 250	Advanced Java	CS 912	Political Science:		IAI Code:
Criminal Justice:		IAI Code:	PSC 280	Intro. to Political Philosophy	PLS 913
CRJ 100	Introduction to Criminal Justice	CRJ 901	Psychology:		IAI Code:
CRJ 101	Introduction to Corrections	CRJ 911	PSY 240	Abnormal Psychology	PSY 905
CRJ 107	Juvenile Justice	CRJ 914	Theatre Arts:		IAI Code:
CRJ 230	Criminology	CRJ 912	THE 110	Art of Oral Interpretation	TA 916
Engineering:		IAI Code:	THE 201	Fundamentals of Acting I	TA 914
EGR 101	Engineering Graphics	EGR 941	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 .		
EGR 220	Analytical Mechanics-Statics	EGR 942			
EGR 230	Analytical Mechanics- Dynamics	EGR 943			
EGR 240	Introduction to Circuit Analysis	EGR 931			

Accounting (ACC)

ACC 101 Introduction to Accounting

This introductory accounting course emphasizes the development of a firm foundation in fundamental accounting procedures using the accounting cycle of a small business organized as a sole proprietorship. Topics include: transaction analysis, financial statements, the accounting cycle of service and merchandising firms, accounting for bank accounts, cash funds, accounts receivable, notes receivable, notes payable, inventory, long-term assets and introduction to accounting for corporations.

(3 lec/0 lab)

3 sem hrs

ACC 125 Accounting Information Systems

This course introduces processing business transactions using Peachtree, an integrated accounting software package. Accounting software applications include: general ledger systems for service and merchandising firms, voucher systems, fixed assets, payroll, financial statement analysis, departmentalized accounting, accounting system set-up and spreadsheets.

Recommended Prereq: ACC115 or concurrent enrollment or ACC120.

(3 lec/0 lab)

3 sem hrs

ACC 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.

(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.

(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: ACC121.

(3 lec/0 lab)

3 sem hrs

ACC 221 Intermediate Accounting II

This is the second of two courses in the advanced study of the assumptions, principles, procedures and practices involved in modern corporate financial accounting.

Recommended Prereq: ACC220.

(3 lec/0 lab)

3 sem hrs

ACC 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: ACC121.

(3 lec/0 lab)

3 sem hrs

ACC 245 VITA Program: Tax Procedure and Practice

The basic principles of federal income taxes as they relate to low-to-moderate income individuals are applied in this hands-on course consisting of the preparation of various low-to-moderate individual income tax returns using Forms 1040EZ, 1040A, 1040 and 1040. 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

Administrative Office Systems (AOS)**AOS 113 PowerPoint Presentations for Business**

This course is an introduction to designing, preparing and delivering electronic business presentations using presentation graphics software. Speaker support materials such as overheads, transparencies, slides, audience handouts, and slide shows are prepared. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS105.

(3 lec/0 lab)

3 sem hrs

AOS 114 Comprehensive Word Processing

Fundamental through expert applications of features, commands, and functions of Microsoft Word are included to help users enhance productivity and develop more vibrant documents. The course prepares students to produce word documents and templates emphasizing commonly used commands and strategies for formatting, editing and revising text. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS105.

(3 lec/0 lab)

3 sem hrs

AOS 130 Customer Service

This customer service course introduces students to a variety of skills including identifying customer behavior, determining customer needs through active listening, becoming an effective verbal and nonverbal communicator, honing your telephone customer service skills, handling difficult customers, encouraging customer loyalty, and practicing service recovery.

(3 lec/0 lab)

3 sem hrs

AOS 140 Proofreading and Number Skills

Students receive instruction in a systematic method of proofreading and developing accuracy in working with numbers. Common proofreading errors are identified. Audio-visual drills and workbook exercises are used to improve numeric accuracy and speed.

(3 lec/0 lab)

3 sem hrs

AOS 205 Records Management

This course covers records management concepts and skills, with emphasis on the information cycle and systems for managing and using information. It includes an introduction to principles for managing paper-based, image-based and computer-based records.

Recommended Prereq: CIS114.

(3 lec/0 lab)

3 sem hrs

AOS 280 Administrative Office Systems

Responsibilities and tasks expected of a secretary or administrative assistant are covered: office systems and organization, human relations (communication), work planning and prioritizing, decision making, processing mail, telephone techniques, meeting and conference planning, travel arrangements reference sources, and professional growth opportunities.

Recommended Prereq: AOS130.

(3 lec/0 lab)

3 sem hrs

AOS 296 Special Topics in Office Systems

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

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

AOS 297 Administrative Office Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the administrative office field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the administrative office systems internship courses (AOS297, AOS298, AOS299) may apply to a degree or certificate.

Prereq: 15 semester hours of AOS courses; consent of instructor.

(0 lec/5 lab)

1 sem hrs

AOS 298 Administrative Office Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the administrative office field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the administrative office systems internship courses (AOS297, AOS298, AOS299) may apply to a degree or certificate.

Prereq: 15 semester hours of AOS courses; consent of instructor.

(0 lec/10 lab)

2 sem hrs

AOS 299 Administrative Office Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the administrative office field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the administrative office systems internship courses (AOS297, AOS298, AOS299) may apply to a degree or certificate.

Prereq: 15 semester hours of AOS courses; consent of instructor.

(0 lec/15 lab)

3 sem hrs

Allied Health (ALH)

ALH 100 Basic 12-Lead EKG and Arrhythmia

This course is designed to prepare individuals to perform EKGs in a variety of health care settings while augmenting their abilities in a variety of health care roles. This course is intended for CNA, EMT, paramedic, phlebotomy, nursing, MLA, surgical technology, and other interested health care professionals. Content includes: basic anatomy with emphasis of the cardiovascular and circulatory systems, electrical conduction system of the heart, special cardiology procedures and basic ECG, among other related topics.

(3 lec/0 lab) 3 sem hrs

Anthropology (ANT)

ANT 100 Introduction to Anthropology

This course presents a survey of human physical development, addressing peoples' interaction with their physical and social environment today. The major subfields of anthropology - cultural anthropology, physical anthropology, archaeology and linguistics - are also studied.

IAI: S1 900N.
(3 lec/0 lab) 3 sem hrs

ANT 101 Cultural Anthropology

Cultural Anthropology provides an introduction to social and cultural anthropology, emphasizing the socio-culture and psychological characteristics of various cultures: hunters, tribesmen, chiefdoms, peasants and industrial societies. Emphasis is placed on cultural universals, integration of social institutions and the continuing adaptation of man to his environment.

IAI: S1 901N.
(3 lec/0 lab) 3 sem hrs

ANT 102 Human Origins

Physical anthropology explores the origins and development of human beings and our closest non-human relatives in the primate order. This course examines the mechanics of genetics and the processes of evolution. Students also investigate the fossil record and archaeological evidence in order to understand the sequence of early human ancestors. In addition, this course studies non-human primates, both living and extinct. The course also explores the adaptability and variation seen in modern human populations.

IAI: S1 902.
(3 lec/0 lab) 3 sem hrs

ANT 110 Introduction to Archaeology

Introduction to Archaeology explores the concepts, principles and archaeological methods utilized by anthropologists to reconstruct and interpret past cultures. Specific prehistorical cultures are examined to illustrate this process.

IAI: S1 903.
(3 lec/0 lab) 3 sem hrs

ANT 120 Cultures and Peoples of Central America

This course provides a study of the prehistorical, historical, social, economic and political characteristics of the following cultures: Guatemala, Honduras, Costa Rica, Panama, Cuba, Nicaragua and Mexico. Special emphasis is placed on the prehistorical development of Mesoamerica, the Spanish conquest and the hybrid culture developed throughout the region.

(3 lec/0 lab) 3 sem hrs

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

Art Appreciation 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 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 112 Color

This course introduces color theory and its application to the visual arts. Students explore the interaction of color in contemporary, historical and cultural contexts.

Recommended Prereq: ART110.

(1 lec/5 lab)

3 sem hrs

ART 120 Basic Drawing I

This course encompasses drawing of natural and artificial forms 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.

(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 123 Contemporary Drawing

The course involves studio experiments in drawing with an emphasis on abstract concepts, image manipulation and content development. Contemporary drawing trends are examined, discussed and attempted. Students are encouraged to explore current drawing processes, methods and materials.

Recommended Prereq: ART110 strongly recommended.

(1 lec/5 lab)

3 sem hrs

ART 130 Ceramics I

This course is an introduction to the processes and techniques involved in making clay objects through hand-building and utilizing the potter's wheel. Various forms are explored. Issues related to both sculptural and functional aesthetics are addressed.

(1 lec/5 lab)

3 sem hrs

ART 131 Ceramics II

This course guides students toward developing techniques involved in creating clay vessels on the potter's wheel and a further introduction into hand-building. Students are challenged with conceptual assignments relating to both the historical and contemporary world. Various forms are explored. Students learn to load and fire kilns of multiple processes.

Recommended Prereq: ART130.

(1 lec/5 lab)

3 sem hrs

ART 135 Basic Digital Photography

This is a basic digital photography course designed for students with no photography experience. This course will introduce basic aesthetic grammar of photography and provide a preliminary historical context for visually analyzing and creating photographs. Using a digital camera with manual controls, students will learn the fundamentals of digital capture and utilize Adobe Lightroom software for file processing, management, and output.

Note: Students are required to have their own DSLR digital camera that has interchangeable lenses, (preferably capable of photographing with the RAW file format), has manual settings, and has a minimum of 8 megapixels. Cameras are available for checkout by photography students. For more information please call the Photo Lab Coordinator, 630-466-2287.

(1 lec/5 lab)

3 sem hrs

ART 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: Notes 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, 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.

(1 lec/5 lab)

3 sem hrs

ART 155 Sculpture I

This studio course introduces basic sculptural processes, materials, and tools, and idea communication through these methods. Studio safety is strongly emphasized. Processes include additive, modeling, constructive, subtractive, carving, and replacement casting. Time arts/4-D may be considered.

Recommended Prereq: ART111.

(1 lec/5 lab)

3 sem hrs

ART 222 Life Drawing

This course focuses on the study of the human figure through selected assignments in contour, value, and gesture drawing of the undraped figure. Naturalistic and expressive interpretations in a variety of drawing media are included.

Prereq: ART120.

(1 lec/5 lab)

3 sem hrs

ART 230 Ceramics III

This course further develops the skills acquired in ART131 with emphasis placed on a more personal expression within the confines of the processes and material. More complex techniques are explored, and issues related to functional and non-functional aesthetics are addressed. Students learn to load and fire kilns of multiple processes.

Recommended Prereq: ART131.

(1 lec/5 lab)

3 sem hrs

ART 231 Materials: Clay and Glaze Development

This course is an introduction to the processes and techniques involved in making clay bodies, glazes and slips for specific firing processes.

Prereq: ART130.

(0 lec/2 lab)

1 sem hrs

ART 240 Photography II

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

In this course students refine their command and control of Adobe Photoshop skills, focusing on the use of more advanced photo-manipulation tools.

Note: Cameras are available for checkout by photography students. For more information please call the Photography Coordinator at (630) 466-2287.

Prereq: ART142.

(1 lec/5 lab)

3 sem hrs

ART 243 Advanced Digital Photography

This course is a continuation of ART242. Students explore advanced concepts and techniques in computer image processing. The course culminates in the creation of a digital portfolio.

Note: Cameras are available for checkout by photography students. For more information please call the Photography Coordinator at (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 265 Watercolor

This course is an introduction to the basic techniques of transparent and opaque watercolor painting. Directed exercises in color and technique execution are included. Students produce finished paintings of still life, figure and/or landscape renditions.

Recommended Prereq: ART120.

(1 lec/5 lab)

3 sem hrs

ART 290 Studio Art

This is an advanced studio course for art majors. It allows continuation and concentration in a subject field with emphasis on individual research and personal exploration. Students can further their knowledge in drawing, life drawing, painting, design, photography, sculpture or ceramics. Repeatable to a maximum of 12 semester hours; 6 semester hours may apply to a degree or certificate.

Prereq: Consent of instructor.

(1 lec/5 lab)

3 sem hrs

ART 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

ART 297 Art Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the art field, including positions related to visual art and art administration. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the art internship courses (ART297, ART298, ART299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/5 lab)

1 sem hrs

ART 298 Art Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the art field, including positions related to visual art and art administration. One hundred sixty hours are required for two credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the art internship courses (ART297, ART298, ART299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/10 lab)

2 sem hrs

ART 299 Art Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the art field, including positions related to visual art and art administration. Two hundred forty hours are required for three credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the art internship courses (ART297, ART298, ART299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/15 lab)

3 sem hrs

Astronomy (AST)**AST 100 Introduction to Astronomy**

This course is a descriptive, 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 or AST110.

IAI: P1 906.

(3 lec/0 lab)

3 sem hrs

AST 105 Astronomy

This course is a descriptive, laboratory, survey course in astronomy. Topics include structure and evolution of the solar system and universe, history of astronomy, interstellar medium, Milky Way, galaxies and cosmology.

Note: Students will not receive credit toward a degree for both AST100 and AST105.

Recommended Prereq: A course in basic algebra.

IAI: P1 906L.

(3 lec/2 lab)

4 sem hrs

AST 110 Planetary Science

This course is a descriptive course in astronomy of the solar system. Topics include motions, time, tides, calendars, seasons, earth, moon, planets, minor members of the solar system, tools and history of space and planetary science, results of space exploration and terrestrial and extraterrestrial life.

Note: Students will not receive credit toward a degree for both AST100 and AST110.

Recommended Prereq: A course in basic algebra.

IAI: P1 906L.

(3 lec/2 lab)

4 sem hrs

AST 115 Astronomy for Educators

This is a survey course in astronomy designed for present or future teachers at all levels. It is a descriptive, non-mathematical, non-laboratory course to provide teachers an understanding of the fundamentals of astronomy. Demonstrations and activities are presented during the class that the student can then use in their own classroom, including the motions of the sky, formation and description of the solar system, formation, types and evolution of stars and galaxies.

(3 lec/0 lab)

3 sem hrs

AST 296 Topics/Issues for the Sciences

This course offers in-depth exploration of a special topic, issue or trend in one or more of the biological or physical sciences fields. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 6 lec/0 lab)

1 to 6 sem hrs

Auto Body Repair (ABR)**ABR 100 Auto Body Welding**

This course is designed to develop a high level of student skill in the use of various welding and fastening techniques as they relate to auto body repair. Concurrently, the student practices with various tools used in the disassembly of auto body panels. Familiarization with shop facility and routine is also established.

Prereq: Reading assessment.

Coreq: ABR105; ABR110; ABR115; ABR120; ABR125.

(1 lec/4 lab)

3 sem hrs

ABR 105 Sheet Metal Repair

This course trains students in the use of metal straightening tools and techniques vital to the repair of damaged auto body panels. Skill levels are developed which allow for metal finishing a panel without the use of body fillers.

Prereq: Reading assessment.

Coreq: ABR100; ABR110; ABR115; ABR120; ABR125.

(1 lec/2 lab)

2 sem hrs

ABR 110 Fiberglass Panel and Plastic Repair

This course is designed to enable students to make repairs of both plastic and fiberglass panels.

Prereq: Reading assessment.

Coreq: ABR100; ABR105; ABR115; ABR120; ABR125.

(1 lec/2 lab)

2 sem hrs

ABR 115 Basic Auto Body Repair

In this phase of auto body training, students are given the opportunity to apply skills learned previously. Some panel replacements may be necessary to complete the repair. Activities include feathering, taping, masking and spot repair.

Prereq: Reading assessment.

Coreq: ABR100; ABR105; ABR110; ABR120; ABR125.

(2 lec/4 lab)

4 sem hrs

ABR 120 Auto Painting and Refinishing

This comprehensive course covers the entire area of auto painting, from the equipment used through prepainting procedures and application techniques including masking and taping, and finishing with rubbing and polishing. Each student must complete a checklist of tasks that encompasses the many facets of auto painting.

Prereq: Reading assessment.

Coreq: ABR100; ABR105; ABR110; ABR115; ABR125.

(2 lec/4 lab)

4 sem hrs

ABR 125 Auto Body Careers

This course provides students with exposure to the auto body field. Students experience and observe actual shop operations and career opportunities.

Prereq: Reading assessment.

Coreq: ABR100; ABR105; ABR110; ABR115; ABR120.

(1 lec/0 lab)

1 sem hrs

ABR 130 Automotive Collision Appraisal

This course is designed to prepare students for entry into the field of collision repair and collision damage estimating. It deals with evaluating the extent of the damage and defining what repair costs will be for the vehicle.

Prereq: Reading assessment; all basic ABR courses.

Coreq: ABR135; ABR140; ABR145; ABR150.

(.5 lec/1 lab)

1 sem hrs

ABR 135 Frame Repair

This course gives students the opportunity to use various body frame machines and measuring systems to effect repairs to frames and unbodies.

Prereq: Reading assessment; all basic ABR courses.

Coreq: ABR130; ABR140; ABR145; ABR150.

(3 lec/6 lab)

6 sem hrs

ABR 140 Glass Service

This course trains students in the care and service of automotive glass and glass replacement.

Prereq: Reading assessment; all basic ABR courses.

Coreq: ABR130; ABR135; ABR145; ABR150.

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

ABR 145 Intermediate Auto Body Repair

This course involves the student in the repair of a vehicle with extensive damage. Students join into teams as they now apply all of their basic training. Sectioning, clipping, quarter panel replacement and frame straightening are included. Production and speed are stressed in this phase of the work.

Prereq: Reading assessment; all basic ABR courses.

Coreq: ABR130; ABR135; ABR140; ABR150.

(3 lec/6 lab) **6 sem hrs**

ABR 150 Chassis and Electrical Systems for Auto Collision

This course is designed to provide auto body students with repair skills in automotive chassis and electrical systems as they relate to work in auto body and collision.

Prereq: Reading assessment; all basic ABR courses.

Coreq: ABR130; ABR135; ABR140; ABR145.

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

ABR 215 Advanced Auto Body Repair

This final phase of the auto body repair program is designed to allow the auto body student mastery-level experiences. Students use their previously learned skills to complete real-life auto body and collision repairs.

Prereq: Reading assessment; all advanced ABR courses.

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

ABR 297 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.

Prereq: Reading assessment; all basic ABR courses; consent of instructor.

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

ABR 298 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.

Prereq: Reading assessment; all basic ABR courses; consent of instructor.

(0 lec/10 lab) **2 sem hrs**

ABR 299 Auto Body Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the auto body repair field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 1 semester hour from the auto body internship courses (ABR297, ABR298, ABR299) may apply to the auto body degree or certificate.

Prereq: Reading assessment; all basic ABR courses; consent of instructor.

(0 lec/15 lab) **3 sem hrs**

Automation Technology (AMT)

AMT 100 Introduction to Manufacturing Automation Systems

This course introduces students to the basic control systems used to automate manufacturing processes. Content includes: hydraulics and pneumatics used for motion control, programmable controllers, sensors and vision systems, and robotics. This introduces students to the basic concepts needed to design manufacturing automation systems.

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

AMT 105 Introduction to Automated Warehousing

An industrial technology overview course covering the basic knowledge and skills needed for supply chain technicians to successfully work in an automated distribution center. Introduction to troubleshooting and maintenance of complex electromechanical systems is a major focus of this class.

(2 lec/2 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: 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 PLCs. 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 introduces the student to basic robotic system construction, operation, troubleshooting, control, and programming. Open and closed loop control systems are examined including servo systems and PID control.

Recommended Prereq: AMT200.

(2 lec/2 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 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. Theory, design, safety issues, and basic diagnostic techniques relating to electric/hybrid vehicles are also covered.

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 and operation of various fuel delivery and emission components. Covered topics include fuel injection, fuel pumps and fuel delivery system components, evaporative emission, exhaust gas 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/transaxles.

Recommended Prereq: AUT100; AUT111.

(1 lec/5 lab)

3 sem hrs

AUT 232 Advanced Brakes and Suspension Systems

This course is designed to build upon prior skill and knowledge relating to the service/repair of components found in the automotive chassis systems. The primary focus of this lecture/lab course is to provide students with an opportunity to gain "hands-on" direct work-related experience (for employment preparation) relative to automotive brake, suspension, and steering systems. Students enhance their knowledge in field-related diagnosis and service of both manual and electronically controlled chassis systems. Because this course is designed to build upon material previously covered in AUT112 Automotive Brake Systems and AUT122 Automotive Suspensions and Wheel Alignment, it is strongly advised that students complete those courses before taking this class.
Recommended Prereq: AUT100; AUT112; AUT122.

(1 lec/5 lab)

3 sem hrs

AUT 233 Applied Automotive Fuels and Electricity

This course is an advanced level lecture-lab course, designed to provide students with an opportunity to fine tune their electrical and performance-related diagnostic and troubleshooting skills. The testing and repair of various fuel system components and electrical/electronic systems are covered. In addition, students acquire knowledge in field-related diagnosis and service of various sub systems including but not limited to: starting, charging, lighting, fuel delivery, and ignition system components. 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 that includes customer relations, vehicle diagnosis and repairs. Students are provided the opportunity to reinforce previously learned skills and also to complete NATEF tasks from other courses that were not completed. This course helps to make a smoother transition to the work environment.
Recommended Prereq: 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 OBD II 1996 vehicle to present) including advanced fuel, ignition and emission subsystems. The design and operation of generic and brand specific PCM 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.
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.
Recommended Prereq: AUT100, AUT250.

(1 lec/5 lab)

3 sem hrs

AUT 275 Inspection and Maintenance 240 Diagnosis and Repair

This course is designed to meet the State of Illinois IM-240 training requirements for automotive technicians. The course is a lecture/lab course for technicians and covers diagnostic and repair techniques for IM-240 repairs.
Recommended Prereq: AUT124 and AUT243 or consent of instructor.

(1 lec/2 lab)

2 sem hrs

AUT 296 Special Topics for 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

**AUT 297 Automotive
Technology Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the automotive technology field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the automotive internship courses (AUT297, AUT298, AUT299) may apply to the degree.

Prereq: Consent of instructor.

(0 lab/5 lab)

1 sem hr

**AUT 298 Automotive
Technology Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the automotive technology field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the automotive internship courses (AUT297, AUT298, AUT299) may apply to the degree.

Prereq: Consent of instructor.

(0 lab/10 lab)

2 sem hrs

**AUT 299 Automotive
Technology Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the automotive technology field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the automotive internship courses (AUT297, AUT298, AUT299) may apply to the degree.

Prereq: Consent of instructor.

(0 lab/15 lab)

3 sem hrs

Aviation Pilot (AVP)**AVP 100 Private Pilot Certification**

The Private Pilot Certification course is the first step to becoming a Professional Pilot and is designed to fulfill the requirements of the Federal Aviation Regulations for a private pilot certification course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has 35 hours of flight training, consisting of 20 hours of dual instruction and 15 hours of solo flight. The ground training syllabus consists of 35 hours to include block tests and final examination.

(3 lec/4 lab)

5 sem hrs

**AVP 110 Professional
Instrument Rating**

The Professional Instrument Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for the Instrument Rating (airplane). This training program, which contains both a flight training syllabus and a ground training syllabus, provides at least 35 hours of flight training and 35 hours of ground training.

(3 lec/4 lab)

5 sem hrs

**AVP 120 Professional
Commercial Pilot**

The Professional Commercial Pilot training course is designed to fulfill the requirements of the Federal Aviation Regulations for a commercial pilot certification course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has 155 hours of flight training. The ground training syllabus consists of 30 hours of ground training.

(3 lec/4 lab)

5 sem hrs

**AVP 130 Professional
Multi-Engine Rating**

The Professional Multi-Engine Rating course is designed to fulfill the requirements of the Federal Aviation Regulations for additional aircraft rating courses. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus has a minimum of 15 hours of dual flight instruction. The ground training syllabus consists of 15 hours of ground training.

(2 lec/2 lab)

3 sem hrs

**AVP 200 Certified
Flight Instructor (CFIA)**

The Certified Flight Instructor course is designed to fulfill the requirements of the Federal Aviation Regulations for the Basic Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the Basic Instructor has 10 hours of flight training on analysis of maneuvers, 10 hours of practice instruction and 3 hours of progress checks. The ground training syllabus consists of 45 hours of ground training.

(2 lec/2 lab)

3 sem hrs

**AVP 210 Certified Flight
Instrument Instructor (CFIIA)**

The Certified Flight Instrument Instructor course is designed to fulfill the requirements of the Federal Aviation Regulations for the Instrument Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. Since the syllabus is designed to meet all of the requirements of the Federal Aviation Regulations, the student is assured the best training possible.

Prereq: Valid FAA second-class medical; at least 18 years of age at completion of course; ability to read, speak and understand the English language.

(2 lec/2 lab)

3 sem hrs

**AVP 230 Certified Flight
Instructor Multi-Engine**

The Certified Flight Instructor Multi-Engine training course is designed to fulfill the requirements of the Federal Aviation Regulations for the Multi-Engine Instructor course. This training program contains both a flight training syllabus and a ground training syllabus. The flight training syllabus for the CFIMEL has 10 hours of flight training on analysis of maneuvers, 10 hours of practice instruction and 3 hours of progress checks. The ground training syllabus consists of 32 hours of ground training.

Prereq: Valid FAA second-class medical; at least 18 years of age at completion of course; ability to read, speak and understand the English language.

(2 lec/2 lab)

3 sem hrs

Biology (BIO)

See also Oceanography (ESC 130).

BIO 100 Introduction to Biology

This general survey course deals with selected concepts and theories in biology, 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). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in BIO102 and BIO103.

Recommended Coreq: BIO103.

IAI: L1 904.

(3 lec/0 lab)

3 sem hrs

BIO 103 Human Biology Laboratory

This laboratory course is meant to be taken concurrently with Human Biology (BIO102). Through laboratory experiences, this course explores selected concepts and theories in biology such as organization, structure, function, heredity and evolution using the human organism as a model.

Note: Not intended for students majoring in biology or the health professions.

Recommended Prereq: BIO102 or concurrent enrollment.

IAI: L1 904L.

(0 lec/2 lab)

1 sem hrs

BIO 104 The Nature of Science

The process of science is exciting, but traditional explanations often miss its dynamic nature. Science affects us all everyday, but people often feel removed from science. Science is an intensely human endeavor, but many portrayals gloss over the passion, curiosity and even rivalries and pitfalls that characterize this specific human venture. This course gives students an inside look at the general principles, methods and motivations that underlie all of science.

Recommended Prereq: PHL110.

(3 lec/0 lab)

3 sem hrs

BIO 110 Environmental Biology

This 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.

IAI: L1 900L, BIO 910.

(3 lec/3 lab)

4 sem hrs

BIO 122 Principles of Biology II

A continuation of BIO120, this course covers the processes of scientific thinking and evolution. It focuses on the basic description of living organisms ranging from Virus and Prokaryotes to higher Eukaryotes. Emphasis will be placed on comparing structural and functional relationships between representatives of all major phyla.

Recommended Prereq: BIO120.

IAI: BIO 910.

(3 lec/3 lab)

4 sem hrs

BIO 126 Ecology and Field Biology

A field-orientation course designed to introduce the basic concepts of ecology. Topics covered include the interrelationships of plants, animals and organization of ecosystems. Habitats, energy flow, conservation and management of natural resources are also studied. Current environmental problems including the study of local plant and animal communities and their identification, collection cataloging and preservation are integrated into the course. Field experiments include collecting specimens and recording data. Report writing is also included in the laboratory portion of the course. This course assists students in acquiring basic working knowledge in fieldwork.

Note: Fieldwork or field trips occur every laboratory class period. A single weekend (Friday, Saturday, Sunday) field trip to collect ecological data and observe living organisms is required.

IAI: L1 905L.

(3 lec/3 lab)

4 sem hrs

BIO 200 Nutrition

This course involves the study of nutrients including amino acids, carbohydrates, fats, vitamins, minerals and water and their relationship to health and disease. Cultural and psychosocial influences on food selection and habits are studied as well as respiration, metabolism and the digestive process.

IAI: L1 904.

(3 lec/0 lab)

3 sem hrs

BIO 250 Microbiology

This course 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: 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 264 Kinesiology and Pathology

This course is the study of the skeletal and muscular systems and their relation to movement, including an introduction to homeostasis and disease. The course focus begins with the study of the anatomical aspects of movement, with exploration of the pectoral girdle, shoulder joint and upper extremities, followed by a study of the pelvic girdle and lower extremities prior to an analysis of the trunk. A brief study of the biomechanical factors of posture and the pathological processes of the organ systems possibly encountered during treatments concludes this course.

Recommended Prereq: BIO262.

(2 lec/2 lab)

3 sem hrs

BIO 270 Anatomy and Physiology I

This course begins with an orientation to the human body, followed by a brief review of basic biochemistry and the structure and function of cells. The student is then engaged in major units of study involving tissues, the skeletal, muscular and nervous systems and the special senses. 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.

IAI: L1 904L.

(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 Entrepreneurship (ETR), Finance and Banking (FIN), Management (MGT) and Marketing (MKT).

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

BUS 100 Introduction to Business

This course provides the foundation for developing concepts, attitudes and philosophies about business operations. The following topics are introduced: management, marketing, accounting, finance, economics, ethics and social responsibility human resources, advertising and promotion, distribution and international business.

(3 lec/0 lab)

3 sem hrs

BUS 150 The Business of Travel and Tourism

The structure and performance of the tourism industry is explored. The sectors of the travel industry are examined as well as specific career options and organizations. Current issues and trends that directly impact the industry are emphasized.

(3 lec/0 lab)

3 sem hrs

BUS 207 Business Statistics

This introductory course consists of statistical methods applied in the business environment. Topics include: the collection and presentation of data, measures of central tendency, dispersion, probability, sampling theory, correlation and regression. Students are introduced to at least one computer software package for statistical analysis.

Prereq: C or better in MTH070 or MTH072; or placement assessment.

IAI: BUS 901.

(3 lec/0 lab)

3 sem hrs

BUS 210 Legal Environment of Business

This business administration transfer course covers the legal environment in which business and society function. Emphasis is on the judicial system, government regulations, employment and labor law, and the evolving international legal system. These topics are presented within an ethical, social and political framework.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

BUS 211 Business Law

This course provides a basic understanding of the principles of law relating to the sources of law, court systems, litigation, contracts and sales, employment law and antitrust.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

BUS 215 Business Ethics

This course introduces students to the fundamentals of ethics in the workplace. It explores ethical dilemmas pertaining to a variety of aspects of organizational life. The purpose is to provide students with a framework for ethical reasoning, ethical arguing, ethical decision making, and understanding ethical policies and behaviors.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

BUS 220 Leadership in Business

Leadership has transcended the executive level of organizations and has been identified as a necessary skill for individuals working within teams, task forces and work units at all levels. This course integrates fundamental leadership principles and the operation of a business organization. The emphasis is on skill development based on research and experience.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

BUS 225 Organizational Behavior

This course explores the study of individual behavior and group dynamics in organizations. Psychosocial, interpersonal and behavioral dynamics are considered within the variable framework of jobs, work design, communication, performance appraisal, organizational design and structure.

(3 lec/0 lab) 3 sem hrs

BUS 240 International Business

This course builds upon the economic concepts learned in the principles of economics courses and studies the operations of international businesses in global markets. It focuses on the economic and competitive forces as well as the cultural, political and legal forces of national business environments. It also addresses the forces of governments, financial institutions and monetary systems, labor, and consumers in the international business environment.

Recommended Prereq: BUS100, ECN100, ECN110, ECN201, or ECN202.

(3 lec/0 lab) 3 sem hrs

BUS 296 Special Topics/Business

This course offers in-depth exploration of a special topic, issue or trend in the business field. Topics might include current events' impact (economic or technical) on business. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

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

BUS 297 Business Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the business field, including positions related to management, marketing, banking and finance. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the business internship courses (BUS297, BUS298, BUS299) may apply to the business degrees or certificates.

Prereq: 12 semester hours of business courses; consent of instructor.

(0 lec/5 lab) 1 sem hrs

BUS 298 Business Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the business field, including positions related to management, marketing, banking and finance. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the business internship courses (BUS297, BUS298, BUS299) may apply to the business degrees or certificates.

Prereq: 12 semester hours of business courses; consent of instructor.

(0 lec/10 lab) 2 sem hrs

BUS 299 Business Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the business field, including positions related to management, marketing, banking and finance. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the business internship courses (BUS297, BUS298, BUS299) may apply to the business degrees or certificates.

Prereq: 12 semester hours of business courses; consent of instructor.

(0 lec/15 lab) 3 sem hrs

Chemistry (CHM)**CHM 100 Introduction to Chemistry**

This introduction to the basic concepts of general chemistry includes basic atomic structure, chemical symbols, formulas and equations, chemical equation calculations, phases of matter, algebraic manipulations, molecular structure, solutions and solution chemistry.

Note: Students enrolling in CHM100 are not required to enroll in CHM101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in CHM100 and CHM101. This course is not intended for majors in the physical sciences, students with previous chemistry or students with credit in CHM121.

IAI: P1 902.
(3 lec/0 lab) 3 sem hrs

CHM 101 Introduction to Chemistry Laboratory

This is a beginning laboratory course for those students with no previous laboratory experience. It is designed to acquaint the student with lab safety, various basic lab skills and techniques, some computer-assisted labs with their techniques and basic theory.

Recommended Coreq: CHM100.
IAI: P1 902L.
(0 lec/3 lab) 1 sem hrs

CHM 102 Introduction to Organic Chemistry

This beginning course in organic chemistry includes the structure and reactions of functional groups, with further applications in biochemistry. It is designed to follow CHM100 and to provide a one-year sequence of chemistry.

Recommended Prereq: CHM100 or consent of instructor.
IAI: P1 904.
(3 lec/0 lab) 3 sem hrs

CHM 103 Introduction to Organic Chemistry Laboratory

This introductory laboratory for organic chemistry and biochemistry is designed to accompany CHM102.

Recommended Prereq: CHM100; CHM101.
Prereq: CHM102 or concurrent enrollment.

IAI: P1 904L.
(0 lec/3 lab) 1 sem hrs

CHM 106 Chemistry in Society

This introductory chemistry course for non-science majors applies chemistry to society through the study of contemporary issues such as the environment, energy and health.

IAI: P1 903L.
(3 lec/3 lab) 4 sem hrs

CHM 121 General Chemistry

This basic course in the principles of chemistry emphasizes chemical calculations and structure with laboratory. It is recommended for science and professional majors.

Recommended Prereq: High school chemistry or equivalent. *Prereq:* MTH070 or MTH072; or placement by assessment.

IAI: P1 902L, CHM 911.
(3 lec/3 lab) 4 sem hrs

CHM 122 Chemistry and Qualitative Analysis

This continuation of CHM121 emphasizes solution equilibrium chemistry, including gases, precipitation, acid/base, coordination chemistry and oxidation-reduction, culminating with the Nernst equation. It also includes thermodynamics and kinetics.

Recommended Prereq: C or better in MTH070 or MTH072 or placement by math assessment; high school chemistry. *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 and CHM232.
(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 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: 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)

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 that empower students to be successful in college as well as in their personal and professional lives. Concepts studied and applied include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, developing emotional intelligence, and believing in oneself.

(1 lec/0 lab)

1 sem hr

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 hr

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 hr

Communications (COM)**COM 100 Fundamentals of Speech Communication**

This basic course in speech communication serves three primary goals: introduction to the theories of human communication, classroom experiences in a variety of communication situations, and evaluation of individual communicative behavior.

IAI: C2 900.

(3 lec/0 lab)

3 sem hrs

COM 110 Voice and Diction

Clarity of speech, articulation, accurate pronunciation, effective choices of words, effective use of vocal pitch, rate, and volume make up the core of this course. Incorporated in the study is a basic understanding of the vocal mechanism, phonation and breath control. The International Phonetic Alphabet is also a component of the course and compliments the vocal training.

(3 lec/0 lab)

3 sem hrs

COM 115 Online Communication

This course 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, culture, ethics, ambiguity and effectiveness are applied to the contexts of interpersonal, group, workplace and e-commerce (global) communication situations.

(3 lec/0 lab)

3 sem hrs

COM 120 Interpersonal Communication

This course is a study of interpersonal communication with emphasis on the communication process, self perception, self expression, verbal and nonverbal communication, and listening behavior. Students also study interpersonal relationships and conflict resolution.

(3 lec/0 lab)

3 sem hrs

COM 121 Communication in the Workplace

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

(3 lec/0 lab)

3 sem hrs

COM 122 Group Communication

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

(3 lec/0 lab)

3 sem hrs

COM 125 Communication Strategies for Health Care Careers

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

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

(2 lec/0 lab) 2 sem hrs

COM 135 Introduction to 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 in building communication skills to improve intercultural communication, manage conflicts successfully and build intercultural relationships.

Recommended Prereq: COM100; ENG101.
(3 lec/0 lab) 3 sem hrs

COM 200 Advanced Speech Communication

Building on the skills developed in Fundamentals of Speech Communication (COM 100), this course provides advanced skill development in the art of 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-Aided Design and 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: CAD100.

(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.

Recommended Prereq: CAD 100 and CAD102.

Recommended Coreq: CAD118.

(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 185 AutoCAD 3D Modeling

This course covers the basics of 3D modeling using AutoCAD. Students are introduced to 3D-wire, -meshed, -surface, -solid modeling, and 3D modeling. Students learn the concepts and techniques required in all 3D modeling programs including: 3D coordinates, 3D viewing, 3D boundary represented construction geometry, Boolean constructive, various 3D editing techniques, and creating 2D layouts from 3D models.

Recommended Prereq: CAD102 or EGR101; or consent of instructor.

Recommended Coreq: CAD120.

(2 lec/2 lab) 3 sem hrs

CAD 240 Introduction to Parametric Modeling Using SolidWorks

Using SolidWorks software, this course focuses on 3D solid parametric modeling in an engineering design environment. Hands-on learning in basic sketch profiles with constraint based 2D 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 3D model to 2D part drawing is studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign are incorporated. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CAD185. 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 3D solid parametric modeling in an engineering design environment. Hands-on learning in basic sketch profiles with constraint based 2D 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 3D model to 2D part drawing is studied. The use of rapid prototyping techniques for model creation and design, analysis and redesign are incorporated. *Recommended Prereq: CAD185. 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 3D parametric solid modeling with SolidWorks software. Students learn to control parts with design variables, 3D 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 3D parametric solid modeling with Inventor software. Students learn to control parts with design variables, 3D 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

CAD 297 CAD Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the computer-aided design and drafting field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the CAD internship courses (CAD297, CAD298, CAD299) may apply to the computer-aided design and drafting degree and certificates. *Prereq: All 100-level CAD courses; consent of instructor.*

(0 lec/5 lab) 1 sem hrs

CAD 298 CAD Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the computer-aided design and drafting field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the CAD internship courses (CAD297, CAD298, CAD299) may apply to the computer-aided design and drafting degree and certificates. *Prereq: All 100-level CAD courses; consent of instructor.*

(0 lec/10 lab) 2 sem hrs

CAD 299 CAD Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the computer-aided design and drafting field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the CAD internship courses (CAD297, CAD298, CAD299) may apply to the computer-aided design and drafting degree and certificates. *Prereq: All 100-level CAD courses; consent of instructor.*

(0 lec/15 lab) 3 sem hrs

Computer Information Systems (CIS)

See also World Wide Web (WEB).

CIS 105 Introduction to Windows

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

(.5 lec/1 lab) 1 sem hrs

CIS 110 Business Information Systems

This introductory computer course emphasizes technology literacy for the purposes of enhancing business decision making, providing business intelligence, and improving organizational efficiency and effectiveness. Students will find the course topics and skills learned useful in their current and future academic and business careers. Microsoft Office technologies are used for common desktop applications, and a variety of tools are used for Web applications.

Note: Hardware Requirements: PC; not compatible with MAC; Software Requirements: 2013 Word, Excel, Access, and PowerPoint for PC.

IAI: BUS 902.
(3 lec/0 lab) 3 sem hrs

CIS 111 Introduction to Excel Spreadsheet

This introductory electronic spreadsheet course emphasizes creating, modifying, designing and manipulating spreadsheet models and charts. Database concepts of spreadsheet software and working with multiple workbooks are introduced. Repeatable to a maximum of 4.5 semester hours; 1.5 semester hours may apply to a degree or certificate.

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

Recommended Prereq: CIS105.
(1 lec/1 lab) 1.5 sem hrs

CIS 112 Comprehensive Excel Spreadsheet

This electronic spreadsheet course emphasizes designing, formatting and modifying worksheet models and charts. Included are integration features of charting, word processing, database and macros. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

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

Recommended Prereq: CIS105.

(2 lec/2 lab)

3 sem hrs

CIS 113 Introduction to Access Database

This beginning course uses relational database management software on microcomputer systems. Students design, build and maintain relational databases while learning to integrate databases with other software applications. Repeatable to a maximum of 4.5 semester hours; 1.5 semester hours may apply to a degree or certificate.

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

Recommended Prereq: CIS105.

(1 lec/1 lab)

1.5 sem hrs

CIS 114 Comprehensive Access Database

This comprehensive course focuses on understanding relational database management software on microcomputer systems. Students design, build and maintain relational databases while learning to integrate databases with other software. Also included is an introduction to concepts of programming language for database applications with emphasis on the fundamentals of event-driven programming techniques. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

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

Recommended Prereq: CIS105.

(2 lec/2 lab)

3 sem hrs

CIS 115 Introduction to Programming

This course is an introduction to the program development process with emphasis on problem-solving and algorithm development using various programming languages. Students write, document and test approximately 10 to 12 programs in both interactive and batch modes of processing. Programs involve use of procedures, functions, and data abstraction; selection, sequence and repetition structures; arrays; objects and file-based input/output operations. Emphasis is placed on structured program design and style.

Recommended Prereq: MTH070 or MTH072.

Recommended Coreq: CIS116.

(3 lec/0 lab)

3 sem hrs

CIS 116 Structured Program Design

This course provides an introduction to development of programming logic and algorithms using structured program design techniques. Students solve problems using decision and loop structures and learn modularization principles. They analyze and implement data structures such as arrays, linked lists, stacks, queues and binary trees. They study and apply Object Oriented Principles, and develop logic in pseudocode, flowcharts and UML.

Recommended Coreq: CIS115.

(3 lec/0 lab)

3 sem hrs

CIS 120 VB.NET Programming

A disciplined approach to event-driven programming in a Graphical User Interface (GUI) environment, this course emphasizes problem solving and algorithm development using the Visual BASIC.Net programming language. Students write, document and test programs using structured procedures and data abstraction, selection, sequence and repetition structures, arrays, data validation and exception handling, the use of multiple forms, and file and database input/output operations. Emphasis is on interface and program design enhanced through extensive laboratory time.

Recommended Prereq: CIS115.

(2 lec/2 lab)

3 sem hrs

CIS 130 C++ Programming

This introductory course in C++ programming includes object-oriented, event-driven, interactive programming techniques. Topics include data types, pointers, arrays, stacks, recursion, string processing, searching and sorting algorithms, classes and objects, references and memory addresses, scope, streams and files, and graphics. A wide variety of business-oriented problems are solved by writing C++ programs.

Recommended Prereq: CIS115.

IAI: CS 911.

(2 lec/2 lab)

3 sem hrs

CIS 142 JavaScript Programming

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

Recommended Prereq: WEB110; CIS115.

(2 lec/2 lab)

3 sem hrs

CIS 145 C#.NET Programming

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

Recommended Prereq: CIS115.

IAI: CS 911.

(3 lec/0 lab)

3 sem hrs

CIS 150 Java Programming

This course introduces the concepts of object-oriented programming with an emphasis on programming using Java.

Recommended Prereq: CIS115; WEB110.

IAI: CS 911.

(3 lec/0 lab)

3 sem hrs

CIS 170 Networking Essentials

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

(3 lec/0 lab)

3 sem hrs

CIS 173 Introduction to TCP/IP Internetworking

Designed for the beginning network administration student, this course covers basic TCP/IP fundamentals including, IP utilities, name resolution, remote access, sub-netting, IP routing, WINS, DNS server, DHCP and troubleshooting issues. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS170.

(1.5 lec/1 lab)

2 sem hrs

CIS 174 Wireless Local Area Networking

This course provides a hands-on introduction to Wireless Local Area Networking (WLANs), including the design, planning, implementation, operation and troubleshooting of WLANs. The course also provides a comprehensive overview of the technologies, security and design of WLANs. Repeatable to a maximum of 8 semester hours; 2 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS170.

(2 lec/0 lab)

2 sem hrs

CIS 175 Windows Professional Administration

This course offers an introduction and examination of the architecture and features of Microsoft Windows Professional. Repeatable to a maximum of 6 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS105.

Recommended Coreq: CIS170 or CIS176.

(3 lec/0 lab)

3 sem hrs

CIS 176 Windows Server Administration

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

Recommended Prereq: CIS170 or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

CIS 180 Linux/UNIX Operating System

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

(3 lec/0 lab)

3 sem hrs

CIS 181 Introduction to Information Systems Security

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

Recommended Prereq: CIS170.

(3 lec/0 lab)

3 sem hrs

CIS 185 Game Design

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

(2 lec/2 lab)

3 sem hrs

CIS 186 Game Development

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

(2 lec/2 lab)

3 sem hrs

CIS 202 Database Management

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

(3 lec/0 lab)

3 sem hrs

CIS 203 Systems Analysis and Design

This course covers the functions and techniques of systems analysis, design and development, including the analysis of information flow, developing system specifications, and analyzing equipment needs. The traditional structured methodology and associated tools as well as the object-oriented approach are used throughout the analysis process, from initial investigation through installation and review.

Recommended Prereq: CIS110 or consent of division dean.

Recommended Coreq: CIS205.

(3 lec/0 lab)

3 sem hrs

CIS 205 Information Technology Project Management

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

(2 lec/2 lab)

3 sem hrs

CIS 220 Advanced VB.NET, ASP.NET

An in-depth study of advanced Visual BASIC. NET and ASP.NET concepts, this course includes database file processing, creating classes, understanding inheritance and polymorphism, and creating user controls. Students write complete, large, interactive systems involving ADO.NET objects to access databases, and ASP.NET based Web applications.

Recommended Prereq: CIS114; CIS120.

(2 lec/2 lab)

3 sem hrs

CIS 230 Advanced C++

This class covers design and implementation of large-scale problems; abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and algorithms.

Recommended Prereq: CIS130 or consent of instructor.

IAI: CS 9121.

(2 lec/2 lab)

3 sem hrs

CIS 235 Flash ActionScript

Students are taught how to create input driven interactive Flash sites using ActionScript. Students learn to create objects, control timelines, MovieClips and Sprites. AIR is also discussed. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: CIS115; WEB231 or consent of instructor.

(2 lec/2 lab)

3 sem hrs

CIS 250 Advanced Java

This class covers the design and implementation of large-scale problems; abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory, scope, block structures); text processing; and an introduction to searching and sorting algorithms. Included also is internet application development using Java Servlets and JSP pages.

Recommended Prereq: CIS150 or consent of instructor.

IAI: CS 912.

(3 lec/0 lab)

3 sem hrs

**CIS 252 Mobile Device
 Application Programming**

Developing and programming mobile device applications using the Android operating system and Java programming language are introduced in this course. Students will have the information they need to create their own applications for mobile phones, tablets and other devices. Focus will be on the Android framework, user interface programming, location aware applications, network enabled applications and database applications.
Recommended Prereq: CIS150.

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

CIS 261 PHP Web Server Programming

This course introduces students to the PHP language and issues associated with writing applications on a Linux Web server. Topics covered include CGI programming and integrating database management software with applications on the Linux platform. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: WEB110; CIS115.

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

CIS 262 Advanced PHP

This course presents advanced PHP concepts such as design patterns, development frameworks and advanced database and object-oriented programming, along with web services and AJAX. CakePHP is used to demonstrate application development using a framework. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.
Recommended Prereq: CIS261; CIS202.

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

**CIS 280 Linux/UNIX
 System Administration**

This course is designed to teach students to set up and administer the Linux/UNIX operating system. Students will perform hardware and software installation and customization. Other topics covered include networking and installation and customization of web server related software. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply toward a degree or certificate.
Recommended Prereq: CIS180.

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

CIS 286 Xbox Game Development

Students create 2-D games for the Xbox using the C# language in XNA Game Studio. Object-oriented, event-driven techniques are utilized with emphasis on game design and game play. Students create and manipulate sprites, work with game-related physics, and integrate audio into their games.
Recommended Prereq: CIS115; CIS185.

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

**CIS 296 Special Topics/
 Information Systems**

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

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

**CIS 297 Computer Information
 Systems Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the information systems field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the computer information systems internship courses (CIS297, CIS298, CIS299) may apply to the computer information systems degrees or certificates.

Prereq: Consent of instructor.
 (0 lec/5 lab) **1 sem hrs**

**CIS 298 Computer Information
 Systems Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the information systems field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the computer information systems internship courses (CIS297, CIS298, CIS299) may apply to the computer information systems degrees or certificates.

Prereq: Consent of instructor.
 (0 lec/10 lab) **2 sem hrs**

**CIS 299 Computer Information
 Systems Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the information systems field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the computer information systems internship courses (CIS297, CIS298, CIS299) may apply to the computer information systems degrees or certificates.

Prereq: Consent of instructor.
 (0 lec/15 lab) **3 sem hrs**

**Construction
 Management (CMT)**

CMT 101 The Construction Industry

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

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

**CMT 105
 Print Reading for Construction**

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

Recommended Coreq: CMT111.
 (3 lec/0 lab) **3 sem hrs**

**CMT 111 Construction
 Materials and Methods I**

This is a survey course of general building materials used in residential, commercial and other similar new construction and renovation projects. Physical characteristics and properties, manufacture and distribution are covered.

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

**CMT 115 Construction
 Materials and Methods II**

This survey course introduces construction techniques and installation procedures in building construction. Subjects include earthwork, concrete, masonry, steel and wood construction in a variety of different project types and systems.

Recommended Prereq: CMT111.
 (3 lec/0 lab) **3 sem hrs**

**CMT 121 Sustainable Construction
 and Design Principles**

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

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

CMT 201 Codes, Contracts and Specifications

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

Recommended Prereq: BUS210; CMT111.
(3 lec/0 lab) 3 sem hrs

CMT 210 Construction Estimating

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

Recommended Prereq: CMT111; CMT115.
(3 lec/0 lab) 3 sem hrs

CMT 215 Contract and Project Administration

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

Recommended Prereq: CMT115; CMT201.
(3 lec/0 lab) 3 sem hrs

CMT 225 Construction Project Management

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

Recommended Prereq: CMT210 or concurrent enrollment.
Recommended Coreq: CMT215.
(3 lec/0 lab) 3 sem hrs

CMT 230 Construction Safety and Health

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

(3 lec/0 lab) 3 sem hrs

CMT 240 Construction Surveying

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

Recommended Prereq: CMT105.
(2 lec/2 lab) 3 sem hrs

CMT 297 Construction Industry Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the construction management field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 3 semester hours from the construction internship courses (CMT297, CMT298, CMT299) may apply to the degree.

Prereq: All 100-level CMT courses; consent of instructor.
(0 lec/5 lab) 1 sem hrs

CMT 298 Construction Industry Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the construction management field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the construction internship courses (CMT297, CMT298, CMT299) may apply to the degree.

Prereq: All 100-level CMT courses; consent of instructor.
(0 lec/10 lab) 2 sem hrs

CMT 299 Construction Industry Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the construction management field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the construction internship courses (CMT297, CMT298, CMT299) may apply to the degree.

Prereq: All 100-level CMT courses; consent of instructor.
(0 lec/15 lab) 3 sem hrs

Criminal Justice (CRJ)**CRJ 100 Introduction to Criminal Justice**

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

Recommended Prereq: CRJ101.
IAI: CRJ 901.
(3 lec/0 lab) 3 sem hrs

CRJ 101 Introduction to Corrections

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

Recommended Prereq: CRJ100.
IAI: CRJ 911.
(3 lec/0 lab) 3 sem hrs

CRJ 102 Criminal Justice Career Exploration

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

(2 lec/0 lab) 2 sem hrs

CRJ 103 Criminal Justice Report Writing

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

Prereq: ENG101 or concurrent enrollment.
(3 lec/0 lab) 3 sem hrs

CRJ 105 Patrol Operations

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

(3 lec/0 lab) 3 sem hrs

CRJ 107 Juvenile Justice

This overview and analysis of the juvenile justice system in the United States covers the history and the philosophies of society's reaction to juvenile behavior and problems. Interaction among the police, judiciary, and corrections is examined within the context of cultural influences. Theoretical perspectives of causation and control are introduced.
Prereq: CRJ100.

IAI: CRJ 914.

(3 lec/0 lab)

3 sem hrs

CRJ 115 Accident Investigation

This course provides a study of the evolution of vehicular and pedestrian traffic. The needs, trends and hazards of the driver, vehicle and roadway are examined. Students are introduced to the components of accident investigation with an emphasis on obtaining, recording and interpreting information to successfully reconstruct an accident scene. The course also includes the following topics: the application of traffic engineering, use of enforcement to solve traffic problems, the collection and interpretation of statistical data, and court testimony.

(3 lec/0 lab)

3 sem hrs

CRJ 120 The American Court System

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

(3 lec/0 lab)

3 sem hrs

CRJ 200 Criminal Investigation

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

(3 lec/0 lab)

3 sem hrs

CRJ 201 Crime Scene Investigation Laboratory

This course studies the collection and preservation of physical evidence. Emphasis is on reconstructing, sketching and photographing/videotaping crime scenes. Techniques such as plaster casting, fingerprinting and computer-assisted composite drawing are explored.

(2 lec/2 lab)

3 sem hrs

CRJ 202 Drug Enforcement Investigation

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

(3 lec/0 lab)

3 sem hrs

CRJ 220 Criminal Law

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

Prereq: CRJ100.

(3 lec/0 lab)

3 sem hrs

CRJ 226 Criminal Evidence

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

(3 lec/0 lab)

3 sem hrs

CRJ 230 Criminology

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

Prereq: CRJ100.

IAI: CRJ 912.

(3 lec/0 lab)

3 sem hrs

CRJ 235 Multicultural Law Enforcement

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

Recommended Prereq: CRJ100.

(3 lec/0 lab)

3 sem hrs

CRJ 250 Ethics in Criminal Justice

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

(3 lec/0 lab)

3 sem hrs

CRJ 260 Leadership in Criminal Justice

This course studies the role of leadership in police organizations. The content includes leadership and command roles, employee satisfaction/dissatisfaction, problem employees, remediation, employee evaluations, discipline issues, deployment and conference facilitation.

Recommended Prereq: CRJ100; CRJ105; CRJ250.

(3 lec/0 lab)

3 sem hrs

CRJ 296 Special Topics/Criminal Justice

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

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

Disability Studies (DIS)**DIS 101 Disability in Society**

It has been estimated that nearly 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% 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 104 Infant and Toddler Development

Focusing on the development of children from prenatal to age three, this course studies prenatal development, the birth process, growth and development, health and nutritional needs, social and emotional needs, and language and cognitive development. The role of adults in enhancing infant and toddler development is explored, and current trends and research in areas such as brain development are covered. Field observations in infant and toddler programs are required as part of this course.

Recommended Prereq: ECE101; ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 106 Guiding Young Children

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

Recommended Prereq: ECE101; ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 107 Development and Guidance of the School-Age Child

This course focuses on the principles and theories of the development of children between the ages of six and twelve. The use of effective guidance and interaction techniques with school-age children will be emphasized, and their implications for school-age child care and education programs will be discussed.

(3 lec/0 lab)

3 sem hrs

ECE 115 Child Growth and Development

This course provides a foundation in the theory and principles of child development from the prenatal through early adolescent stages. Students examine the theories of Piaget, Erikson, Vygotsky, Skinner and others in an in-depth study of children's physical, social, emotional, cognitive, language and aesthetic development. Emphasizing implications for early childhood education practice, child development is also explored in the context of gender, family, culture and society.

(3 lec/0 lab)

3 sem hrs

ECE 120 Health, Safety and Nutrition

This course explores the personal health of students and the health, safety and nutrition needs of children in group settings. Students examine the Illinois Department of Children and Family Services licensing standards, procedures for providing safe environments for children, assessment of children's health, and the nutritional requirements of children.

(3 lec/0 lab)

3 sem hrs

ECE 125 Child, Family and Community

This course is a comprehensive study of the child as she/he relates to her/his family and community. Emphasis is on communication, diversity, professionalism and social policy. An in-depth study of community resources is included.

(3 lec/0 lab)

3 sem hrs

ECE 130 Observation and Assessment

This course provides the framework for observing, documenting and assessing in the field of early childhood education. Various observation and assessment methods and strategies are explored and evaluated as they relate to the developing child and his/her culture and family. Extensive observation is a vital part of this course.

Recommended Prereq: ECE101; ECE115.

(1.5 lec/1 lab)

2 sem hrs

ECE 140 Inclusion in Early Childhood: Birth Through Age Eight

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

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 145 Multiculturalism in Early Childhood

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

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 150 Foundations of Early Childhood Education

This course provides a study of early childhood education and child care that places current trends and issues in historical and philosophical perspectives. It includes a review of research in the field and a comparative study of theories of early childhood education as reflected in existing program models.

(3 lec/0 lab)

3 sem hrs

ECE 198 Curriculum for Early Childhood Programs

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

Recommended Prereq: ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 204 Infant and Toddler Curriculum

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

Recommended Prereq: ECE101; ECE104; ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 207 School-Age Programming

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

(3 lec/0 lab)

3 sem hrs

ECE 210 Language Arts for the Young Child

This course offers a study of the language development of preschool children with specific emphasis on how language is acquired and used from ages 0-6. The course highlights developmental milestones in the child's language development. Attention is given to the selection and use of quality literature with young children.

Recommended Prereq: ECE198.

(3 lec/0 lab)

3 sem hrs

ECE 215 Creative Activities for the Young Child

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

Recommended Prereq: ECE198.

(3 lec/0 lab)

3 sem hrs

ECE 220 Mathematics and Science for the Young Child

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

Recommended Prereq: ECE198.

(3 lec/0 lab)

3 sem hrs

ECE 225 Play and Creative Expression for the Young Child

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

Recommended Prereq: ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 230 Early Childhood Center Administration

This course offers a study of guidelines for the establishment of a child development center. Emphasis is placed upon the student's understanding of the written philosophy of a center and the program used by that center. Staffing, equipment and budgeting processes are studied. The expectations of the state licensing agency and other regulating agencies are examined.

Recommended Prereq: ECE101, ECE115.

(3 lec/0 lab)

3 sem hrs

ECE 250 Early Childhood Education Practicum

This course combines a supervised, 240-hour fieldwork experience with on-campus group seminars. It is designed to provide students with the opportunity to apply the theories, principles and developmentally appropriate practices of early childhood education. Emphasis is placed on students' understanding and self-evaluation of their roles as teachers of young children and as members of a teaching team.

Recommended Prereq: Consent of instructor.

(1 lec/15 lab)

4 sem hrs

ECE 296 Special Topics for Early Childhood Education

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

(1 to 3 lec/0 lab)

1 to 3 sem hrs

ECE 299 Early Childhood Education Administration Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the early childhood education field. It provides students with the opportunity to apply leadership skills in a supervised, fieldwork experience, with emphasis placed upon students' understanding and self-evaluation of their roles as administrators of Early Childhood Education programs. The internship requires the completion of 300 contact hours of experience in an administrative role.

Prereq: Consent of instructor.

(0 lec/20 lab)

3 sem hrs

Earth Science (ESC)**ESC 100 Survey of Earth Science**

This course is designed to provide an introduction to science, the earth sciences, and to acquaint the student with earth systems. Emphasis is on geology, meteorology, climatology, geomorphology and environmental change, with lesser emphasis on the principles of astronomy and oceanography.

Note: Students enrolling in ESC100 are not required to enroll in ESC101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in ESC100 and ESC101.

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

ESC 101 Survey of Earth Science Laboratory

This course is designed to acquaint the student with the scientific method and earth systems. Emphasis is on topics related to geology, oceanography and meteorology, which are explored through selected laboratory exercises.

Prereq: ESC100 or concurrent enrollment.

IAI: P1 905L.

(0 lec/2 lab)

1 sem hrs

ESC 110 Climate and Global Change

This course is designed to provide an introduction to climate and to acquaint the student with the processes that govern global weather and climate conditions. The student will gain a general understanding of climate change, global warming, acid rain, ozone depletion, and desertification. Current theories regarding humankind's impact on climate are also emphasized.

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

ESC 120 Introduction to Meteorology

This course is an introduction to Earth's atmosphere and the forces behind the weather. Topics include temperature, water vapor, cloud and precipitation formation, atmospheric stability, mid-latitude cyclones, weather forecasting, thunderstorms, tornadoes and hurricanes. A laboratory section includes weather observation and analysis techniques, using weather charts, diagrams and studying past storm events.

IAI: P1 905L

(3 lec/2 lab)

4 sem hrs

ESC 130 Introduction to Oceanography

This course is designed to provide an introduction to oceanography by highlighting several components of the marine environment. Emphasis is on plate tectonics, oceanic circulation, the properties of seawater, waves and tidal action, coastal features and landforms, and oceanic habitats and their biota. Lesser emphasis is placed on marine sedimentation, the physiography of the ocean floor and general marine productivity.

IAI: P1 905.

(3 lec/0 lab)

3 sem hrs

ESC 296 Special Topics/Earth Science

This course offers in-depth exploration of a special topic, issue or trend in earth science, including specific studies in geology, geography, oceanography, meteorology or any of their sub-disciplines. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 6 lec/0 to 12 lab)

1 to 6 sem hrs

Economics (ECN)**ECN 100 Introduction to Economics**

This 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 105 Consumer Economics

This course is a study of basic economic issues that impact individuals and society. Specific topics include: personal consumption, financial investments, investment and retirement planning, consumer credit, consumer legislation, taxes and tax policies, and the consumer and social responsibility.

(3 lec/0 lab)

3 sem hrs

ECN 110 Survey of Contemporary Economic Issues

The framework and models necessary to understand current social/economic issues and the evaluation of current and proposed policy solutions in the context of introductory economic analysis are presented. Topics may include: poverty, labor market discrimination, international trade and immigration, environmental policy, social security and health care, crime and drugs, and education.

Note: Not intended for students majoring in economics or business or for students with a minor in economics.

IAI: S3 900.

(3 lec/0 lab)

3 sem hrs

ECN 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 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.

Recommended Coreq: EDU202.

(3 lec/0 lab)

3 sem hrs

EDU 202 Clinical Experience in Education

This 45-hour documented clinical experience allows students considering a career in teaching to observe and interact with children and teachers in classroom settings. Focused on the subject and age category in which the students are planning to teach, the clinical experience is planned, guided, and evaluated by a cooperating teacher and the college instructor. A weekly on-campus seminar explores such topics as effective teaching methods, classroom management techniques, and learning styles, and assists students in assessing their commitment to teaching as a career.

Note: To be approved for placement in the clinical experience, the student is required to pass and pay for a criminal background check. Also, the number of EDU202 Clinical Experience in Education transferable hours will be determined by the transfer institution.

Recommended Coreq: EDU200.

(1.5 lec/3 lab)

3 sem hrs

EDU 205 Introduction to Technology in Education

This course introduces students entering the teaching profession to the knowledge and skills required to demonstrate proficiency in the current technology standards that have been established for educators. The course focuses on both knowledge and performance, and it includes hands-on technology activities.
Recommended Prereq: Keyboarding; basic skill in word processing, spreadsheet and database programs.
(3 lec/0 lab) 3 sem hrs

EDU 210 Educational Psychology

This course studies the psychological principles that provide the foundation for educational practice. The theories of cognitive and psychological development, human learning and motivation are discussed, with an emphasis on application for instruction and assessment. Learner-centered instruction and diversity issues are also addressed.
Recommended Prereq: PSY100.
(3 lec/0 lab) 3 sem hrs

EDU 220 Introduction to Special Education

This survey course introduces the historical, philosophical and legal foundations of special education. Topics include an overview of the characteristics of individuals with disabilities; a review of the provisions of the Individuals With Disabilities Education Act (IDEA) and its associated programs; and an examination of the diverse nature of exceptional populations, with an emphasis on the relationship between personal and student cultural perspectives.
Recommended Prereq: ECE115.
Recommended Coreq: EDU202.
(3 lec/0 lab) 3 sem hrs

EDU 295 Topics/Issues for Paraprofessional Educators

This course offers topics and issues of current/special interest in paraprofessional education. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.
(1 to 3 lec/0 lab) 1 to 3 sem hrs

EDU 296 Topics/Issues for Education

This course offers in-depth exploration of a special topic, issue or trend in the 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: Reading assessment; CPR training (American Heart Association Basic Life Support for Health Care Providers or American Red Cross Professional Rescuer); 17.5 years of age or older; ability to lift a pre-determined weight.
(8 lec/3 lab) 9 sem hrs

EMT 125 Paramedic I

This course is intended to train paramedics in medical/legal issues, ethics, Emergency Medical Systems, personal wellness, injury prevention, communications, anatomy and physiology, pathophysiology, medication administration and life span development. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B.
Coreq: EMT126; EMT130; EMT131.
(4 lec/5 lab) 6.5 sem hrs

EMT 126 Paramedic II

This course is intended to train paramedics in airway management, patient assessment, arrhythmia recognition and cardiology. This course includes classroom theory and laboratory experience.
Prereq: Program admission; current license as an EMT-B.
Coreq: EMT125; EMT130; EMT131.
(4 lec/5 lab) 6.5 sem hrs

EMT 127 Paramedic III

This course is intended to train paramedics in International Life Support, trauma, pulmonology, neurology, endocrinology, allergies/anaphylaxis, gastroenterology, urology/nephrology, toxicology and substance abuse. This course includes classroom theory and laboratory experience.

Prereq: Program admission; current license as an EMT-B; C or better in EMT125, EMT126, EMT130, and EMT131.

Coreq: MT230; EMT231.

(3 lec/3 lab)

4.5 sem hrs

EMT 128 Paramedic IV

This course is intended to train paramedics in hematology, environmental emergencies, infectious disease, psychiatric and behavioral disorders, gynecology, obstetrics, neonatology, pediatrics, Pediatric Advanced Life Support, geriatric emergencies, abuse and assault, challenged patients, acute interventions for chronic-care patients and assessment-based management. This course includes classroom theory and laboratory experience.

Prereq: Program admission; current license as an EMT-B; C or better in EMT125, EMT126, EMT127, EMT130, EMT131, EMT230, and EMT231.

Coreq: EMT129; EMT299.

(3 lec/3 lab)

4.5 sem hrs

EMT 129 Paramedic V

This course is intended to train paramedics in Advanced Cardiac Life Support, protocols, extrication awareness, ambulance operations, medical incident command, crime scene awareness and rural EMS. This course includes classroom theory and laboratory experience.

Prereq: Program admission; current license as an EMT-B; C or better in EMT125, EMT126, EMT127, EMT130, EMT131, EMT230, and EMT231.

Coreq: EMT128; EMT299.

(3 lec/3 lab)

4.5 sem hrs

EMT 130 In-Hospital Clinical Experience for the Paramedic I

In-hospital clinical experience includes: instruction and supervised practice of emergency medical skills primarily in the Emergency Departments of Delnor-Community Hospital, Provena-Mercy Center and Rush-Copley Medical Center. Other experience is gained in critical care units, operating rooms, labor and delivery or cardiac catheterization labs. The in-hospital clinical runs concurrently with the field clinical and the paramedic internship.

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

Coreq: EMT125; EMT126; EMT131.

(0 lec/3 lab)

1 sem hrs

EMT 131 Field Clinical Experience for the Paramedic I

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

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

Coreq: EMT125; EMT126; EMT130.

(0 lec/5 lab)

1 sem hrs

EMT 230 In-Hospital Clinical Experience for the Paramedic II

In-hospital clinical experience includes: instruction and supervised practice of emergency medical skills primarily in the Emergency Departments of Delnor-Community Hospital, Provena-Mercy Center and Rush-Copley Medical Center. Other experience is gained in critical care units, operating rooms, labor and delivery or cardiac catheterization labs. The in-hospital clinical runs concurrently with the field clinical and the paramedic internship.

Prereq: Program admission; current license as an EMT-B; C or better in EMT125, EMT126, EMT130, and EMT131.

Coreq: EMT127; EMT231.

(0 lec/6 lab)

3 sem hrs

EMT 231 Field Clinical Experience for the Paramedic II

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

Prereq: Program admission; current license as an EMT-B; C or better in EMT125, EMT126, EMT130, and EMT131.

Coreq: EMT127; EMT230.

(0 lec/7.5 lab)

2 sem hrs

EMT 299 Paramedic Internship

Combining academic credit with professional experience, the paramedic internship is the evaluative phase of the paramedic program. Students serve as entry-level paramedics under the supervision of an approved Southern Fox Valley-Emergency Medical Systems preceptor. The paramedic internship runs concurrently with the in-hospital clinical and the field clinical.

Prereq: Program admission; current license as an EMT-B; C or better in EMT125, EMT126, EMT127, EMT130, EMT131, EMT230, and EMT231.

Coreq: EMT128; EMT129.

(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, IND 911.

(2 lec/4 lab)

4 sem hrs

EGR 220 Analytical Mechanics-Statics

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

Prereq: MTH131; PHY221 or concurrent enrollment.

IAI: EGR 942.

(3 lec/0 lab)

3 sem hrs

EGR 230 Analytical Mechanics-Dynamics

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

Recommended Prereq: EGR220.

IAI: EGR 943.

(3 lec/0 lab)

3 sem hrs

EGR 240 Introduction to Circuit Analysis

This course includes an introduction to the principles of linear electric circuits and the methods of linear network analysis. Properties of electric circuit elements, network laws, theorems and network topology are studied. Transient and steady currents are analyzed. Prereq: PHY222 and MTH233.

IAI: EGR 931.
(3 lec/0 lab) 3 sem hrs

EGR 296 Topics/Issues for Engineering

This course offers in-depth exploration of a special topic, issue or trend in the engineering field. Repeatable to a maximum of 24 semester hours for different special topics; 6 semester hours may apply to a degree or certificate. (1 to 6 lec/0 lab) 1 to 6 sem hrs

English (ENG)

See also English Transition Pathway (ETP) and Reading (RDG).

NOTE: Placement in English courses is determined by scores on required assessment tests or ACT scores.

ENG 050 Basic Composition I

Basic Composition I is the first in a two-course developmental composition sequence that precedes transfer-level composition courses. This course encourages students to find/define their voice while developing an understanding and facility with basic writing skills and negotiating an individualized writing process. Students express themselves in a variety of both formal and informal writing situations. (3 lec/0 lab) 3 sem hrs

ENG 070 Basic Composition II

Basic Composition II is the second in a two-course developmental composition sequence that precedes transfer-level composition courses. This course encourages students to develop/refine their voice and writing skills while responding to more complex formal writing situations. Students learn how to compose both formal essays and informal writing tasks. Students also engage in the research process as they participate in a larger academic community of thinkers, readers, and writers. Prereq: C or better in ENG050 or placement by assessment. (3 lec/0 lab) 3 sem hrs

ENG 101 First-Year Composition I

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

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

Prereq: C or better in ENG070 or placement by assessment or ETP075.

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.

Prereq: ENG 101.
(3 lec/0 lab) 3 sem hrs

ENG 205 Creative Writing: Poetry

This course provides practice in writing free-verse and formal poetry with emphases on the structure, elements, and skills common to creative expression in poetry. This course is designed to help students discover and develop and analyze their own poetry and the poetry of professionally published poets.

Prereq: ENG 101.
(3 lec/0 lab) 3 sem hrs

ENG 206 Creative Writing: Non-Fiction

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

Prereq: ENG101.
(3 lec/0 lab) 3 sem hrs

ENG 211 American Literature to 1865

This course 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.

Prereq: ENG101.
IAI: H3 914.
(3 lec/0 lab) 3 sem hrs

ENG 212 American Literature From 1865

This course explores writings in the United States from the end of the Civil War to the present with emphases on major literary movements, such as Realism, Naturalism, Modernism, Postmodernism and Multiculturalism, understood in relation to their intellectual, social and political contexts.

Prereq: ENG101.
IAI: H3 915.
(3 lec/0 lab) 3 sem hrs

**ENG 215 Masterpieces
of American Literature**

This course emphasizes the development and treatment of major themes and ideas in the works of significant American authors. Such representative writers as Bradford Edwards, Franklin, Hawthorne, Poe, Melville, Emerson, Thoreau, Twain, James, Dickinson, Faulkner, Hemingway, Steinbeck and others are read. Understanding and enjoyment of the assigned readings are emphasized along with historical and sociological contexts.
Prereq: ENG101.

IAI: H3 915.
(3 lec/0 lab)

3 sem hrs

**ENG 220 Multicultural Literatures
of the United States**

This course is an introduction to multicultural literary works of the United States, with emphases on novels, autobiographies, poetry, short stories, drama, memoir, essays, journals and other literary genres. This course requires students to read and understand a variety of texts in order to explore issues of race, ethnicity, class, caste, gender, sex, sexuality, nation, region, disability, age and ecosystem, along with history, formal dynamics and the personal as political.
Prereq: ENG101.

IAI: H3 910D.
(3 lec/0 lab)

3 sem hrs

ENG 221 British Literature to 1800

This course is a chronological study of British masterpieces from Beowulf through the pre-Romantics. The history of ideas may be studied to show the relationship between an idea and its literary embodiments. Critical analysis skills are required.
Prereq: ENG101.

IAI: H3 912.
(3 lec/0 lab)

3 sem hrs

ENG 222 British Literature From 1800

This course is a chronological study of British literature. Major works from the Romantic, Victorian and Modern periods are studied. This course is a continuation of ENG221 but may be taken independently. Critical analysis skills are required.
Prereq: ENG101.

IAI: H3 913.
(3 lec/0 lab)

3 sem hrs

**ENG 225 Masterpieces
of British Literature**

This course is a study of British masterpieces including selections from Shakespeare, Milton, Swift, the Romantic, Victorian and Modern eras, and modern British literature. Understanding and enjoyment of the British literary tradition, rather than technical aspects of the assigned readings, are emphasized.
Prereq: ENG101.

IAI: H3 913.
(3 lec/0 lab)

3 sem hrs

ENG 226 Introduction to Shakespeare

This course is an introduction of the works of Shakespeare for understanding and enjoyment through a study and analysis of representative plays.
Prereq: ENG101.

IAI: H3 905.
(3 lec/0 lab)

3 sem hrs

**ENG 227 Literature and Contemporary
American Thought**

This course is a study of the great books that shaped and mirrored 20th century thought and sensibility and the literary works and intellectual milieu from which they sprang. Various types of literary works that reflect the experience and construction of contemporary American thought set in historical context are examined.
Prereq: ENG101.

(3 lec/0 lab)

3 sem hrs

ENG 228 Children's Literature

Children's Literature introduces the student to major genres of children's books and non-print formats. The class focuses on the primary works, authors, illustrators and trends in children's literature for preschoolers through sixth graders. The course looks at the impact of popular media and societal trends on children's literature. Storytelling, story times and selection of age-appropriate materials are also emphasized.
Prereq: ENG101.

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.
Prereq: ENG101.

IAI: H3 900.
(3 lec/0 lab)

3 sem hrs

ENG 230 Introduction to Poetry

This course is a critical study of world poetry with respect to structure and content through close reading of poems in a variety of styles from the Renaissance to recent times.
Prereq: ENG101.

IAI: H3 903.
(3 lec/0 lab)

3 sem hrs

ENG 235 Introduction to Fiction

This course is a critical study of three genres of fiction (short story, novella and novel) from classic and contemporary selections. It includes critical analysis, study of techniques, historical background and thematic interpretations of the works read.
Prereq: ENG101.

IAI: H3 901.
(3 lec/0 lab)

3 sem hrs

**ENG 240 Introduction to
Drama as Literature**

This course explores the literary aspects, concepts and principles of drama. It includes the critical study of various types of plays from a variety of periods. Consideration is given to the technical aspects of dramatic production, as well as backgrounds of the physical theatre, historical development of the drama form and selected authors.
Prereq: ENG101.

IAI: H3 902.
(3 lec/0 lab)

3 sem hrs

ENG 245 World Literature

This course is a survey of representative readings from ancient times to the present. The course emphasizes the significance of the selections as human documents as well as their importance as literature. Although this course focuses primarily upon Western literature, representative texts from other cultures may be integrated into the syllabus. A cross selection of literary genre ranging from Greek and Roman epics to modern plays, love sonnets and modern short stories constitutes the course reading list.
Prereq: ENG101.

IAI: H3 906.
(3 lec/0 lab)

3 sem hrs

ENG 255 Women's Literature

This course introduces students to novels, short stories, poetry, essays, memoir, drama, journals and other literary genre written by women in English across several centuries and from a variety of racial, ethnic, sexual, class, disability, age, regional and national backgrounds. Students explore how systems of race, ethnicity, class, caste, gender, sex, sexuality, disability, age, region, nation and ecosystem affect the conditions under which women write as well as what they write. Students also explore differences and continuities in women writers' perspectives and their uses of form, content and subject.

Prereq: ENG101.

IAI: H3 911D.

(3 lec/0 lab)

3 sem hrs

ENG 260 Postcolonial Literatures

This course is an introduction to Postcolonial literatures with emphases on reading contemporary literary works across genres from Africa, Asia, Australia, the Caribbean, South and North Americas, and colonized Europe. Anglophone texts are read with the intent of understanding the historical, cultural and political contexts of colonialism and postcolonialism.

Prereq: ENG101.

(3 lec/0 lab)

3 sem hrs

ENG 265 Latina and Latino Literature

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

Recommended Prereq: ENG101.

(3 lec/0 lab)

3 sem hrs

ENG 296 Special Topics in Literature

This course offers in-depth exploration of a special topic, issue or trend in literature. Repeatable to a maximum of 16 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

Prereq: ENG101.

(2 to 4 lec/0 lab)

2 to

4 sem hrs

ENG 297 English Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe, and work in the writing fields, especially in positions focusing on editorial and magazine production skills. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the English internship courses (ENG297, ENG298, ENG299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/5 lab)

1 sem hrs

ENG 298 English Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe, and work in the writing fields, especially in positions focusing on editorial and magazine production skills. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the English internship courses (ENG297, ENG298, ENG299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/10 lab)

2 sem hrs

ENG 299 English Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe, and work in the writing fields, especially in positions focusing on editorial and magazine production skills. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the English internship courses (ENG297, ENG298, ENG299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/15 lab)

3 sem hrs

English Transition Pathway (ETP)

NOTE: Placement in English courses is determined by scores on required assessment tests.

ETP 055 Writing and Grammar I

This course is designed for the high beginning/low intermediate English language learner to develop the basic writing and grammar skills needed for effective communication in academic, professional, or everyday settings. Students study sentence and paragraph structure, writing process, and basic grammar. Written exercises and grammar activities help students construct cohesive written passages for effective communication in the written form.

Recommended Coreq: ETP057, ETP067, or ETP077; ETP059, ETP069, or ETP079.

(3 lec/0 lab)

3 sem hrs

ETP 057 Speaking/Listening/Pronunciation I

This course is designed for the high beginning/low intermediate English language learner to develop speaking, listening, and pronunciation skills for use in an academic, professional, or everyday setting. Students engage in speaking, listening, and note-taking tasks using both formal and informal English. Class activities employ a variety of language functions and cultural content to promote language competency and fluency. Class activities move from a structured practice of isolated sounds at the word level to the practice of sound in connected speech. Students learn to hear and speak the target language clearly through communicative activities and to connect these skills to other coursework.

Recommended Coreq: ETP055, ETP065, or ETP075; ETP059, ETP069, or ETP079.

(3 lec/0 lab)

3 sem hrs

ETP 059 Reading and Vocabulary I

This course is designed for the high beginning/low intermediate English language learner to develop basic reading and vocabulary skills needed for effective understanding in academic, professional, or everyday settings. The course places heavy emphasis on basic vocabulary development and dictionary skills. Students study the relationships between sounds and spelling and practice, using various reading strategies to increase their reading comprehension.

Recommended Coreq: ETP055, ETP065, or ETP075; ETP057, ETP067, or ETP077.

(3 lec/0 lab)

3 sem hrs

ETP 065 Writing and Grammar II

This course is designed for the intermediate English language learner. This course encourages students to find/define their voice while developing an understanding and facility with basic writing skills and negotiating an individualized writing process. Students express themselves in a variety of both formal and informal writing situations.

Recommended Prereq: ETP057; ETP059.

Prereq: C or better in ETP055 or placement by assessment.

Recommended Coreq: ETP057, ETP067, or ETP077; ETP059, ETP069, or ETP079.

(3 lec/0 lab)

3 sem hrs

**ETP 067 Speaking/Listening/
Pronunciation II**

This course is designed for the intermediate English language learner to develop listening and speaking skills for use in an academic, professional or community setting. Students engage in listening, speaking, and note-taking tasks using both formal and informal English. Cultural content about the United States is introduced through topical activities which enhance oral/aural competency. This course provides instruction and practice with the sound, stress, and intonation patterns of the English language. Vowel and consonant practice at the word level moves to sentence activities and more spontaneous speech. Students learn to hear and produce the target language correctly, reduce accents, and use these skills effectively in other coursework.

Recommended Prereq: ETP055; ETP059.

Prereq: C or better in ETP057 or placement by assessment.

Recommended Coreq: ETP055, ETP065, or ETP075; ETP059, ETP069, or ETP079.

(3 lec/0 lab)

3 sem hrs

ETP 069 Reading and Vocabulary II

This course is designed for the intermediate English language learner. This course builds core reading skills necessary for college success and promotes active reading habits. It introduces reading comprehension strategies, vocabulary development, and critical reading and thinking development.

Recommended Prereq: ETP055; ETP057.

Prereq: C or better in ETP059 or placement by assessment.

Recommended Coreq: ETP055, ETP065, or ETP075; ETP057, ETP067, or ETP077.

(3 lec/0 lab)

3 sem hrs

ETP 075 Writing and Grammar III

This course is designed for the high intermediate or advanced English language learner. This course encourages students to develop/refine their voice and writing skills while responding to more complex, formal writing situations. Students learn how to compose both formal essays and informal writing tasks. Students also engage in the research process as they participate in a larger academic community of thinkers, readers, and writers.

Recommended Prereq: ETP067; ETP069.

Prereq: C or better in ETP065 or placement by assessment.

Recommended Coreq: ETP057, ETP067, or ETP077; ETP059, ETP069, or ETP079.

(3 lec/0 lab)

3 sem hrs

**ETP 077 Speaking/Listening/
Pronunciation III**

This course, designed for the high intermediate/advanced English language learner, stresses fluency and clarity in delivery of speeches as well as in various communicative activities. These may involve the preparation and presentation of reports, summaries, and persuasive speeches. Students are encouraged to use the vocabulary and grammatical structures appropriate to formal settings. Culturally appropriate subtleties such as body language are reviewed in order to maximize the efficacy of communication. Listening comprehension and lecture/note-taking skills are practiced and evaluated. Individual, pair, and group activities help students to discriminate between sounds, practice correct sounds, and correct target sounds based on Standard American English guidelines. Students compare their pronunciation of words and phrases to that of native speakers in the same contexts.

Recommended Prereq: ETP065; ETP069.

Prereq: C or better in ETP067 or placement by assessment.

Recommended Coreq: ETP055, ETP065, or ETP075; ETP059, ETP069, or ETP079.

(3 lec/0 lab)

3 sem hrs

ETP 079 Reading and Vocabulary III

This course is designed for the high intermediate/advanced English language learner. This course prepares students to read academic texts in the content areas, to build academic vocabulary, and to critically think and study at the college level. Emphasis is placed on applying critical reading skills to narrative and expository texts. Upon completion, students should be able to comprehend, analyze, and evaluate college texts.

Recommended Prereq: ETP065; ETP067.

Prereq: C or better in ETP069 or placement by assessment.

Recommended Coreq: ETP055, ETP065, or ETP075; ETP057, ETP067, or ETP077.

(3 lec/0 lab)

3 sem hrs

Entrepreneurship (ETR)**ETR 140 Introduction
to Entrepreneurship**

This course exposes students to the entrepreneurial experience and perspective, the role of entrepreneurship and its impact on organizations of all types and society-at-large. Included are case studies of both failed and successful ventures and a look at current economic needs and trends.

(3 lec/0 lab)

3 sem hrs

ETR 150 Business Plan Development

This course guides students through the planning needed to acquire, form or grow a business or non-profit enterprise. Practical business concepts are applied to entrepreneurial endeavors. Topics include legal business structures, business plan components, development of a business plan and related issues concerning ongoing management of the organization.

Recommended Prereq: ETR140.

(3 lec/0 lab)

3 sem hrs

ETR 160 Entrepreneurial Finance

This course provides business owners and managers with tools to identify and better comprehend sources of venture funding and to understand financial reporting, including related valuation and management issues. Topics covered include finance terminology, financial statements, debt and equity funding, and long and short term capital requirements.

Recommended Prereq: ETR150.

(3 lec/0 lab)

3 sem hrs

ETR 250 Advanced Business Planning

This course is the capstone for small business and entrepreneurial students, with a focus on high quality business plans intended for management use or for attracting new venture capital.

Recommended Prereq: ETR160; MKT200.

Prereq: ETR150.

(3 lec/0 lab)

3 sem hrs

Film Studies (FLM)**FLM 250 Film as Art: A Survey of Film**

An introduction to film as an art form, this course examines aesthetic and production elements of the motion picture medium, including its narrative genres, directorial styles, cinematography, film acting, and film editing.

IAI: F2 908.

(3 lec/0 lab)

3 sem hrs

FLM 260 History of Film

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

IAI: F2 909.

(3 lec/0 lab)

3 sem hrs

FLM 270 Film and Literature

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

IAI: HF 908.

(3 lec/0 lab)

3 sem hrs

Finance and Banking (FIN)

FIN 200 Principles of Finance

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

Recommended Prereq: ACC120.

(3 lec/0 lab)

3 sem hrs

FIN 205 Personal Finance and Investing

This course offers students sound direction in making personal financial decisions. It is a comprehensive look at the important financial decisions that individuals make throughout their lives and provides a foundation for making informed personal financial decisions. Coverage includes investment fundamentals and investing strategies, guidance on consumer purchases, insurance basics, time value of money concepts, and retirement and estate planning.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

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. Enforced

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. Enforced

Prereq: FSC105; FSC115 or concurrent enrollment.

(4 lec/ lab)

4 sem hrs

FSC 120 Hazardous Materials Operations

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

(3 lec/0 lab)

3 sem hrs

FSC 125 Advanced Technician Firefighter

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

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

(4 lec/0 lab)

4 sem hrs

FSC 140 Fire Apparatus Engineer

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

Recommended Prereq: Firefighter II Certification.

(4 lec/0 lab)

4 sem hrs

FSC 150 Vehicle and Machinery Operations

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

Recommended Prereq: Firefighter II Certification.

(2 lec/2 lab)

3 sem hrs

FSC 160 Tactics and Strategy I

This introduction to the basic principles and methods associated with fireground tactics and strategy as required of the company officer emphasizes size-up, fire ground operations, pre-fire planning, and basic engine and truck company operations.

Recommended Prereq: FSC105.

(3 lec/0 lab)

3 sem hrs

FSC 170 Fire Science Instructor I

This course is designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing other individuals. It is structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and the proper method of writing lesson plans. This course provides training toward Fire Instructor I Certification by the Illinois Office of the State Fire Marshal and is designed using NFPA Standard 1041, Chapter 2, 1996 edition. A Firefighter II Certification is required to qualify for an Instructor I Certification.

Recommended Prereq: Firefighter II Certification.

(3 lec/0 lab)

3 sem hrs

FSC 215 Technical Rescue and Vehicle Operations

This course provides training toward the Office of the State Fire Marshal Technical Rescue Awareness Certification and partial training toward the Fire Service Vehicle Operator Certification. The technical rescue awareness segment of the course covers identification of rescue situations, their specific hazards, and the appropriate responses. Successful completion qualifies the student for the Office of the State Fire Marshal State Certification exam for Technical Rescue Awareness. The fire service vehicle operator portion of the course discusses the safe operation of a fire service vehicle during emergency and non-emergency situations. The classroom instruction must be combined with a fire department practical driving exam for the completion of the Office of the State Fire Marshal examination for the Fire Service Vehicle Operator Certification.

(1 lec/0 lab) 1 sem hrs

FSC 220 Fire Inspection and Prevention

This fire prevention and inspection course is designed to provide basic training in the principle aspects of public education, code enforcement and engineering. Subject material covered includes life safety, hazards, cause, codes, public education and fire prevention bureau management.

Recommended Prereq: Firefighter III Certification.

(3 lec/0 lab) 3 sem hrs

FSC 231 Fire Science Administration I

This course covers the role and function of a Fire Officer I, management principles, organizational concepts, staffing, basic motivational skills and performance appraisal. This course provides training toward Fire Officer I. Certification is required to qualify for Fire Officer I.

Recommended Prereq: Firefighter III Certification.

(3 lec/0 lab) 3 sem hrs

FSC 232 Fire Science Administration II

This course covers workplace communication, work groups, group job performance, group leadership, and the role of health and safety in a fire science organization. This course provides training toward Fire Officer I Certification by the Illinois Office of the State Fire Marshal.

Recommended Prereq: FSC231.

(3 lec/0 lab) 3 sem hrs

FSC 233 Fire Science Administration III

This course covers the role and function of a Fire Officer II. Topics include organization, management, social services, capital resource management, public finance and budgeting, public relations and information management as they pertain to a fire science organization. This course provides training toward Fire Officer II Certification by the Illinois Office of the State Fire Marshal.

Recommended Prereq: Fire Officer I Certification.

(3 lec/0 lab) 3 sem hrs

FSC 234 Fire Science Administration IV

This course covers personnel management, health and safety, and labor relations as they pertain to a fire science organization. This course provides training toward Fire Officer II Certification by the Illinois Office of the State Fire Marshal.

Recommended Prereq: FSC233.

(3 lec/0 lab) 3 sem hrs

FSC 260 Tactics and Strategy II

This course provides additional tactics and strategies essential for effective ground operations. It emphasizes strategy, incident management, multicompany operations, planning and stress. This course provides training toward Fire Officer II Certification by the Illinois Office of the State Fire Marshal.

Recommended Prereq: FSC160 or Fire Officer I certification.

(3 lec/0 lab) 3 sem hrs

FSC 270 Fire Science Instructor II

This course is designed to meet the needs of those individuals who wish to expand their knowledge in the area of instructing others. It is structured to provide basic information about human relations in the teaching-learning environment, methods of teaching and the proper method of writing lesson plans. This course provides training toward Fire Instructor II Certification by the Illinois Office of the State Fire Marshal and is designed using NFPA Standard 1041, Chapter 3, 1996 edition.

Note: Students should be aware that a Saturday class meeting may be required.

Recommended Prereq: FSC170 or Fire Science Instructor I Certification.

(3 lec/0 lab) 3 sem hrs

Foreign Languages

See individual languages: Chinese, French, German, Japanese, Spanish.

French (FRE)**FRE 101 Elementary French I**

This is an introductory course in the basic structures and vocabulary of French. 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 130 GIS and Mapping Principles

GEO130 introduces students to the application and practical importance of Geographic Information Systems (GIS). The course covers the design and functions of GIS through lecture and laboratory applications. Students will learn to create basic maps and to perform basic editing, spatial analyses and communicate those results through maps.

(2 lec/2 lab) 3 sem hrs

GEO 131 Geographic Information Systems I

This course continues introducing GIS concepts and procedures. A review of introductory GIS procedures such as design and data concepts will be discussed. The geodatabase design and concepts will be introduced as well as intermediate analysis techniques.

Recommended Prereq: GEO130.
 (2 lec/2 lab) 3 sem hrs

GEO 132 Geographic Information Systems II

This course further refines the use of GIS through the use of different modeling tools used in GIS. Topics will include GIS examined through land use and parcel construction. Other topics will include GIS terminology, Network Analyst, additional GIS concepts as well as geo-referencing. Various class projects will be given throughout the semester.

Recommended Prereq: GEO131.
 (2 lec/2 lab) 3 sem hrs

GEO 140 Geographic Information Systems III

This course is designed to further advance a student's knowledge of GIS topics and techniques that were introduced in GEO132. Emphasis is placed on toolsets and other editing procedures used in ArcGIS. Students will also examine 3-D modeling techniques and apply this knowledge to a 3D mapping project.

Recommended Prereq: GEO132.
 (2 lec/2 lab) 3 sem hrs

GEO 200 Applications for Geographic Information Systems

This course continues introducing GIS concepts and procedures. Applications, cartographic design, and project analysis will be the main focus of this course. A project of the student's choice will also be emphasized. An analysis of patterns and trends as well as discussion articles will be explored.

Recommended Prereq: GEO140.
 (2 lec/2 lab) 3 sem hrs

GEO 210 GIS and Logistics Management

This course is designed to prepare students to apply geographic information systems for the purpose of logistics transportation mapping. Warehouse distribution, fleet routing, emergency management, territory planning, and budget analysis are some of the solutions that are examined using a geographic information framework. A detailed review of ArcGIS will also be addressed.

Recommended Prereq: GEO131.
 (2 lec/2 lab) 3 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 230 Economic Geography

This course is designed to provide an introduction to economic geography by highlighting various geographic concepts. It is intended to acquaint the student with a general understanding of the economic interdependence among people, regions and countries.

IAI: S4 903N.
 (3 lec/0 lab) 3 sem hrs

GEO 235 Human Geography

This course is organized on a topical basis and is designed to provide an introduction to human geography by highlighting various geographic concepts. It is intended to acquaint the student with a general understanding of culture including language and religion, spatial interaction between people, regionalism, the physical environment and population trends.

IAI: S4 900N.
 (3 lec/0 lab) 3 sem hrs

GEO 240 Environment and Geography

This course introduces students to the application and practical importance of environment, geography, and socio-economic issues that have impacted the world. An examination of environmental science and health, agriculture, sustainable development, energy use, water resources, climate change, and forest resources will be discussed.

(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

GEO 297 Geographic Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the geographic information systems field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the GIS internship courses (GEO297, GEO298, GEO299) may apply to the geographic information systems degree and certificate.

Prereq: Consent of instructor.
 (0 lec/5 lab) 1 sem hrs

GEO 298 Geographic Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the geographic information systems field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the GIS internship courses (GEO297, GEO298, GEO299) may apply to the geographic information systems degree and certificate.

Prereq: Consent of instructor.
 (0 lec/10 lab) 2 sem hrs

GEO 299 Geographic Information Systems Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the geographic information systems field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the GIS internship courses (GEO297, GEO298, GEO299) may apply to the geographic information systems degree and certificate.

Prereq: Consent of instructor.

(0 lec/15 lab)

3 sem hrs

Geology (GLG)**GLG 100 Introduction to Physical Geology**

This course examines the basic principles of geology from a physical and historical perspective. It includes such topics as the formation of rocks and minerals; internal and external processes modifying the earth's surface and other natural phenomena; and the evolutionary history of the earth, including its life forms and continents.

Note: Students enrolling in GLG100 are not required to enroll in GLG101 (lab). However, those students needing a 4 semester-hour lab science for transfer purposes may wish to concurrently enroll in GLG100 and GLG101.

IAI: P1 907.

(3 lec/0 lab)

3 sem hrs

GLG 101 Introduction to Physical Geology Laboratory

This course includes weekly laboratory work involving mineral and rock identification, topographic and geologic map exercises, and some fieldwork.

Prereq: GLG100 or concurrent enrollment.

IAI: P1 907L.

(0 lec/2 lab)

1 sem hrs

GLG 102 Historical Geology

This course is an introduction to the origin and structure of the earth through a study of the evolution of its life and continents over the last 4.6 billion years. Emphasis is placed on the formation and interpretation of sedimentary rocks for the purpose of understanding how they, and the fossils contained within them, record changes in the Earth's environment and processes over time. Plate tectonics and extinctions recorded in rocks are studied to understand how they reflect environmental changes in the Earth's ocean, atmosphere, and surface.

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. Students also learn to integrate various type, image and graphic elements. Other topics include file transfer and document printing.

Note: Software includes Adobe InDesign and other applications.

(1 lec/5 lab)

3 sem hrs

GRD 160 Computer Illustration

This course covers vector graphics computer software, progressing from the beginning to the advanced level. Students explore the methods and techniques of computer-generated images as solutions to illustration projects. Object-oriented and vector-based graphics as well as print programs are utilized. Software includes Adobe Illustrator.

(1 lec/5 lab)

3 sem hrs

GRD 165 Typography

This course provides an introduction to typographic history, study of letterforms, terms, classifications and typeface selection. Students explore type mechanics and aesthetics by using type in a variety of design applications. Students examine structure, layout, and information hierarchy, as well as the relationship of type to image and cultural context.

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

Prereq: GRD135 and GRD160; or concurrent enrollment.

(1 lec/5 lab)

3 sem hrs

GRD 170 Digital Image

This course covers digital image computer software, progressing from the beginning to the advanced level. Students learn techniques and features, with emphasis on composition and color, through a number of challenging assignments. Image scanning, manipulation, editing, repairing and color correction are also covered. Software includes Adobe Photoshop.
 (1 lec/5 lab) 3 sem hrs

GRD 173 Graphic Design I

This course presents an introduction to computers and their use in the field of advertising design. Emphasis is placed on creativity, design issues and the computer as a design tool.

Note: Software includes Adobe InDesign, Adobe Illustrator, Adobe Photoshop or other applications.
Prereq: GRD135 and GRD160; or concurrent enrollment.
 (1 lec/5 lab) 3 sem hrs

GRD 190 Prepress and Print Production

This course covers the prepress process of graphic design from computer layout to printed piece, using all technical aspects of digital print production. Through an overview of electronic print technology, students learn how to perform prepress functions by using graphic design software and the direct-to-plate printing process.

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 the Macintosh computer.

Note: Software includes Adobe InDesign, Adobe Illustrator, Adobe Photoshop and other applications.
Prereq: GRD173.
 (1 lec/5 lab) 3 sem hrs

GRD 280 2-D Animation and Multimedia

This course is a study of the computer-generated animation sequence from storyboard through two-dimensional rendering to final output. Students learn to combine images, illustrations, type and sound into animation.

Note: Software includes Adobe Flash and other sound and graphic applications.
Recommended Prereq: GRD160; GRD170.
 (1 lec/5 lab) 3 sem hrs

GRD 285 3-D Animation and Multimedia

This course explores the design and production of 3-D animation and multimedia applications and the relationship to two-dimensional graphic production, computer animation, and multimedia concepts and production procedures. The course also covers the different media of computer sound, text and imaging, and how these are combined into multimedia productions.

Note: Software includes Autodesk Maya and other applications.
Recommended Prereq: GRD280.
 (1 lec/5 lab) 3 sem hrs

GRD 290 Graphic Design Studio Art

This is an advanced studio course for art majors and graphic design majors. It allows continuation and concentration in a subject field. Emphasis is on individual research and personal exploration. Students can further their knowledge in graphic software, graphic project design, digital photography, website design or animation.

Prereq: Consent of instructor.
 (1 lec/5 lab) 3 sem hrs

GRD 292 Graphic Design Portfolio

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

Recommended Prereq: All major GRD, ART and WEB courses in the graphic design curriculum.
 (.5 lec/1 lab) 1 sem hrs

GRD 297 Graphic Design Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the graphic design field, including positions related to desktop publishing, pre-press or Web design. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 3 semester hours from the graphic design internship courses (GRD297, GRD298, GRD299) may apply to a degree or certificate.

Note: Students are encouraged to seek internship sites on their own; however, some internships may be available through Career Services at (630) 466-7900, ext. 2368.
Prereq: Consent of instructor.
 (0 lec/5 lab) 1 sem hrs

GRD 298 Graphic Design Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the graphic design field, including positions related to desktop publishing, pre-press or Web design. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the graphic design internship courses (GRD297, GRD298, GRD299) may apply to a degree or certificate.

Note: Students are encouraged to seek internship sites on their own; however, some internships may be available through Career Services at (630) 466-7900, ext. 2368.
Prereq: Consent of instructor.
 (0 lec/10 lab) 2 sem hrs

GRD 299 Graphic Design Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the graphic design field, including positions related to desktop publishing, pre-press or Web design. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the graphic design internship courses (GRD297, GRD298, GRD299) may apply to a degree or certificate.

Note: Students are encouraged to seek internship sites on their own; however, some internships may be available through Career Services at (630) 466-7900, ext. 2368.
Prereq: All 100-level GRD courses; consent of instructor.
 (0 lec/15 lab) 3 sem hrs

Health Care Interpreting (HCI)

HCI 102 Survey of Mental Health and Substance Abuse Issues in Health Care Interpreting

This course provides an overview of the mental health and substance abuse fields. Students gain a basic understanding of the history and structure of mental health services in the United States, specifically in Illinois. The laws and ethics that guide the mental health and substance abuse field are presented. Additionally, this course examines the multi-axial system of the DSM IV, along with major categories of mental illness. Other topics include crisis intervention, mental health issues, substance abuse treatment and recovery issues, along with a review of specific drugs of abuse. Finally, students are exposed to specific clinical services provided within the typical mental health treatment facility.

(3 lec/0 lab) 3 sem hrs

HCI 105 Anatomy and Medical Procedures for Health Care Interpreting: English/Spanish

This course is designed to provide an introduction to roots, prefixes and suffixes of medical terminology while improving memorization skills. Medical procedures, names of medications and abbreviations are introduced.

Recommended Prereq: Native or near-native fluency in English and Spanish.

(3 lec/0 lab)

3 sem hrs

HCI 106 Introduction to Health Care Interpreting: English/Spanish

This course provides an introduction to the profession of health care interpreting and the skills that are needed. Included are the role of the interpreter, modes of interpreting, code of ethics, standards of practice, interpreting laws and multicultural interactions.

Recommended Prereq: Native or near-native fluency in English and Spanish.

(3 lec/0 lab)

3 sem hrs

HCI 110 Health Care Interpreting: English/Spanish

This course is designed to closely assist the student in developing basic levels of proficiency in interpreting in health settings, with emphasis on interpreting professional/client dialogues. Through audio dialogues, placement scenarios, and medical texts, students learn and practice consecutive interpreting and sight translation.

Prereq: Program admission; native or near-native fluency in Spanish and English; English/Spanish assessment.

Recommended Coreq: HCI106.

(2 lec/0 lab)

2 sem hrs

HCI 130 Mental Health Care Interpreting: English/Spanish

This course introduces bilingual individuals to the mental health interpreting setting. Specifically, the course assists students in understanding the role of the mental health interpreter, along with familiarizing students with mental health vocabulary. Emphasis also is placed on the ethics, the cross-cultural issues, and the strong emotional impacts/dynamics of mental health interpreting.

Recommended Prereq: HCI110. Prereq: Program admission.

Recommended Coreq: HCI102.

(2 lec/0 lab)

2 sem hrs

HCI 150 Anatomical Terminology: English/Spanish

This course is designed to provide an introduction to human anatomy/physiology and terminology related to the medical field. Students develop proficiency in recognizing anatomical structures and using anatomy vocabulary in Spanish.

Prereq: Program admission.

Recommended Coreq: HCI105.

(2 lec/0 lab)

2 sem hrs

HCI 175 Introduction to Medical Translation: English/Spanish

This beginning medical translation course is designed to enhance the student's ability to produce accurate translations of general medical information and hospital and patient documentation.

Recommended Prereq: Native or near-native fluency in English and Spanish.

(3 lec/0 lab)

3 sem hrs

HCI 200 Simultaneous Health Care Interpreting: English/Spanish

This coaching course is designed to assist in improving linguistic fluency and developing proficiency for simultaneous interpreting in the health care profession. Emphasis is placed on interpreting professional/client dialogues and conference settings. Through specific techniques, audio tapes, videos, and placement scenarios, students learn and produce simultaneous interpreting.

Recommended Prereq: HCI110; HCI130; HCI150. Prereq: Program admission.

(3 lec/0 lab)

3 sem hrs

HCI 220 Approaches to Health Care in Hispanic Culture

This course introduces students to the history, vocabulary and practice of folk medicine in the Hispanic culture as well as cultural issues and vocabulary discrepancies among Spanish speaking cultures. Students develop an understanding of Curanderismo and its impact in the medical setting as they create herb catalogues and apply interpreting and cultural-brokering skills to solving case scenarios.

(3 lec/0 lab)

3 sem hrs

HCI 275 Advanced Medical Translation: English/Spanish

This advanced medical translation course is designed to enhance the student's ability to produce accurate translations of more complex, specialized medical documentation such as clinical reports, medical journals, medical transcripts and medical legal documents as well as review issues related to the field of medical translation.

Prereq: Program admission; HCI175.

(3 lec/0 lab)

3 sem hrs

HCI 290 Health Care Interpreting Seminar and Field Experience

This course is designed to provide training and familiarity in a health care interpreting setting and combines a supervised field experience with an on-campus seminar. Students meet for 3.5 hours four times during the semester in a group seminar and spend 80 hours experiencing on-the-job training at a health care interpreting agency. The history, fields, work sources, freelancing, organizations and challenges related to the field are discussed.

Prereq: Program admission; successful completion of all other HCI courses.

(1 lec/5 lab)

2 sem hrs

Health Education (HED)**HED 100 Personal Wellness**

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

(3 lec/0 lab)

3 sem hrs

Health Information Technology (HIT)**HIT 090 Health Information Technology Prep**

The field of health information technology is introduced and explored through contextualized writing and reading assignments focused on improving academic skills to prepare students for college-level English course work. Content focus is on medical terminology, anatomy and physiology concepts, and legal aspects of health information. Throughout the course, students receive support services, which address time and stress management techniques. Repeatable to a maximum of 12 semester hours; does not apply to a degree or certificate.

Prereq: C or better in ENG050 or placement by assessment.

(3 lec/0 lab)

3 sem hrs

HIT 100 Introduction to Health Information Technology

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

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

HIT 105 Medical Terms for Health Occupations

This course acquaints students with a method for studying the language of health care. Students learn stems, prefixes and suffixes commonly used in medical terminology.

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

HIT 110 Medical Terminology

This course is designed to teach word elements of roots, combining forms, suffixes, and prefixes, definitions, spelling and the use of correct abbreviations of medical terms. The course content is organized around body systems and emphasizes the terminology and application related to health information technology.

Recommended Prereq: HIT100 or concurrent enrollment.

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

HIT 120 Medical Office Procedures

Students learn about effective organizational and medical office management, professional organizations, legalities and ethics. The role and responsibilities of the administrative medical assistant are emphasized.

Recommended Prereq: HIT105 or HIT110.

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

HIT 130 Medical Insurance and Reimbursement

Reimbursement and payment systems of health insurance payers are examined, highlighting private and governmental policies. Major classes of health insurance contracts are examined with emphasis on benefits and limitations.

Recommended Prereq: HIT105 or HIT110; HIT120 or MLA150.

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

HIT 135 Health Care Delivery Systems

This course is an overview of the American healthcare system. It includes the study of the main components and issues of the organization, financing and delivery of health services in the U.S. The organization and operation of the modern acute hospital will be described and analyzed. Topics include: the role of federal and state governments, non-acute healthcare facilities, healthcare workforce, managed care, laws, accreditation, licensure and certification standards and reimbursements systems.

Recommended Prereq: HIT100 or concurrent enrollment.

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

HIT 140 Legal and Ethical Issues in Health Care

Legal and ethical issues applicable to health information are emphasized within this course. Emphasis is placed on the purposes and goals of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security rules. Course topics examine privacy, confidentiality and the security of the health record, access to patient health information; release of health information (ROI) policies and procedures; professional and practice-related ethical issues in health information management.

Recommended Prereq: HIT100 or concurrent enrollment.

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

HIT 210 ICD Coding

This course is an introduction to the International Classification of Diseases (ICD) coding principles for services rendered by physicians. Practice in the assignment of valid diagnostic codes is emphasized to orient the students to coding requirements, terminology and characteristics. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: HIT110. *Prereq:* HIT100; HIT220.

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

HIT 215 CPT Coding

This course provides an introduction to the guidelines, rules and terms for the Current Procedural Terminology (CPT) and the Center for Medicare/Medicaid Services' Healthcare Common Procedure Coding System (HCPCS) classification systems and the application of those rules to coding patient services. A major focus of the course is to prepare the students to correctly code using the CPT manual. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: HIT110. *Prereq:* HIT100; HIT220.

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

HIT 216 Advanced Clinical Classification Systems

This advanced course covers medical necessity, coding issues for specific body systems, and for general conditions. Intensive coding application is achieved through the use of real medical records, case studies, and scenarios using an encoder. DRGs, APC's, RUGs, RBRVs and the Correct Coding Initiative (CCI) are also covered in this course.

Prereq: HIT210; HIT215.

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

HIT 218 Reimbursement Systems

This course will focus on the basic concepts and principles of healthcare reimbursement and medical coding. The current healthcare insurance programs, commercial and government sponsored, will be described in the context of the United States healthcare delivery system. The structure and management of a coding compliance program to meet the internal and external requirements will be described and analyzed. The origins, evolution and principles of managed care will be analyzed as a cost effective approach to deliver and finance healthcare. Prospective payment systems will be differentiated between healthcare settings including inpatient, hospital ambulatory services, physician offices, skilled nursing facilities and home care. The structure and determination of Diagnosis Related Groups and Ambulatory Payment Classifications are analyzed as well as the billing processes and the billing forms used to submit for reimbursement. The management of the revenue cycle is examined.

Prereq: HIT135; HIT216 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: BIO272.

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

**HIT 230 Data Applications
and Health Care Quality**

This course presents a comprehensive study of hospital-wide clinical quality assessment, utilization management, risk management and performance improvement. Topics include the organization by-laws, committees and credentialing of the medical staff, as well as the clinical quality assessment, utilization management and risk management process. The course will also focus on the principles and concepts of performance improvement and the tools and techniques used for outcome analysis.

Prereq: HIT240.

(3 lec/0 lab)

3 sem hrs

HIT 240 Health Information Processes

This course introduces systems and processes for collecting, maintaining and disseminating primary and secondary health related information. It instructs in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

Prereq: HIT100; HIT135; HIT140.

(3 lec/0 lab)

3 sem hrs

**HIT 245 Health Information
Data Analysis**

This course provides a detailed study of the impact of computer applications on HIM services and on healthcare information services. In addition, students explore the growth and development of the electronic health record and the field of health informatics. Emphases on the HIM applications include: release of information; use of encoders and groupers; cancer registry; chart locator system; chart deficiency system; and transcription system. The conceptual models and functionality of the electronic health record in the current healthcare environment are defined. The student analyzes the technical components of the electronic health record including: laboratory and pharmacy information systems, picture archiving and communication systems, order sets, clinical protocols, provider order entry, medication administration record, point-of-care charting, and clinical decision support systems. The benefits and barriers of implementing the electronic health record are discussed. Other topics include Admission, Discharge, and Transfer (ADT) system, financial information systems, Master Patient Index, systems development life cycle, data quality integrity and security, document imaging, and maintenance and monitoring of data storage systems.

Prereq: HIT100; HIT135; HIT140.

(2 lec/0 lab)

2 sem hrs

HIT 248 Organization Resources

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

Recommended Prereq: HIT245. Prereq: HIT100; HIT135; HIT140.

(2 lec/0 lab)

2 sem hrs

**HIT 299 Professional
Practice Experience**

Combining academic credit with professional experience, this Professional Practice Experience (PPE) is a supervised internship in a health information management department of an acute and/or non-acute healthcare facility. The PPE is designed to provide the student 160 hours of practical experiences in the theories and concepts previously acquired in the curriculum. Students are supervised by a Registered Health Information Administrator, Registered Health Information Technician or other qualified personnel assigned by the healthcare facility. Repeatable to a maximum of 6 semester hours on a space available basis; 3 semester hours from the HIT internship course may apply to a degree or certificate.

Prereq: To be eligible for placement, the student must complete all required coursework for the Health Information Technology Associate in Applied Science Degree and receive written permission from the HIT Program Coordinator.

(1 lec/11 lab)

3 sem hrs

**Heating, Ventilation,
and Air Conditioning
(HVA)****HVA 100 Electrical Principles**

This course provides the fundamental principles of electricity. Electrical terms, theory and circuits are explained so that the student develops entry-level electrical troubleshooting skills.

(2 lec/2 lab)

3 sem hrs

HVA 110 Refrigeration Principles

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

(2 lec/2 lab)

3 sem hrs

HVA 120 HVACR Electrical Systems

Major emphasis in this course is on electricity electrical components, safety devices, schematic diagrams and symbols. Service methods based on standard manufacturers' manuals are studied. Laboratory exercises are conducted on live equipment.

Recommended Prereq: HVA100 and HVA110 or consent of instructor.

(2 lec/2 lab)

3 sem hrs

HVA 130 Residential Comfort Systems

This course integrates concepts, principles and knowledge of equipment available for residential comfort systems. It describes several residential systems and places with emphasis on diagnosing system malfunctions.

Recommended Prereq: HVA100 and HVA110; or consent of instructor.

(2 lec/2 lab)

3 sem hrs

HVA 140 Basic Heating Systems

This course describes methods and sources for producing heat for residential and light commercial systems and develops skills in testing, adjusting and replacing heating system components.

Recommended Prereq: HVA100 or consent of instructor.

(2 lec/2 lab)

3 sem hrs

**HVA 150 Basic Sheet Metal
Fabrication and Print
Reading**

This course is designed to provide students with experience in the safe use of sheet metal tools and the methods used to make layouts. Students complete a drawing and fabricate the parts they have drawn and become familiar with HVAC blueprints.

(2 lec/2 lab)

3 sem hrs

**HVA 160 Refrigerant Transition
and Certification**

This course is intended to prepare students for the certification test required by Section 608 of the Federal Clean Air Act. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.

Recommended Prereq: All 100-level HVA courses or consent of instructor.

(1 lec/0 lab)

1 sem hrs

**HVA 170 Universal R-410A Safety
and Training Certification**

This course provides students with the necessary training and practical knowledge to safely perform service on systems containing R-410A and R-407C and is intended to prepare students for the certification exam. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.

Recommended Prereq: All 100-level HVA courses or consent of instructor.

(1 lec/0 lab)

1 sem hrs

HVA 200 Sheet Metal Estimating, Fabrication and Installation

Students learn basic procedures of designing, estimating, fabricating and installing ductwork, electrical wiring, and piping for residential comfort systems. Emphasis is placed on pitfalls, problems and inaccuracies that can occur during each of these procedures. Part of the learning experience may include field installation.

Recommended Prereq: All 100-level HVA courses; HVA210; HVA220; HVA230; IDT250.
(2 lec/2 lab) 3 sem hrs

HVA 210 Advanced Heating and Cooling Systems

This is the third course in the program covering conventional methods of heating and cooling. Emphasis is on major components within each system, how the system functions, the interrelationship of major parts and planned maintenance procedures.

Recommended Prereq: HVA120 or consent of instructor.

(2 lec/2 lab) 3 sem hrs

HVA 220 Advanced Heating and Cooling Systems Service and Maintenance

This course is designed to provide students with advanced service and maintenance procedures. Problems are analyzed in terms of their effect on electrical controls and mechanical systems.

Recommended Prereq: All 100-level HVA courses; consent of instructor.

(2 lec/2 lab) 3 sem hrs

HVA 230 Advanced HVAC Controls

This course introduces commercial building heating and air conditioning systems. Proper calibration and troubleshooting procedures with pneumatic controls are emphasized.

Recommended Prereq: All 100-level HVA courses; consent of instructor.

(3 lec/0 lab) 3 sem hrs

HVA 245 Load Calculations and Duct Design

Techniques and procedures necessary to evaluate residential and commercial heat loss, heat gain and duct layout design are presented. Topics include heat transmission, infiltration, R-value, U-value, duct analysis, duct sizing, duct and register location and selection, and equipment sizing and selection.

Recommended Prereq: All 100-level HVA courses.

(2 lec/2 lab) 3 sem hrs

HVA 250 Residential Hydronic Boiler Technology

This course presents an in-depth study in hydronic technologies and the operation of hot water hydronic heating systems. Students receive hands-on experience in installing, troubleshooting, and repairing a hot water boiler, baseboard heat distributing units, and copper piping.

Recommended Prereq: All 100-level HVA courses.

(2 lec/2 lab) 3 sem hrs

HVA 260 Geothermal Systems

This course introduces the principles of geothermal energy systems for heating and cooling. Students conduct a geothermal site assessment, select a geothermal system, and practice installation techniques.

Recommended Prereq: All 100-level HVA courses and HVA200; or professional experience as a heating, ventilation and air conditioning technician or contractor.

(2 lec/2 lab) 3 sem hrs

HVA 297 Heating, Ventilation and Air Conditioning Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the heating, ventilation and air conditioning field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the heating, ventilation and air conditioning internship courses (HVA297, HVA298, HVA299) may apply to the heating, ventilation and air conditioning degree or certificates.

Prereq: All 100-level HVA courses; consent of instructor.

(0 lec/5 lab) 1 sem hrs

HVA 298 Heating, Ventilation and Air Conditioning Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the heating, ventilation and air conditioning field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the heating, ventilation and air conditioning internship courses (HVA297, HVA298, HVA299) may apply to the heating, ventilation and air conditioning degree or certificates.

Prereq: All 100-level HVA courses; consent of instructor.

(0 lec/10 lab) 2 sem hrs

HVA 299 Heating, Ventilation and Air Conditioning Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the heating, ventilation and air conditioning field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the heating, ventilation and air conditioning internship courses (HVA297, HVA298, HVA299) may apply to the heating, ventilation and air conditioning degree or certificates.

Prereq: All 100-level HVA courses; consent of instructor.

(0 lec/15 lab) 3 sem hrs

History (HIS)

HIS 101 World History to 1500

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

IAI: S2 912N.

(3 lec/0 lab) 3 sem hrs

HIS 102 World History Since 1500

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

IAI: S2 913N.

(3 lec/0 lab) 3 sem hrs

HIS 111 Western Civilization to 1648

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

IAI: H2 901.

(3 lec/0 lab) 3 sem hrs

HIS 112 Western Civilization Since 1648

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

IAI: H2 902.

(3 lec/0 lab) 3 sem hrs

HIS 121 American History to 1865

This examination of American history reviews the major historical developments from the experiences of the indigenous peoples, the colonial regimes, and nation building through the sectional crisis and concludes with the Civil War. The course employs social, 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 918N.

(3 lec/0 lab)

3 sem hrs

HIS 215 History of China and Japan

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

IAI: S2 908N.

(3 lec/0 lab)

3 sem hrs

HIS 220 History of South Asia

This course surveys the economic, social, cultural and political history of South Asian peoples and nations from ancient times to the present, paying particular attention to the ways in which the South Asian peoples conceived of and organized themselves and their societies, their religions, and their regional relationships and interactions with the global community.

(3 lec/0 lab)

3 sem hrs

HIS 225 History of Africa

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

IAI: S2 906N.

(3 lec/0 lab)

3 sem hrs

**HIS 235 Latin American History:
Pre-Columbian Period
to the Present**

This introductory course surveys the historical development of Latin America (Caribbean, Mexico, Central and South America) from Pre-Columbian times to the present. The focus is on the different cultural and ethnic groups of these regions and how conquest, trade and revolution have shaped Latin American nations. Attention is also given to the history of United States-Latin American relations and the history of Latinos in the U.S.

IAI: S2 910N.

(3 lec/0 lab)

3 sem hrs

HIS 245 The Rise of Nazi Germany

This course surveys the German political scene from unification in 1871 through the era of Nazism. The role of Germany in World War I and the impact of the Treaty of Versailles on the emergence of the national Socialist German Workers' party (NSDAP - Nazis) are examined. In addition, the background and emergence of Nazi racial policies and the consequences of their strict enforcement are analyzed.

(3 lec/0 lab)

3 sem hrs

**HIS 290 Historiography
and Methodology**

This course introduces students to historiography and the philosophy of history, as well as historical methodology including interdisciplinary approaches.

Recommended Prereq: Consent of instructor.

(1 lec/0 lab)

1 sem hrs

HIS 296 Special Topics/History

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

(.5 to 3 lec/0 lab)

.5 to

3 sem hrs

Human Services (HSV)**HSV 105 Survey of Human Services**

This course is designed to familiarize students with the field of human services. Topics covered include basic communication, interviewing and assessment techniques and diversity issues. Opportunities are provided to visit selected human services agencies/organizations.

(3 lec/0 lab)

3 sem hrs

HSV 110 Group Dynamics

Class discussion, lecture and individual observation are used to familiarize students with the group process. Topics include the various types of groups and the appropriate use of group communication techniques. Group projects and class exercises provide opportunities for students to translate theory into practice.

(3 lec/0 lab)

3 sem hrs

HSV 115 Crisis Intervention

This course is designed to familiarize students with a variety of crisis situations and appropriate intervention techniques. Opportunity is provided for students to demonstrate intervention skills in simulated crisis situations.

(3 lec/0 lab)

3 sem hrs

**HSV 120 Introduction
to Substance Abuse**

This course provides an overview of the historical and cultural attitudes toward alcohol and drug use, abuse and addiction. It probes the disease concept of addiction and explores the physical, psychological and family impact of the disease. Clinical methods of treatment, early intervention and prevention are introduced. Although designed for addictions counseling students and human services professionals, the course is also suitable for individuals who desire to learn more about addiction.

(3 lec/0 lab)

3 sem hrs

**HSV 125 Counseling
Theories and Strategies**

This course is designed to provide students with the most current assessment of the constructs, principles and techniques of major counseling theories. Special emphasis is placed on application to an addicted population.

(3 lec/0 lab)

3 sem hrs

HSV 140 Assessment and Treatment of the Dual-Disordered Client

This course explores the special needs of clients that are diagnosed with both a substance abuse disorder and a psychiatric disorder and provides students with an understanding of the complexities of working with this population. For students and practitioners that wish to apply for the Mental Illness/Substance Abuse (MISA) registration offered by the Illinois Alcohol and Other Drug Abuse Professional Counseling Association (IAODAPCA), this course has been designed to cover the training required for the MISA credential.

(4 lec/0 lab)

4 sem hrs

HSV 205 PTSD-Modern Letters for an Ancient Condition

Post-Traumatic Stress Disorder (PTSD) is a relatively new name for an ancient condition that today 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 behavioral and cognitive effects of psychoactive drugs - drugs that affect the brain and central nervous system. The psychology and physiology of addictive behavior; the use of drugs in treating psychiatric disorders; and the historical background, pharmacology, psychological and physiological effects, medical uses and toxicity of socially abused drugs are also explored. Differences in the attitudes and behavior patterns of special populations are emphasized.

Recommended Prereq: HSV120 or consent of instructor.

(3 lec/0 lab)

3 sem hrs

HSV 220 Addictions Counseling I

This course is one of two devoted to the specific methods and skills used in treating chemically dependent persons and their families. Content includes the characteristics of an addictions counselor, federal and state confidentiality laws, legal and ethical issues of counseling, working with denial, structured assessment techniques, family-focused treatment, working with DUI offenders, and counseling strategies.

Recommended Prereq: HSV120 or consent of instructor.

(3 lec/0 lab)

3 sem hrs

HSV 225 Addictions Counseling II

This course is one of two devoted to the specific methods and skills used in treating dependent persons and their families. Content includes selected state and federal regulations and standards; the significance of the family, spirituality and education in counseling abusers; substance abuse and psychiatric conditions; and professional considerations for the addictions counselor.

Recommended Prereq: HSV120 or consent of instructor.

(3 lec/0 lab)

3 sem hrs

HSV 230 Human Services Seminar and Field Experience I

This course, designed to provide training and familiarity in a human services setting, combines a supervised field experience with an on-campus seminar. Students meet for three hours each week in a group seminar and spend 250 hours experiencing on-the-job training at a human services agency.

Recommended Prereq: Completion of most courses in the HSV degree and consent of instructor.

(3 lec/20 lab)

5 sem hrs

HSV 235 Human Services Seminar and Field Experience II

This course provides a supervised field experience and seminar designed specifically for addictions counseling students. Students spend 250 hours in on-the-job training at an addictions counseling facility and meet in a weekly seminar for group supervision.

Recommended Prereq: HSV220 or HSV225 within the last five years and consent of instructor.

(3 lec/20 lab)

5 sem hrs

HSV 240 Human Services Seminar and Field Experience III

This course continues the addictions counseling seminar and field experience. Students spend an additional 250 hours developing skills in on-the-job training, and they attend a weekly seminar for group supervision.

Recommended Prereq: HSV235 and consent of instructor.

(3 lec/20 lab)

5 sem hrs

HSV 294 Special Topics for Public/Social Services I

This course offers in-depth exploration of a special topic, issue or trend in the public/social services field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours from the human services special topics courses (HSV294, HSV295, HSV296) may apply to a degree or certificate.

(1 to 3 lec/0 lab)

3 sem hrs

1 to

HSV 295 Special Topics for Public/Social Services II

This course offers in-depth exploration of a special topic, issue or trend in the public/social services field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours from the human services special topics courses (HSV294, HSV295, HSV296) may apply to a degree or certificate.

(1 to 3 lec/0 lab)

3 sem hrs

1 to

HSV 296 Special Topics for Public/Social Services III

This course offers in-depth exploration of a special topic, issue or trend in the public/social services field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours from the human services special topics courses (HSV294, HSV295, HSV296) may apply to a degree or certificate.

(1 to 3 lec/0 lab)

3 sem hrs

1 to

Humanities (HUM)**HUM 101 Survey of the Humanities**

This is a broad course which introduces students to a view of their inherited culture through the examination of literature, art, music, architecture, philosophy, drama film and religion. The emphasis is twofold: on cultural history and on the present. Materials are organized in terms of issues and ideas.

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 worldwide understanding of the humanities.

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 contemporary art forms in literature, music and graphics, and discusses the forces influencing these arts in the 20th and 21st centuries. An investigation of the values of a culture inundated by changing technology is also included.

Note: Participation in this course may include field trips which require admission fees.

IAI: HF 903.

(3 lec/0 lab)

3 sem hrs

HUM 296 Special Topics/Humanities

This course offers in-depth exploration of a special topic, issue or trend in the 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

Industrial Technology (IDT)**IDT 230 Commercial Power Distribution and Lighting**

This course examines commercial and light industrial electrical power distribution systems and end uses. Topics include lighting circuits, transformers, 3-phase distribution panels, and typical single phase loads along with associated wiring.

Recommended Prereq: IDT115.

(2 lec/2 lab)

3 sem hrs

IDT 250 Commercial and Residential Wiring

This course introduces students to basic electrical terminology and principles along with a working knowledge of tools and techniques used in the installation and maintenance of residential/commercial electrical service and distribution. Select portions of the National Electrical Code are studied.

Recommended Prereq: ELT101 or concurrent enrollment.

(2 lec/2 lab)

3 sem hrs

IDT 290 Industrial Technology Capstone

This capstone course includes field experience and a seminar component. Each student is required to pass a comprehensive examination that measures knowledge and understanding of the core competencies of the courses in the major program requirements. The site supervisor's evaluation of the student's performance, the review of the student's field experience journal, participation in the monthly seminars, and appraisal of the student's elective coursework will provide the basis for faculty to assess the student's integration and application of specialized coursework in the degree.

Prereq: Consent of instructor.

(.5 lec/1 lab)

1 sem hrs

IDT 296 Special Topics for Industry

This course offers in-depth exploration of a special topic, issue or trend in the industrial technology field. Topics might include vibration analysis; pump design, troubleshooting and maintenance; failure analysis; industrial lighting systems; and supervision and leadership in the maintenance field. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(1 to 3 lec/0 lab)

1 to 3 sem hrs

IDT 297 Industrial Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the industrial technology field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the industrial technology internship courses (IDT297, IDT298, IDT299) may apply to a degree or certificate.

Prereq: All 100-level IDT courses; consent of instructor.

(0 lec/5 lab)

1 sem hrs

IDT 298 Industrial Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the industrial technology field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 8 semester hours; 6 semester hours from the industrial technology internship courses (IDT297, IDT298, IDT299) may apply to a degree or certificate.

Prereq: All 100-level IDT courses; consent of instructor.

(0 lec/10 lab)

2 sem hrs

IDT 299 Industrial Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the industrial technology field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 12 semester hours; 6 semester hours from the industrial technology internship courses (IDT297, IDT298, IDT299) may apply to a degree or certificate.

Prereq: All 100-level IDT courses; consent of instructor.

(0 lec/15 lab)

3 sem hrs

Interdisciplinary Studies (IDS)**IDS 110 Introduction to Women's Studies**

This interdisciplinary course places women's experiences at the center of interpretation and analysis to introduce basic concepts and perspectives of feminism and Women's Studies. Focusing on historical and contemporary women's issues, the course examines women's lives with an emphasis on the ways in which gender, sexuality, class, caste, race, ethnicity, age, disability, ability, nation, region and environment interact.

(3 lec/0 lab)

3 sem hrs

IDS 210 Peace Studies and Conflict Resolution

This interdisciplinary course provides an introduction to non-violent approaches to personal, national and global conflicts. Students explore historical, philosophical, political, economic and psychological factors that often lead to violence and the non-violent alternatives for a more equitable, just and peaceful world.

(3 lec/0 lab)

3 sem hrs

IDS 220 Human Rights and Social Justice

This course focuses on values and human rights that allow people to live with dignity and justice. Students examine areas in which human rights have been, and possibly still are, abused, and study the treaties, declarations, organizations, and laws that have been established to provide people with equality and social justice. Issues covered include racial discrimination, gender equality, rights of people with disabilities, LGBTQ rights, immigration, refugees, torture, prisons, and genocide.

Recommended Prereq: IDS210 or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

IDS 296 Special Topics for Interdisciplinary Studies

This course offers in-depth exploration of a special topic, issue or trend in interdisciplinary studies and may integrate two or more disciplines. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

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 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

Laboratory Technology (LBT)**LBT 100 Lab Safety**

This introductory course focuses on safe procedures in any lab. Topics such as the safe handling of chemicals and the safe disposal of materials will be covered. For those students who are already working in a lab setting, substitution of this course may be possible with consent of instructor.

(1 lec/0 lab)

1 sem hr

LBT 101 Fundamentals of Laboratory Technology

This course introduces students to the work involved in a career as a laboratory technician and provides hands-on experience working in the laboratory environment. Topics include lab techniques and data management. This course incorporates methods to increase study and work strategies for optimal achievement in college and the workplace.

Recommended Prereq: CIS110 or CIS 111 or concurrent enrollment. Prereq: LBT100 or CHM121.

(1 lec/3 lab)

2 sem hrs

LBT 221 Lab Applications of Microbiology

This course emphasizes developing laboratory technical skills in the handling, cultivation and isolation of microorganisms used in an industrial, commercial, or research laboratory setting. This course is not suitable for students majoring in biology or any other health profession.

Recommended Prereq: BIO120 or industrial lab experience. Prereq: LBT100 or CHM121; LBT101.

(3 lec/3 lab)

4 sem hrs

LBT 251 Lab Instruments I

In this course, students are introduced to analytical techniques including gravimetric, titrimetric and electrochemical analysis. Students learn to manipulate data in required calculations, applying statistics when appropriate.

Prereq: LBT100; LBT101 or CHM121.

(2 lec/2 lab)

3 sem hrs

LBT 252 Lab Instruments II

This course introduces students to instrumentation used in laboratory settings. Topics include theory and instrumentation related to spectroscopy and chromatography, use of instruments and interpretation of data.

Prereq: LBT251.

(2 lec/2 lab)

3 sem hrs

LBT 260 Environmental Labs

Students in this class will operate state-of-the-art analytical instruments to test materials using government, regulatory, and industry standards. Students will learn to test for traces of hydrocarbons, petrochemicals, metals, contaminants, and other materials.

Prereq: LBT100 or CHM121; LBT101, LBT251, LBT252.

(1 lec/3 lab)

2 sem hrs

LBT 270 Food Analysis Labs

This course focuses on the principles of laboratory work when applied to food processing, food ingredients such as additives and minerals, food flavoring, and food safety. Topics such as HACCP, food modifications, and enzymes are also covered. Students will use equipment to do relevant lab experiments.

Prereq: LBT100 or CHM121; LBT101, LBT251, LBT252.

(1 lec/3 lab)

2 sem hrs

LBT 280 Current Issues in Chemical Lab

Students in this class analyze and research issues, trends, and ethics in laboratory technology. They use state-of-the-art equipment to run drug, chemical, and biological tests and experiments in order to further their research.

Prereq: LBT100 or CHM121; LBT101, LBT251, LBT252.

(1 lec/3 lab)

2 sem hrs

LBT 297 Laboratory Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the laboratory technology field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 3 semester hours from the laboratory technology internship courses (LBT297, LBT298, LBT299) may apply to the degree.

Note: Students must have completed the laboratory technology program requirements prior to enrollment in the internship course. Prereq: Consent of instructor.

(0 lec/5 lab)

1 sem hrs

LBT 298 Laboratory Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the laboratory technology field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the laboratory technology internship courses (LBT297, LBT298, LBT299) may apply to the degree.

Note: Students must have completed the laboratory technology program requirements prior to enrollment in the internship course. Prereq: Consent of instructor.

(0 lec/10 lab) **2 sem hrs**

LBT 299 Laboratory Technology Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the laboratory technology field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 3 semester hours from the laboratory technology internship courses (LBT297, LBT298, LBT299) may apply to the degree.

Note: Students must have completed the laboratory technology program requirements prior to enrollment in the internship course. Prereq: Consent of instructor.

(0 lec/15 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 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 LGI 100.

(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 LGI 100.

(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.

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 101 Introduction to Machine Tool

Principles and procedures for basic machine tool operations are covered. Topics include a variety of material-working processes that are common to the machining industry; safety, machining equipment, set-up and layout instruments, measurement devices and command shop practices.

Prereq: MTT100 or concurrent enrollment.

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

MTT 102 Manual Machine Shop Operations

This introduction to machine shop operations and machines includes safety, fixtures, manual lathes, manual vertical mills and grinding machines.

Prereq: MTT100 and MTT101 or concurrent enrollment.

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

MTT 110 Print Reading for Manufacturing

Principles and concepts of the interpretation of blueprints and sketches of machine parts are covered. Attention is given to representations of common machine processes, special forms of dimensioning and tolerancing, surface finish, and other drafting and design principles.

(2 lec/0 lab) **2 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 Metallurgy Principles

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. This course will be taught in the metallurgy lab.

Recommended Prereq: MTT100.

(2 lec/0 lab)

2 sem hrs

MTT 120 CNC Operations

The set-up and operation of computer numerical control (CNC) machines is presented. Emphasis is placed on the basic operation and skills for both the CNC mill (vertical machine center) and the CNC lathe (turning center).

Prereq: MTT100 and MTT 110.

(2 lec/2 lab)

3 sem hrs

MTT 125 CNC Mill Programming

This continuation of CNC Operations focuses on mill programming. CNC concepts and programming are presented. Emphasis is on the positioning and coordinate systems used in CNC programming, part programming, diagnosis and correction of programming errors, and advanced programming techniques used in production machining.

Recommended Prereq: MTT120.

(2 lec/2 lab)

3 sem hrs

MTT 126 CNC Lathe Programming

This continuation of CNC Operations focuses on lathe programming. It includes a review of CNC concepts and programming, diagnosis and correction of programming errors, advanced programming for CNC lathes, and introduction to Computer Aided Machining (CAM) programs.

Recommended Prereq: MTT120.

(2 lec/2 lab)

3 sem hrs

MTT 200 Computer Aided Manufacturing (CAM)

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

Recommended Prereq: MTT125 or MTT126.

Prereq: MTT120.

(2 lec/2 lab)

3 sem hrs

MTT 201 Advanced CAM Programming

This is a continuation of study in Computer Aided Manufacturing (CAM) methodologies used by the machining industry. 5 axis and synchronous CNC programming will be applied to both CNC mills and turning centers. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Prereq: MTT200.

(2 lec/2 lab)

3 sem hrs

MTT 202 Job Shop Processes

This is an advanced study of machining processes used to complete industry supplied projects. Students will finish their degree by working with a local manufacturer on developing a machining process for their product. Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Prereq: MTT200.

(2 lec/2 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 reflects the duties, responsibilities and challenges of effective supervision. Emphasis is placed on human relations skills, communication, leadership, conflict resolution, and employee development and motivation.

(3 lec/0 lab)

3 sem hrs

MGT 215 Human Resources Management I

This organizational overview relates to personnel in business. Emphasis is placed on behavioral theory and practical analytical techniques as it relates to job design, performance evaluation techniques, management-labor relations, current employment law, wage and salary administration, training programs, and everyday issues in the workplace.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

MGT 220 Human Resources Management II

This advanced survey of human resources management and personnel administration topics emphasizes recruitment and selection strategies, compensation and reward management, training and development, and labor relations.

Recommended Prereq: BUS100; BUS210; MGT200. *Prereq:* MGT215.

(3 lec/0 lab)

3 sem hrs

Marketing (MKT)**MKT 200 Principles of Marketing**

Business free market activities related to the distribution of goods and services are studied with an emphasis on marketing strategy, the marketing mix, pricing, distribution channels, promotion, product development, consumer behavior and global marketing.

Recommended Prereq: BUS100.

(3 lec/0 lab)

3 sem hrs

MKT 210 Principles of Selling

The fundamentals and techniques of successful selling include developing the sales personality, the selling cycle, and customer and community relations. Emphasis is placed on creative selling, sales ethics, the organization and the customer.

(3 lec/0 lab)

3 sem hrs

MKT 215 Principles of Advertising

This introduction to the theory and mechanics of marketing-related communications places primary emphasis on the role of advertising in integrated marketing communications, environment, promotional strategies, research, planning, media selection, program management and evaluation. Various advertising media are discussed, as well as the creation of a total advertising message. Other topics include consumer behavior, creative strategies and types of media. The student prepares practical marketing applications for various industries.

IAI: MC 912.

(3 lec/0 lab)

3 sem hrs

MKT 260 Consumer Behavior

This course seeks to make a connection between customer behavior principles and the elements of marketing strategy. Customers, both in the household and the business market, are examined. Consumer behavior looks at culture demographics, psychographics and other factors that influence decision making.

(3 lec/0 lab)

3 sem hrs

Mass Communication (MCM)

MCM 130 Introduction to Mass Communication

Introduction to Mass Communication surveys the nature and impact of media on contemporary society. Areas of emphasis include: mass communication theory and research, ethics and social responsibilities, historical development, communication technologies, business practices, and media regulation and control.

IAI: MC 911.
 (3 lec/0 lab) 3 sem hrs

MCM 140 Television and Media Production I

Television and Media Production I provides production experiences in multiple-camera studio production and on-location video production and recording. Production responsibilities, studio and control room equipment operation, script and graphics preparation, set design and lighting, and talent/performance techniques, as well as the U.S. system of regulation and control of broadcasting are emphasized.

IAI: MC 916.
 (2 lec/2 lab) 3 sem hrs

MCM 201 Broadcast Writing

This course focuses on writing broadcast copy and scripts for visual and audio presentations for news and special events. Students learn to research, compose, and edit standard script formats for radio and television, as well as to distinguish between broadcast and print writing styles. Students also learn about ethical considerations in the news, libel laws, effective interview techniques, and interview etiquette.

(3 lec/0 lab) 3 sem hrs

MCM 205 Basic Broadcast Announcing

This course provides students with a general knowledge of broadcast announcing principles and techniques. Students are required to create, read and deliver commercials, news, interviews, public service announcements and special events. Emphasis is placed upon developing an appropriate broadcasting style, operating broadcast studio equipment and developing impromptu on-air skills. Additionally, students analyze, edit and deliver broadcast copy.

Prereq: MCM130.

IAI: MC 918.
 (2 lec/2 lab) 3 sem hrs

MCM 211 Introduction to Radio Production

This course provides learning experiences in audio production techniques and the operation of related equipment and systems. Topics such as basic radio production protocol, terminology, script writing, editing, producing commercial/PSA announcements and newscasting in a studio setting are emphasized.

Prereq: MCM130.

IAI: MC 915.
 (2 lec/2 lab) 3 sem hrs

MCM 215 Basic News Writing

This course introduces students to the basic elements of clear, concise, accurate and balanced news writing. Students learn the techniques of news gathering, reporting, and interviewing as well as important differences between straight news stories, features, opinion pieces and various other types of news articles. Additionally, the course includes discussion of ethical issues facing the press and laws governing journalists.

IAI: MC 919.
 (3 lec/0 lab) 3 sem hrs

MCM 221 Basic News Editing

This course introduces students to the principles and techniques of electronic editing, information management and publication design. Editing of body copy, editing of display type for clarity and impact, and editing of news stories and headlines are emphasized.

Recommended Prereq: MCM215.

IAI: MC 920.
 (3 lec/0 lab) 3 sem hrs

MCM 240 Television and Media Production II

This course provides more advanced multi-camera studio television and media production experience with an emphasis toward live-on-tape/live-broadcast situations. Students assume production roles both in the control room and studio setting. Pre- and post-production, scripting, graphics set design and lighting, system process engineering, and videotape editing skills are also emphasized.

Prereq: MCM140 or consent of instructor.

(2 lec/2 lab) 3 sem hrs

MCM 243 Film Production

This course provides more advanced field television and film production experience with an emphasis toward single-camera electronic field production (EFP) and electronic news gathering (ENG). Students assume production roles as producers, directors, camera operators, and video editors. Pre- and post-production, scripting, graphics, lighting, legal requirements and non-linear video editing skills are emphasized.

Recommended Prereq: MCM140 or consent of instructor.

(2 lec/2 lab) 3 sem hrs

MCM 245 Mass Media Ethics and Laws

This course examines the legal and judicial systems, governing legislation, and significant historical/contemporary issues that influence various industries and consumers of mass communication. Special emphasis is given to first amendment rights, libel and invasion of privacy, protection of news sources, free press, and copyright legislation and court rulings.

Recommended Prereq: MCM130.

(3 lec/0 lab) 3 sem hrs

MCM 280 Mass Communication Capstone: The Business, Media and Careers of TV/Internet/Radio/Film

This course provides students with a deeper understanding of the broadcasting industries—the business and economic structures, current and developing media technologies of acquisition and transmission and the career opportunities within each. Students also focus on formats, ratings, programming, state/federal regulations, digital transmission and video streaming. Hands-on practical information and skills assist students in the creation of resumes and audition materials.

Recommended Prereq: MCM130 and three of the following MCM production courses: MCM140, MCM221, MCM240, MCM243.

Prereq: Consent of instructor.

(2 lec/2 lab) 3 sem hrs

MCM 296 Special Topics/ Mass Communication

This course offers in-depth exploration of a special topic, issue or trend in the mass communication field. Topics might include current events, film genre, specialized film/television projects, and more in-depth analyses of industry trends. Repeatable to a maximum of 12 semester hours for different special topics; 6 semester hours may apply to a degree or certificate.

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

MCM 297 Radio/TV/Internet/ Film Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the mass communication field, including various facets of television, film or radio production. The learning objectives are relative to the nature of the business of the site to which the student is assigned or selects. Acquired skills may include: live multi-camera video production, field camera work, graphic design preparation, tape duplications, non-linear audio and video editing, promotions and marketing. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the mass communication internship courses (MCM297, MCM298, MCM299) may apply to the mass communication degree.

Prereq: MCM140; consent of instructor.

(0 lec/5 lab) 1 sem hrs

**MCM 298 Radio/TV/Internet/
Film Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the mass communication field, including various facets of television, film or radio production. The learning objectives are relative to the nature of the business of the site to which the student is assigned or selects. Acquired skills may include: live multi-camera video production, field camera work, graphic design preparation, tape duplications, non-linear audio and video editing, promotions and marketing. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the mass communication internship courses (MCM297, MCM298, MCM299) may apply to the mass communication degree.

Prereq: MCM140; consent of instructor.

(0 lec/10 lab)

2 sem hrs

**MCM 299 Radio/TV/Internet/
Film Internship**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the mass communication field, including various facets of television, film or radio production. The learning objectives are relative to the nature of the business of the site to which the student is assigned or selects. Acquired skills may include live multi-camera video production, field camera work, graphic design preparation, tape duplications, non-linear audio and video editing, promotions and marketing. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the mass communication internship courses (MCM297, MCM298, MCM299) may apply to the mass communication degree.

Prereq: MCM140; consent of instructor.

(0 lec/15 lab)

3 sem hrs

Mathematics (MTH)

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

MTH 050 Basic Mathematical Skills

This course is a review of the structure and applications of arithmetic. Topics covered include numbers, addition, subtraction, multiplication, division, rational numbers, ratios, proportions and percents.

(3 lec/0 lab)

3 sem hrs

MTH 060 Elementary Algebra

This course in beginning algebra covers algebraic expressions, equations, inequalities, problem solving, graphing, polynomials, factoring, rational expressions and rational equations.

Prereq: C or better in MTH050 or placement by assessment.

(4 lec/0 lab)

4 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 assessment.

(2 lec/0 lab)

2 sem hrs

MTH 062 Elementary Algebra II

This continuation of beginning algebra covers polynomials, factoring, rational expressions, and rational equations.

Note: This is the second course in a two-course sequence. Prereqs must be met before taking this course.

Prereq: C or better in MTH061.

(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.

Prereq: C or better in MTH050 or placement by assessment.

(3 lec/0 lab)

3 sem hrs

MTH 067 Mathematics Literacy II

This second course in Math Literacy continues to focus on solving realistic problems, further improving number sense and mathematical literacy.

Note: This is the second course in a two-course sequence. Prereqs must be met before taking this course.

Prereq: C or better in MTH066.

(3 lec/0 lab)

3 sem hrs

MTH 070 Intermediate Algebra

This course in intermediate algebra covers functions, systems of linear equations, inequalities, exponents and radicals, quadratic equations, and exponential and logarithmic functions.

Prereq: C or better in MTH060 or MTH062 or MTH067; or placement by assessment.

(4 lec/0 lab)

4 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. Prereqs must be met before taking this course.

Prereq: C or better in MTH060 or MTH062 or MTH067; or placement by assessment.

(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. Prereqs must be met before taking this course.

Prereq: C or better in MTH071.

(2 lec/0 lab)

2 sem hrs

MTH 075 Elementary Geometry

This elementary geometry course covers the language of geometry, similarity, congruence, properties of points, lines, triangles, rectangles, parallelograms, squares, trapezoids, other quadrilaterals, circles, volumes, surface areas, spheres, cylinders, cones and other solids.

Prereq: C or better in MTH060 or MTH062 or MTH067; or placement by assessment.

(3 lec/0 lab)

3 sem hrs

MTH 101 College Mathematics

This course in mathematics is designed to satisfy the general education requirement at the university level. The emphasis of the course is on understanding logical arguments, doing abstract thinking and solving verbal problems. Topics covered include logical statements and arguments, geometry in problem solving, estimation, approximation, judging reasonableness of answers, problem solving and statistics.

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

Prereq: C or better in MTH067 or MTH070 or MTH072, and MTH075; or placement by assessment.

IAI: M1 901.

(3 lec/0 lab)

3 sem hrs

MTH 102 Applied Practical Math

This course is designed to help students develop mathematical reasoning and real-world problem solving skills. Topics covered include applications of geometry, counting techniques and probability, statistics and graph theory.

Prereq: C or better in MTH067 or MTH070 or MTH072, and MTH075; or placement by assessment.

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 is designed to assist the student in the understanding and use of numerical data. Topics covered include descriptive methods, probability, probability distributions, statistical inference, confidence intervals, tests of hypotheses, and correlation and regression.
Prereq: C or better in MTH067 or MTH070 or MTH072, and MTH075; or placement by assessment.

IAI: M1 902.

(3 lec/0 lab)

3 sem hrs

MTH 111 College Algebra

This course is designed to provide the student with basic algebraic concepts necessary to continue in other mathematics courses. Topics include: real numbers, complex numbers, solutions of inequalities and equations, coordinate systems, functions, polynomials, rational functions, exponential and logarithmic functions, graphing and transformations of functions, and systems of equations.

Note: This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your counselor.

Prereq: C or better in MTH070 or MTH072, and MTH075; or placement by assessment.

(4 lec/0 lab)

4 sem hrs

MTH 112 Plane Trigonometry

This course in trigonometry of the plane concentrates on trigonometric functions and their applications. Topics covered include the trigonometric functions, solution of right triangles, radian measure, fundamental identities, angular measure, graphs, logarithms, functions of composite angles, oblique triangles, trigonometric equations, inverse trigonometric functions, and complex numbers, including powers and roots.

Note: This course does not fulfill the mathematics requirement in some Associate degree programs. Please check with your counselor.

Prereq: C or better in MTH070 or MTH072, and MTH075; or placement by assessment.

(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 MTH112; or placement by assessment.

IAI: M1 900-1, MTH 901.

(4 lec/0 lab)

4 sem hrs

MTH 132 Calculus With Analytic Geometry II

This second course in calculus and analytic geometry is a continuation of 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 assessment.

(3 lec/0 lab)

3 sem hrs

MTH 202 Mathematics for Elementary Teachers II

This second course in mathematics for elementary education majors follows the curriculum standards of the National Council of Teachers of Mathematics. Topics include: probability, statistics, geometry, 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 MTH111 or placement by assessment.

IAI: M1 906.

(3 lec/0 lab)

3 sem hrs

MTH 211 Calculus for Business and Social Science

This course presents an elementary treatment of topics from differential and integral calculus. It is intended primarily for students in the fields of business and social science. 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 MTH111 or placement by assessment.

IAI: M1 900-B.

(3 lec/0 lab)

3 sem hrs

**MTH 233 Calculus With
Analytic Geometry III**

This third course in calculus and analytic geometry is a continuation of MTH132. Topics include vectors, vector-valued functions, space curves, multivariate functions, partial derivatives, differentials, directional derivatives, gradients, double and triple integrals, vector fields, line integrals, and differential equations.
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; ability to read at the 10th grade level or higher and perform required math skills as determined by assessment testing; BIO260; HIT105 or HIT110.

(1.5 lec/2 lab)

2.5 sem hrs

MLA 172 Medical Assistant Clinical II

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

Prereq: Program admission; MLA210.

(1.5 lec/2 lab)

2.5 sem hrs

**MLA 210 Laboratory Procedures
for the Medical Assistant**

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

Prereq: Program admission; MLA171.

(2 lec/2 lab)

3 sem hrs

**MLA 220 Pharmacology for
the Medical Assistant**

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

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

(2 lec/0 lab)

2 sem hrs

MLA 230 Medical Law and Ethics

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

(1 lec/0 lab)

1 sem hrs

**MLA 298 Medical
Assistant Externship**

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

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

(.5 lec/9.5 lab)

2 sem hrs

Military Science (MSC)

See ROTC Transfer Option in the Career Connections section of this catalog.

**MSC 101 Leadership and
Personal Development**

This course introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as cultural understanding, goal setting, stress management, mental/physical resiliency, and time management relate to leadership, officership, and the Army profession. The focus is on developing a basic knowledge and comprehension of Army leadership dimensions, attributes, and core leader competencies while gaining an understanding of the ROTC program, its purpose in the Army, and its advantages for the student.

(1 lec/2 lab)

2 sem hrs

MSC 102 Foundations in Leadership

This course provides an overview of leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback, and using effective writing skills. Students explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, interactive exercises.

(1 lec/2 lab)

2 sem hrs

MSC 201 Innovative Tactical Leadership

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced by planning, executing, and assessing team exercises. The focus continues to build on developing knowledge of leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies provide a tangible context for learning the Soldier's Creed and Warrior Ethos.

(1 lec/2 lab) 2 sem hrs

MSC 202 Leadership in Changing Environments

This course examines the challenges of leading in complex contemporary operational environments. The cross-cultural dimensions of leadership in a constantly changing world are highlighted and applied to practical Army leadership tasks and situations. As students practice communication and team building skills, case studies offer insight into the importance and practice of teamwork and tactics in real world scenarios.

(1 lec/2 lab) 2 sem hrs

Music (MUS)

MUS 100 Music: The Art of Listening

This course enhances the student's understanding and enjoyment of music. By listening to a variety of music such as orchestral, jazz and folk, the student gains insight into the works of composers through periods of musical development. Music of other world cultures is also examined.

Note: This course is not recommended for music majors. 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. The music and cultures of South America, India, Southeast Asia and China are presented.

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. Jazz, rock, folk and country, as well as music for the concert hall, stage and screen are explored.

Note: Participation in this course may include field trips which require admission fees.

IAI: F1 904.
(3 lec/0 lab) 3 sem hrs

MUS 110 Careers in Music

This course presents a wide-ranging survey of the careers available in the field of music. Guest speakers who work in music publishing, recording, arts management, education, and performance provide students with insights into careers in the profession.

Note: It is recommended that music students enroll their first semester.

(2 lec/0 lab) 2 sem hrs

MUS 120 Basic Elements of Music

This introductory course is designed to develop knowledge and understanding of the basic elements of music (sound, rhythm, form, etc.) through the application of these elements in creative work. Students with no prior background are introduced to notation, music reading, scales, chords, and the piano keyboard. Computer-assisted instruction of these elements is also included.

(3 lec/0 lab) 3 sem hrs

MUS 121 Theory of Music I

This course presents a study of the technical aspects of music, such as scales, chords, melody, harmony, and notation, and the musical results of their interrelationships. The student gains an understanding of compositional techniques through the analysis of music and individual creative projects. Keyboard skills and ear training are also included.

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

Recommended Prereq: MUS120.
(3 lec/2 lab) 4 sem hrs

MUS 123 Theory of Music II

This course is a continuation of MUS121, including the application of seventh chords, modulation and compositional form.

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

Recommended Prereq: MUS120; MUS 121.
Coreq: MUS124.
(3 lec/0 lab) 3 sem hrs

MUS 124 Aural Skills II: Developing the Musical Ear

This course is a continuation of aural skills developed in MUS121. Aural identification of intervals, scales, and chord qualities are emphasized, and pitch and rhythm drills are featured to aid in the development of notation skills.

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

Recommended Prereq: MUS121.
Coreq: MUS123.
(1 lec/0 lab) 1 sem hrs

MUS 150 Vocal Techniques: An Introduction to Singing

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

(2 lec/0 lab) 2 sem hrs

MUS 151 Class Instruction-Piano I

Conducted in the electronic piano lab, this course provides beginning instruction in piano for students with no previous background in music. Students learn music notation, chords and harmonization. Music study includes popular, folk and classical music for beginners.

Note: For noncredit course see MUS891 in the Community Education section of the noncredit schedule.

(2 lec/0 lab) 2 sem hrs

MUS 154 Class Guitar I

This course provides beginning guitar instruction focusing on reading chords, chord symbols, musical notation, and playing chord progressions using a variety of guitars and guitar-playing styles.

Note: Guitar must be brought to the first class. For noncredit course see MUS890 in the Community Education 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 a degree or certificate.

Note: For noncredit course see MUS894 in the Community Education 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 a degree or certificate.

(0 lec/2 lab) 1 sem hrs

MUS 162 Rock Music Ensemble

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

Note: For noncredit course see MUS895 in the Community Education section of the noncredit schedule.

Recommended Prereq: Music background.
(0 lec/2 lab) 1 sem hrs

MUS 164 Instrumental Ensemble

This course is an instrumental ensemble for chamber music, folk or other special combinations. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Recommended Prereq: Music background.
(0 lec/2 lab) 1 sem hrs

**MUS 166 Vocal Ensemble:
Waubonsee Chorale**

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

Note: For noncredit course see MUS898 in the Community Education section of the noncredit schedule.

(0 lec/3 lab) 1 sem hrs

**MUS 167 Community Vocal Ensemble:
Fox Valley Festival Chorus**

The Fox Valley Festival Chorus, an ensemble of approximately 60 singers, performs a variety of vocal music from all periods of music literature. Performances are often in conjunction with orchestras or other instrumental groups. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: New students should contact Dr. Mark Lathan, (630) 466-7900 ext. 2501.

(0 lec/2 lab) 1 sem hrs

**MUS 168 Community Instrumental
Ensemble: Fox Valley
Concert Band**

This performing ensemble is designed for students who have advanced level skills in wind and percussion performance. Band repertoire consists of traditional concert band literature from all periods of music history. Attendance at rehearsals and concerts is required and includes two hours per week in evening rehearsals along with several concert dates scheduled outside of regular class meeting times. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: New students should contact Dr. Mark Lathan, (630) 466-7900 ext. 2501. For more information about the band go to www.fvcb.org.

Prereq: Audition with the Fox Valley Concert band conductor is required.

(0 lec/2 lab) 1 sem hrs

MUS 170 Electronic Music Ensemble

This performance ensemble utilizes Waubonsee's recording studio facilities and equipment to develop and perform original compositions. Tape recorders, microphones, signal processors and computers are the "instruments" in this ensemble, and experimentation is encouraged. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Recommended Prereq: Music background.
(0 lec/2 lab) 1 sem hrs

MUS 171 Percussion Ensemble

In this performance ensemble of 20th century percussion music, individual percussion instruments and techniques are discussed. Traditional and contemporary percussion notation are taught to enable the student to perform assigned parts. Mallet instruments (marimba, vibes, etc.) as well as pitched and nonpitched percussion instruments are used. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Recommended Prereq: Music background.
(0 lec/2 lab) 1 sem hrs

MUS 171 Percussion Ensemble

In this performance ensemble of 20th century percussion music, individual percussion instruments and techniques are discussed. Traditional and contemporary percussion notation are taught to enable the student to perform assigned parts. Mallet instruments (marimba, vibes, etc.) as well as pitched and nonpitched percussion instruments are used. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Recommended Prereq: Music background.
(0 lec/2 lab) 1 sem hrs

MUS 175 All College Steel Band

This entry-level performance ensemble on steel pans performs Caribbean-based musical styles. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.

Note: For noncredit course see MUS893 in the Community Education section of the noncredit schedule.

(1 lec/1 lab) 1.5 sem hrs

**MUS 176 Waubonsee Community
College Performing
Steel Band**

This advanced performance ensemble on steel pans performs Caribbean-based musical styles. Repeatable to a maximum of 6 semester hours; 6 semester hours may apply to a degree or certificate.

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

Recommended Prereq: MUS175.
(1 lec/1 lab) 1.5 sem hrs

**MUS 180 Applied:
Composition/Arranging**

This course provides private instruction in composition individually designed for each student's need. Students concentrate on compositional technique and creative projects commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

(1 lec/0 lab) 1 sem hrs

MUS 181 Applied: Piano

This course provides private instruction in piano individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

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 Assistant Dean, (630) 466-7900, ext. 2985.

Recommended Prereq: One year of piano study or MUS151 or MUS251.

(1 lec/0 lab) 1 sem hrs

MUS 182 Applied: Voice

This course provides private instruction in voice individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

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 Assistant Dean, (630) 466-7900, ext. 2985. Recommended Prereq: MUS150.

(1 lec/0 lab)

1 sem hrs

MUS 183 Applied: Woodwinds

This course provides private instruction in woodwinds individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

(1 lec/0 lab)

1 sem hrs

MUS 184 Applied: Brass

This course provides private instruction in brass individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

(1 lec/0 lab)

1 sem hrs

MUS 185 Applied: String Instruments

This course provides private instruction in string instruments individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

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 Assistant Dean, (630) 466-7900, ext. 2985. Recommended Prereq: MUS154 or MUS254.

(1 lec/0 lab)

1 sem hrs

MUS 186 Applied: Organ

This course provides private instruction in organ that is individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

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 Assistant Dean, (630) 466-7900, ext. 2985.

(1 lec/0 lab)

1 sem hrs

MUS 187 Applied: Percussion

This course provides private instruction in percussion individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

Recommended Prereq: One semester of percussion study.

(1 lec/0 lab)

1 sem hrs

MUS 188 Applied: Audio Production

This course provides private instruction in audio production individually designed for each student's need. Students concentrate on audio recording and Musical Instrument Digital Interface (MIDI) projects commensurate with their current ability. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

Recommended Prereq: MUS121. Prereq: MUS211; MUS213.

(1 lec/0 lab)

1 sem hrs

**MUS 200 Music Literature:
A Historical Survey**

This course provides an overview of major composers in music history and their compositions that are included in standard concert repertory. Representative works are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Major works for symphony, opera and piano are surveyed, as well as the experimental trends of the 20th and 21st centuries. *Recommended Prereq: MUS100 or MUS120 or MUS121.*

(3 lec/0 lab)

3 sem hrs

**MUS 210 Music for
the Elementary Teacher**

This course prepares future teachers to integrate music activities into the Pre-K through 6th grade classroom. Students develop basic vocal and instrumental skills to accompany students in singing, dancing (movement and games) and playing instruments. No previous music coursework or experience is necessary.

(3 lec/0 lab)

3 sem hrs

**MUS 211 Introduction to the
Recording Studio**

This course is designed as an introduction to the tools and techniques used in digital sound production and recording. Topics include digital recording and editing techniques, microphone techniques, audio mixing console operations, basic principles of acoustics and audio signal processing. Students have access to the recording studio for assigned projects. *Recommended Prereq: Familiarity with basic functions of Mac OS.*

(3 lec/0 lab)

3 sem hrs

MUS 213 Advanced Studio Recording

This course provides creative applications of the concepts and tools acquired in MUS211, including applications using Musical Instrument Digital Interface (MIDI), digital recording, editing, mixdown, sampling, looping software, ReWire and mastering. *Prereq: MUS211.*

(3 lec/0 lab)

3 sem hrs

**MUS 215 Electronics for
Audio Production**

This course is an introduction to the analysis of circuits and electronics using resistors, capacitors, inductors, diodes and integrated components as they apply to electronics within the music industry.

Note: Knowledge of basic algebra is recommended.

(3 lec/0 lab)

3 sem hrs

MUS 221 Theory of Music III

A continuation of MUS123, this course features observations of counterpoint, chromatic harmonies (borrowed chords, augmented sixth chords, and mediant) form and analysis techniques, and the application of compositional techniques.

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

Recommended Prereq: MUS123.

Coreq: MUS222.

(3 lec/0 lab)

3 sem hrs

**MUS 222 Aural Skills III:
Developing the Musical Ear**

This course is a continuation of MUS124, presenting a study of syncopated rhythmic patterns, intervals, and triads, isolated and in context. Singing of folk songs and selected art songs in treble and bass clefs, as well as ear training correlated with sight singing, are also included.

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

Recommended Prereq: MUS124.

Coreq: MUS221.

(1 lec/0 lab)

1 sem hrs

MUS 223 Theory of Music IV

This course is a continuation of MUS221, covering 20th and early 21st century techniques. The study of polychords, synthetic scales, new instrumental and notational systems, twelve-tone composition, and influences of non-Western music are included.

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

Recommended Prereq: MUS221.

Coreq: MUS224.

(3 lec/0 lab)

3 sem hrs

**MUS 224 Aural Skills IV:
Developing the Musical Ear**

This course is a continuation of MUS222 with a focus on the study of advanced rhythmic patterns, continued use of triads, and chords of the seventh and altered chords, isolated and in context. Sight singing of more advanced materials and ear training correlated with sight singing are also covered.

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

Recommended Prereq: MUS222.

Coreq: MUS223.

(1 lec/0 lab)

1 sem hrs

MUS 251 Class Instruction-Piano II

Continuing the skills taught in MUS151, this course emphasizes more advanced materials in music notation, chords and harmonization. A minimum of 4 hours of practice per week is required.

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

Recommended Prereq: MUS151.

(2 lec/0 lab)

2 sem hrs

MUS 252 Class Instruction-Piano III

This course provides group piano instruction with an emphasis on developing advanced harmonization techniques, such as extended chords, transposition and accompanying techniques. A survey of appropriate piano literature is also included.

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

Recommended Prereq: MUS251.

(2 lec/0 lab)

2 sem hrs

MUS 254 Class Guitar II

This course provides intermediate level instruction in guitar and includes chord formation with bar chords, finger picking, accompaniment patterns, and seventh chords.

Note: Guitar must be brought to the first class.

Recommended Prereq: MUS154 or equivalent.

(2 lec/0 lab)

2 sem hrs

MUS 266 Vocal Jazz Lab

Vocal Jazz Lab is an auditioned choral group intended to offer expanded vocal music opportunities. Class sessions consist mainly of auditions, sight-reading and rehearsal of material to prepare as repertoire for performances. Emphasis is placed on musicianship skills such as reading, effective ensemble technique and interpretation of jazz styles. Repeatable to a maximum of 4 semester hours; 4 semester hours may apply to a degree or certificate.

Note: Contact Dr. Mark Lathan at (630) 466-7900, ext. 2501, for audition information.

Coreq: MUS166.

(0 lec/2 lab)

1 sem hrs

**MUS 280 Applied:
Composition/Arranging**

This course provides private instruction in composition that is individually designed for each student's need. Students concentrate on compositional techniques and creative projects commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

Recommended Prereq: MUS121.

(2 lec/0 lab)

2 sem hrs

MUS 281 Applied: Piano

This course provides private instruction in piano individually designed for each student's need. Students concentrate on technique and repertoire commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

Recommended Prereq: One year of piano study.

(2 lec/0 lab)

2 sem hrs

MUS 282 Applied: Voice

This course provides private instruction in voice individually designed for each student's need. Students concentrate on technique and repertoire commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

Recommended Prereq: MUS150.

(2 lec/0 lab)

2 sem hrs

MUS 283 Applied: Woodwinds

This course provides private instruction in woodwinds individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

(2 lec/0 lab)

2 sem hrs

MUS 284 Applied: Brass

This course provides private instruction in brass individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

(2 lec/0 lab)

2 sem hrs

MUS 285 Applied: String Instruments

This course provides private instruction in string instruments individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985. Recommended Prereq: MUS154 or MUS254.

(2 lec/0 lab)

2 sem hrs

MUS 286 Applied: Organ

This course provides private instruction in organ individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985.

(2 lec/0 lab)

2 sem hrs

MUS 287 Applied: Percussion

This course provides private instruction in percussion individually designed for each student's need. Students concentrate on technique and repertory commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985. Recommended Prereq: One semester of percussion study.

(2 lec/0 lab)

2 sem hrs

MUS 288 Applied: Audio Production

This course provides private instruction in audio production individually designed for each student's need. Students concentrate on audio recording and Musical Instrument Digital Interface (MIDI) projects commensurate with their current ability. Repeatable to a maximum of 8 semester hours; 8 semester hours may apply to a degree or certificate.

Note: Student's skill level will be assessed for appropriate course placement. 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 Assistant Dean, (630) 466-7900, ext. 2985. 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

MUS 297 Music Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the music field. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the music internship courses (MUS297, MUS298, MUS299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/5 lab)

1 sem hrs

MUS 298 Music Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the music field. One hundred sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the music internship courses (MUS297, MUS298, MUS299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/10 lab)

2 sem hrs

MUS 299 Music Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the music field. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 hours from the music internship courses (MUS297, MUS298, MUS299) may apply to a degree or certificate.

Prereq: Consent of instructor.

(0 lec/15 lab)

3 sem hrs

Nurse Assistant (NAS)

NAS 101 Basic Nurse Assistant Training

This course, approved by the Illinois Department of Public Health, is designed to prepare persons to function in the role of nurse assistant in a variety of health care settings. Content includes basic nursing procedures, food service, body mechanics, safety measures, special treatments, communication skills, and care of persons with Alzheimers disease and related dementias. Clinical experiences are provided in long-term care facilities.

Note: Due to state attendance requirements, students must register by the first day of class. Included in the fees are: \$65 for state competency exam, \$25 for state criminal background check and finger print, and \$4 for a WCC student name badge. Please note that Waubensee processes and sponsors this application once at the completion of the course. Students must complete CNA testing in the Learning Assessment and Testing Services for appropriate advising and/or placement into the course. All students enrolled in the course are required by the Illinois Department of Public Health to have a background check prior to clinical experiences. In addition, students must provide evidence of a 2-step test for tuberculosis (TB) prior to the first clinical day. A valid social security number is required at the time of enrollment.

Prereq: Program admission; reading assessment; 16 years of age or older.

(4 lec/6 lab)

7 sem hrs

Nursing (NUR)

NUR 100 How to Succeed in Nursing

This course is designed to help students transition from prerequisite courses to nursing courses. Emphasis is placed on options in nursing, what to expect in nursing, study skills, how to take nursing tests, and survival. This course should help the success of students in the nursing program. Repeatable to a maximum of 4 semester hours; 1 semester hour may apply to a degree or certificate.

Recommended Prereq: Completion of most nursing program prerequisite courses.

(1 lec/0 lab)

1 sem hrs

NUR 105 Introduction to Professional Nursing

This course is designed to provide the student with concepts of professional nursing upon which all subsequent nursing courses are built. It focuses on cognitive, psychomotor and communication skills that are basic to client care and that can be utilized by the professional nurse or delegated to assistive personnel. Students achieve mastery of these skills through classroom instruction, laboratory demonstration, peer review and clinical practice in a geriatric setting. Special consideration is given to concepts of geriatric nursing. Laboratory proficiency testing is emphasized.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the clinical site. Clinical sites and times will be given after the first class meeting.

Prereq: Program admission; C or better in all of the following: PSY100, PSY205, BIO250, BIO270, BIO272, ENG101, ENG102, COM100; current American Heart Association Basic Life Support for Health Care Providers (CPR).

Coreq: NUR106.

(3 lec/6 lab)

5 sem hrs

NUR 106 Introduction to Clinical Pharmacology for Nurses

This course is designed for nursing students beginning the study of pharmacology and medication administration. It introduces the thinking process for the safe administration of medication. A comprehensive unit on medication calculations is included. Instructional methods to facilitate the simulated application of content to nursing practice are utilized.

Prereq: Program admission.

Coreq: NUR105; or NUR120 (for advanced placement students).

(1 lec/0 lab)

1 sem hrs

NUR 120 Basic Concepts of Nursing

This course continues with basic nursing skills. Use of the nursing process including nursing assessment, basic concepts of pharmacology, therapeutic communication, and fluid and electrolyte balance with a focus on diabetes mellitus are emphasized. Clinical experiences are provided in an acute care facility.

Note: Advanced placement in NUR120 may require concurrent enrollment in NUR106 based on recommendation of the program director. Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the clinical site. Clinical sites and times will be given at the first class meeting.

Prereq: Program admission; C or better in NUR105; nursing math proficiency test.

Coreq: American Heart Association Health Care Provider course; documentation of current immunizations.

(3 lec/6 lab)

5 sem hrs

NUR 150 Concepts of Nursing I

This course focuses on the use of the nursing process to meet the needs of patients experiencing stress, respiratory or gastrointestinal conditions, or surgery. Pediatric and geriatric concepts are integrated. Clinical experiences are provided in an acute care facility including the operating and recovery rooms.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the 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).

(3 lec/6 lab)

5 sem hrs

NUR 160 Pharmacology

This course examines how drugs are processed and utilized in the body. A client's reactions to a drug both therapeutically and adversely are considered. Potential drug interactions are explored. Client education related to drug therapy is emphasized.

Recommended Prereq: BIO270 and BIO272; or BIO260.

(2 lec/0 lab)

2 sem hrs

NUR 175 Concepts of Mental Health Nursing

This course focuses on adapting the nursing process to the practice of psychiatric-mental health nursing. The learning experience is eclectic and holistic, and explores biological, intellectual, emotional, spiritual and sociocultural dimensions of behavior. The student builds on previously learned skills, especially the therapeutic use of self, while working with other professionals in a multidisciplinary approach within a therapeutic environment. Historical perspectives, psychiatric disorders, psychiatric nursing concepts, nursing interventions, therapies, and community roles and services are stressed. Clinical experiences are provided in a psychiatric facility.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the 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).

(3 lec/6 lab)

5 sem hrs

NUR 205 Concepts of Nursing II

This course is concerned with the individual who is seriously ill. It focuses on the nursing care of persons with genitourinary, hematological, immunological or oncological disorders. It has a special focus on care of persons receiving complex parenteral therapies. Emphasis is placed on assessment, establishing priorities of care, and the organization and utilization of the nursing care plan. Clinical experiences are provided on general medical-surgical units with an emphasis on oncology and renal care.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the clinical site. Clinical sites and times will be given at the first class meeting.

Prereq: Program admission; C or better in NUR175.

Coreq: Current American Heart Association Basic Life Support for Health Care Providers (CPR).

(3 lec/6 lab)

5 sem hrs

NUR 220 Nursing Concepts of the Childbearing Family

This course focuses on the nursing care of the childbearing family. The normal and complicated pregnancy and the care of the mother and neonate are studied. Women's health and growth and development of the well child and family are discussed. Clinical experiences are designed to develop the student's assessment, teaching, and nursing skills that promote optimum health and well-being for the childbearing family. Clinical experiences are provided in both acute care and community based settings.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the 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).

(3 lec/6 lab)

5 sem hrs

NUR 250 Concepts of Nursing III

This course is concerned with the adult patient who is seriously ill, including those with endocrine disorders, cardiac disorders, peripheral vascular disorders, acute surgeries and patients requiring intensive care. Emphasis is on assessment, establishing priorities of care, and organization and utilization of the nursing care plan. Pediatric and geriatric concepts are integrated. Clinical experience is provided on the intermediate and/or intensive care units.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the 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).

(3 lec/6 lab)

5 sem hrs

NUR 275 Advanced Concepts of Nursing

This course is designed to assist the student in the transition to the role of graduate nurse. The course focuses on the use of the nursing process in caring for groups of patients. Content includes conditions of the eye and ear, orthopedic, neurologic and emergency nursing, care of the burn patient and other conditions of the integumentary system. Ethical, legal, political and social issues affecting health care are also explored. Clinical experience is provided in a variety of settings.

Note: Clinical may be scheduled early mornings, afternoons or evenings and is dependent on the clinical site. 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).

(2 lec/8 lab)

5 sem hrs

Patient Care Technician (PCT)

PCT 200 Patient Care Technician

This course is designed to prepare students to function in the role of a patient care technician (PCT) in an acute care setting. Content includes: advanced nursing assistant skills, dietary procedures, respiratory therapy techniques, basic phlebotomy skills and basic cardiac monitoring set-up and techniques.

Prereq: Consent of instructor; NAS101 or equivalent.

Recommended Coreq: COM125; HIT105.

(2 lec/2 lab)

3 sem hrs

PCT 297 Patient Care Technician Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the patient care technician field. It provides the student with 80 hours of hands-on experience in an acute care setting where the student performs the skills required of a patient care technician (PCT).

Prereq: Consent of instructor; C or better in PCT200; HIT105 or concurrent enrollment; COM125 or concurrent enrollment; American Heart Association Basic Life Support for Health Care Providers; physical examination; proof of current immunizations; completion of two-step tuberculosis skin test; drug screen.

(.5 lec/5 lab)

1.5 sem hrs

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 healthcare 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 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.

IAI: H5 901.

(3 lec/0 lab)

3 sem hrs

PHL 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.

IAI: H5 901.

(3 lec/0 lab)

3 sem hrs

PHL 240 Islam and the Qur'an

This course introduces students to the texts and ideas of the Qur'an in their contextual setting. Students examine the primary text and historical events in the period leading to the emergence of the Prophet Muhammad and early Islam, the religious and political ideas of the Arabian Peninsula, the relationship between the Qur'an and the Old Testament, the relationship between early Islam and institutional Christianity and the social geography of the region.

IAI: H5 901.

(3 lec/0 lab)

3 sem hrs

PHL 296 Special Topics for Philosophy

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

(1 to 3 lec/0 lab)

1 to 3 sem hrs

Phlebotomy (PBT)**PBT 105 Theoretical and Clinical Aspects of Phlebotomy**

This course prepares the student for the role of phlebotomy technician. Instruction in human structure and function of the peripheral vascular and circulatory systems, specimen collection, specimen processing and handling, and laboratory operations is included. The student is also taught legal and ethical issues related to phlebotomy and specimen collection, infection control and OSHA requirements.

*Prereq: Reading assessment.**Recommended Coreq: COM125; HIT105 or HIT110.*

(3.5 lec/2 lab)

4.5 sem hrs

PBT 297 Phlebotomy Externship

Combining academic credit with professional experience, this externship allows students to learn about, observe and work in the phlebotomy field. It provides the student with 120 hours of hands-on experience provided at a site within the community. The student is afforded an opportunity to perform a minimum of 100 successful venipunctures and 25 successful skin punctures, per certification requirements. Repeatable to a maximum of 3 semester hours on a space-available basis; 1.5 semester hours may apply to the phlebotomy certificate.

Prereq: Reading assessment; C or better in PBT105; COM125 or concurrent enrollment; HIT105 or HIT110 or concurrent enrollment; American Heart Association Basic Life Support for Health Care Providers; physical examination; completion of two-step tuberculosis test; proof of current immunization status.

(.5 lec/7.5 lab)

1.5 sem hrs

Physical Education (PED)

PED 101 Bowling

This introductory course teaches the fundamentals of bowling, including bowling skills, rules, scoring and strategies. Students participate in a bowling league using handicaps for team selection. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: The beginning and ending times of bowling classes may overlap other college classes. When this occurs, the instructor of the bowling class makes arrangements for the student to meet class requirements. First class meets in Erickson Hall on the Sugar Grove campus. For noncredit course see REC887 in the Community Education section of the noncredit schedule. LANE FEE: \$1.00/game, shoes included.

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

PED 102 Individual Sports

This course includes instruction in the skills and techniques of individual sports. Participation is emphasized and content includes rules, strategies, fundamentals, scoring and terminology. The sport may vary and in the past has included: rock climbing, sailing, archery, badminton, fencing, skating, table tennis and cross-country skiing. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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

PED 104 Golf

Designed for both beginning and experienced golfers, this course emphasizes the fundamentals of putting, chipping and swing as well as rules and etiquette. Each student plays one round of golf at the conclusion of the course. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: Green fees as well as ball rental fees are collected by the golf course for each daily use. Students must be at least 16 years of age.

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

PED 106 Tennis

Designed for the beginning or inexperienced student, this course emphasizes racket and body position for the forehand and backhand strokes, as well as the basic serve, rules and tennis court etiquette. Students may participate in singles and doubles matches.

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

PED 107 Intermediate Tennis

This course is intended for students with a basic knowledge of tennis who desire to improve their court strategies and shot making. The following strokes are practiced: lob, chop, back-spin, top-spin, slice and volley. Students participate in singles and doubles matches. Repeatable to a maximum of 1.5 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED106.

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

PED 108 Horsemanship I

Intended for the beginning or inexperienced rider, Horsemanship I covers English riding (Saddleseat), grooming, leading, saddling, and bridling.

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**

PED 109 Horsemanship II

Horsemanship II provides a more in-depth continuation of skills learned in Horsemanship I. Riders work on diagonals, simple figure work, and horse psychology. Repeatable to a maximum of 1.5 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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**

PED 110 Soccer

Structured for the experienced soccer player, this course covers the formation, fundamentals and strategies of competitive soccer, as well as the rules and procedures of play. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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

PED 111 Volleyball

This course, designed for the experienced player, covers formations and fundamentals of power volleyball. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: Volleyball experience.

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

PED 112 Coed Volleyball

This course is designed for the beginner or recreational player. Proper techniques of the bump, set and spike are taught as are rules and procedures of play. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: For noncredit course see REC899 in the Community Education section of the noncredit schedule.

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

PED 113 Baseball I

This course is designed for the intermediate baseball player. Fundamentals of hitting, fielding and pitching are covered. Game strategies are taught with students participating in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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

PED 114 Basketball I

This course is designed for the intermediate basketball player. Instruction includes the techniques of shooting, passing, dribbling and rebounding, which are practiced in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: Varsity playing experience.

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

PED 115 Softball I

This course is designed for the student with intermediate softball experience. Techniques of fielding, hitting, pitching and base running are used in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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

PED 116 Karate

Self-defense, competition, ceremonial techniques and costume dress are covered in this course designed for the beginning student of karate. Students also practice punching and blocking. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: Students learn Tae Kwon Do, a Korean style of self-defense that emphasizes empty-hand combat and leg/hip power.

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

PED 118 Personal Defense

This course is designed to help students acquire confidence and the ability to cope with unexpected attacks and emergencies. Self-defense techniques, including methods of preventing attacks, breaking falls and basic throws, are taught. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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

(0 lec/2 lab) 1 sem hrs

PED 119 Wrestling I

This course is designed for the intermediate wrestler. Instruction includes review of basic skills. Emphasis is placed on actual participation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) 1 sem hrs

PED 120 Baseball II

This course is designed for the experienced collegiate baseball player. Advanced techniques of hitting, fielding and pitching are covered. Game strategies are taught with students participating in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED113.

(0 lec/2 lab) 1 sem hrs

PED 121 Beginning Swimming

Designed for the adult beginner, this course emphasis personal safety and stroke development. Students must also work toward meeting their personal swimming goals.

Note: For noncredit course see REC894 in the Community Education section of the noncredit schedule.

(0 lec/2 lab) 1 sem hrs

PED 122 Intermediate Swimming

With a continued emphasis on basic strokes and safety skills, this course encourages experienced swimmers to work toward personal swimming goals. Snorkeling, canoeing, synchronized swimming and water fitness activities are also introduced. Repeatable to a maximum of 3 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: For noncredit course see REC895 in the Community Education section of the noncredit schedule.

Recommended Prereq: PED121 or the ability to swim 50 feet in deep water.

(0 lec/2 lab) 1 sem hrs

PED 124 Basketball II

This course is designed for the experienced collegiate basketball player. Advanced techniques of shooting, passing, dribbling and rebounding are taught and practiced in actual games situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED114.

(0 lec/2 lab) 1 sem hrs

PED 125 Softball II

This course is designed for the experienced collegiate softball player. Instruction includes advanced techniques of fielding, hitting, pitching and base running used in actual game situations. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED115.

(0 lec/2 lab) 1 sem hrs

PED 129 Wrestling II

This course is designed for the experienced wrestler. Instruction focuses on advanced techniques and skills of . Emphasis is placed on actual participation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED119.

(0 lec/2 lab) 1 sem hrs

PED 130 Contemporary Social Dance

Exploring the meaning of dance in today's world, this course is designed for individuals looking to expand or update their dancing vocabulary to match today's music- fueled dance industry. Students learn the basics behind different modern dance styles/steps including hip-hop/freestyle, old school moves, dances based on song titles, current line dances, and the classics that inspired them all. The class breaks down these moves and finds them built into a variety of mini-routines. No formal dance experience required. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab) 1 sem hrs

**PED 131 Ballroom/
Country Dance Combo**

In this lively combination of country western and ballroom dance, students learn to relax and enjoy social dance occasions by practicing the basic moves of the fox trot, waltz and swing. Then get ready to step and stomp through the Texas two-step and country waltz. Techniques of leading and following are emphasized. Wear smooth-soled shoes. Couples are recommended; partners cannot be guaranteed. Repeatable to a maximum of 2 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: For noncredit course see DAN896 in the Community Education section of the noncredit schedule.

(0 lec/1 lab) .5 sem hrs

PED 134 Zumba Fitness

This course improves an individual's cardiovascular system through participation in aerobic exercise routines set to Latin-infused dance music. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined. Intensity is elevated to a level appropriate to one's training heart rate. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

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

(0 lec/2 lab) 1 sem hrs

PED 136 Physical Fitness I

This course is designed for the student desiring to reach and maintain optimal levels of fitness. Cardiovascular endurance and muscular strength are emphasized through work on weight resistance and cardiovascular equipment.

Note: PED136 is designed for first-time fitness center students. During the first week of classes, students are required to attend one orientation session at their scheduled class time. Returning students should register for PED140, PED145 or PED148.

(0 lec/2 lab) 1 sem hrs

PED 138 Co-ed Aerobic Exercise

This course is intended to improve an individual's cardiovascular system through aerobic exercise routines set to music. Intensity levels are elevated to a level appropriate to the student's target heart rate. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: For noncredit course see FIT895 in the Community Education section of the noncredit schedule.

(0 lec/2 lab) 1 sem hrs

PED 140 Physical Fitness II

Designed for the student desiring to reach and maintain optimal levels of fitness, this course emphasizes the development of cardiovascular endurance and muscular strength through work on weight resistance and cardiovascular equipment.

Note: Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Prereq: PED136.

(0 lec/2 lab)

1 sem hrs

PED 141 Jogging

Designed for the student desiring to improve or maintain cardiovascular fitness, this course combines theory and practice to gain maximum short- and long-term cardiovascular benefits. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

(0 lec/2 lab)

1 sem hrs

PED 142 Weight Training

This course is designed for either the beginning or experienced weight trainer. The course covers muscle and strength development and includes lifts, body building and Olympic lifts. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: Students have use of the fitness center.

(0 lec/2 lab)

1 sem hrs

PED 144 Advanced Zumba Fitness

This course focuses on improving an individual's overall health and wellness based on variations of cardiovascular training, muscle toning, and brain-to-body coordination. Based heavily in the Latin-infused culture, the contrasting heavy and soft beats paired with the fast and slow rhythms create a dynamic atmosphere that is ideal for challenging the body's adaptive capacity. This advanced level of interval training requires muscle memory, movement recall, and vocabulary recognition in an energy infused environment. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Recommended Prereq: PED134.

(0 lec/2 lab)

1 sem hrs

PED 145 Fitness Training

In this course students learn the factors involved in increasing and decreasing body weight. An exercise program is designed to control body weight and/or to shape contours of the body by using both free weights and machines.

Note: Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Prereq: PED136.

(0 lec/2 lab)

1 sem hrs

PED 146 Yoga

Designed as an introduction to Hatha Yoga, this course focuses on the union of mind, body and breath through asana practice complemented by relaxation and meditation. The techniques shown enhance muscular strength, flexibility, energy, concentration and relaxation.

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

Note: For noncredit course see MNB899 in the Community Education section of the noncredit schedule.

(0 lec/2 lab)

1 sem hrs

PED 147 Intermediate Yoga

This course is designed for students who are looking to deepen their knowledge of yoga through the practices of Asana, Pranayama and Meditation. At the intermediate level, more challenging postures are included. Increasing the duration that these postures are held further develops greater flexibility, strength and relaxation. Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Note: This practice is ideally suited for students who have had some previous Yoga experience. For noncredit course see MNB898 in the Community Education section of the noncredit schedule.

Recommended Prereq: PED146.

(0 lec/2 lab)

1 sem hrs

PED 148 Conditioning

This course is designed as a conditioning program for the student desiring to reach and maintain optimal fitness levels. It meets individual fitness needs while emphasizing the development of muscular strength and endurance, flexibility, and cardiovascular endurance. Students receive pre- and progress fitness tests.

Note: Repeatable to a maximum of 4 semester hours; a maximum of 4 semester hours of PED activity courses may apply to a degree or certificate.

Prereq: PED136.

(0 lec/2 lab)

1 sem hrs

PED 150 Basic Prevention and Care of Athletic Injuries

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

PED 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

PED 203 Current Issues in Sports

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

(3 lec/0 lab)

3 sem hrs

PED 204 Introduction to Coaching

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

(3 lec/0 lab)

3 sem hrs

PED 205 Scientific Foundations of Human Movement

This course introduces the student to the different aspects of physical activity which include biological, mechanical, physiological, kinesiological, psychological, and sociological aspects. Also included is the development of skills required to assess physiological measures.

(3 lec/0 lab)

3 sem hrs

PED 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

PED 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

PED 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

PED 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

PED 211 First Aid and Emergency Care

This course provides consistent guidelines that enable the citizen responder to give appropriate care regardless of the type of emergency, and stresses the basic steps to follow. Upon successful completion of the course, participants may receive the American Red Cross Responding to Emergencies CPR/AED and First Aid certificates.

(3 lec/0 lab)

3 sem hrs

PED 231 Theory and Practice of Basketball

This course covers the techniques for developing competitive basketball skills. Included are the study of basketball rules, strategy and instruction methods for coaching basketball.

(2 lec/0 lab)

2 sem hrs

PED 232 Theory and Practice of Baseball

This course includes a study of the techniques involved in developing competitive baseball skills. Topics include rules, strategy and instruction methods.

(2 lec/0 lab)

2 sem hrs

PED 233 Theory and Practice of Volleyball

Theory and Practice of Volleyball includes the techniques and strategies of competitive volleyball. Methods of instruction, rules, and offensive and defensive strategies are covered. Limited laboratory participation is included for instruction.

(2 lec/0 lab)

2 sem hrs

PED 234 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.

(2 lec/0 lab)

2 sem hrs

PED 235 Survey of the Sports Organization

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

(3 lec/0 lab)

3 sem hrs

PED 236 Exercise for Special Populations

This course is designed to prepare exercise specialists to adapt physical education and exercise so that individuals with predisposed conditions can successfully participate in activity and exercise programs. Predisposed conditions include obesity, diabetes, coronary artery disease, hypoglycemia, stroke, peripheral vascular disease, osteoporosis and hypertension.

Recommended Prereq: BIO260; or BIO270 and BIO272.

(3 lec/0 lab)

3 sem hrs

PED 237 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.

Recommended Prereq: BIO260; or BIO270 and BIO272.

(3 lec/0 lab)

3 sem hrs

PED 238 Fitness Assessment and Exercise Programming

This course is designed to prepare exercise specialists with the knowledge and skills needed to assess health status and health behaviors in order to create and update exercise prescriptions. Emphasis is placed on the exercise specialist obtaining as much information as possible about a participant to optimize the benefit-to-risk ratio.

Recommended Prereq: BIO260; or BIO270 and BIO272.

(3 lec/0 lab)

3 sem hrs

PED 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

PED 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

PED 241 Basketball Officiating

This course includes the analysis and interpretation of the rules of basketball, and basketball officiating principles and techniques. Successful completion prepares the student to take the Illinois High School Association officiating license examination.

(1 lec/2 lab)

2 sem hrs

PED 242 Lifestyle Wellness Coaching

This course provides an understanding of coaching processes developed to support and motivate individuals in the areas of health, wellness, fitness, and sport. Topics include: effective coaching, models of change, ethics, relationships, communication, and motivation.

(2 lec/0 lab)

2 sem hrs

PED 297 Exercise Science Internship I

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the exercise science field. It provides students with 80 hours of on-site exposure to a fitness center and includes observation of personnel and participation in various activities surrounding fitness assessment and exercise prescription. In addition, students spend eight hours in seminar discussing internship experiences. Repeatable to a maximum of 3 semester hours; 1.5 semester hours may apply to the exercise science certificate.

Prereq: Consent of instructor.

(.5 lec/5 lab)

1.5 sem hrs

**PED 298 Exercise
Science Internship II**

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the exercise science field. It provides students with 160 hours of on-site experience in the role of a health and wellness instructor at a fitness center and includes observation and performance of the tasks and duties of a fitness center instructor. In addition, students spend eight hours in seminar discussing internship experiences. Repeatable to a maximum of 4 semester hours; 2 semester hours may apply to a degree or certificate.

Prereq: Consent of instructor.

(.5 lec/9.5 lab)

2 sem hrs

Physics (PHY)**PHY 103 Concepts of Physics**

This 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 placement determined by assessment.

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 course is the first of a two-semester sequence. It focuses on a calculus-based study of physical laws governing motion, force, work, energy, momentum, rotation, fluid dynamics and thermal physics. 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 is the second course in a two-semester sequence. It focuses on a calculus-based study of the physical laws governing oscillations and waves, 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; PHY221.

(4 lec/3 lab)

5 sem hrs

Political Science (PSC)**PSC 100 Introduction
to American Government**

This course provides an introduction to the structure and operation of American national political institutions and the American political process, including such topics as the principles of democracy U.S. and Illinois Constitutions; the election process; and executive, legislative and judicial processes.

IAI: S5 900.

(3 lec/0 lab)

3 sem hrs

PSC 220 Comparative Government

This course compares the political systems of selected Western and non-Western countries. Common governmental problems, the causes of political instability and revolution and techniques of political analysis are explained.

IAI: S5 905.

(3 lec/0 lab)

3 sem hrs

PSC 240 State and Local Government

Examining the powers, structures, functions and contemporary problems of state and local governments, this course emphasizes Illinois politics and governmental affairs, as well as local governments in the Chicago metropolitan area.

IAI: S5 902.

(3 lec/0 lab)

3 sem hrs

**PSC 260 Introduction
to International Relations**

International Relations introduces students to the basic theories, concepts, knowledge and people of international relations. The course provides consideration of the determinants of international relations as well as an analysis of contemporary problems in world politics, examining causes of conflict and potential solutions.

IAI: S5 904.

(3 lec/0 lab)

3 sem hrs

**PSC 280 Introduction
to Political Philosophy**

This course offers a survey of the major political philosophers and concepts in the history of political thought, focusing on classical and modern theorists and emphasizing such concepts as justice, equality, power, liberty and rights.

IAI: PLS 913.

(3 lec/0 lab)

3 sem hrs

**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 human and animal behavior, emphasizing the scientific methods of contemporary psychological investigation. Topics include an introduction to the biological basis of behavior, sensation and perception, learning, memory, cognition, motivation, emotion, life-span development of behavior, personality, abnormal behavior, social behavior and individual differences.

IAI: S6 900.

(3 lec/0 lab)

3 sem hrs

PSY 200 Research and Methodology in Psychology

This course provides comprehensive coverage of the basic principles of research methodology in psychology. The following topics are covered: basic statistical analysis, research design, ethical behavior in designing and collecting data, and interpreting and reporting psychological research. Students have the opportunity to collect, interpret and report their own psychological research.

Recommended Prereq: PSY100.

(3 lec/0 lab)

3 sem hrs

PSY 205 Life-Span Psychology

This course provides an introduction to current theory and research on the physiological, cognitive, personality and social development of individuals from conception through childhood, adolescence, young adulthood, middle adulthood, and older adulthood. Normal development is emphasized; however, special human circumstances are also explored.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 902.

(3 lec/0 lab)

3 sem hrs

PSY 215 Adulthood and Aging

This course provides an integration of the theory and research regarding the developmental processes across the adult lifespan. Topics focus on the changes that occur from early adulthood through the last stages of life including: career choice and development; mate selection and marriage; conventional and non-conventional families; theories of adult personality development; mid and late-life transitions; aging; and dying, death and bereavement.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 905.

(3 lec/0 lab)

3 sem hrs

PSY 220 Child Psychology

This course introduces the student to the theories and current research on the physical, cognitive, socio-emotional and personality development of the child from the point of conception through childhood.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 903.

(3 lec/0 lab)

3 sem hrs

PSY 226 Adolescent Psychology

This course provides an introduction to the development of adolescents, emphasizing the physical and physiological changes and the social and cognitive development that occur during adolescence. Topics include changing relationships with family and peers, identity and value development, sexuality, school experiences and career goals, and adolescent problems and delinquency.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S6 904.

(3 lec/0 lab)

3 sem hrs

PSY 235 Social Psychology

This course provides an examination of the theory and research relating to the social factors that influence individual and group behavior. Attitudes, social perception, social cognition, the establishment of norms, conformity, leadership, group dynamics and research methods are examined, with an emphasis on their effects on the individual.

Recommended Prereq: PSY100 or consent of instructor.

IAI: S8 900.

(3 lec/0 lab)

3 sem hrs

PSY 240 Abnormal Psychology

This course presents the body of scientific knowledge in the field of abnormal psychology with emphasis on theoretical explanations, experimental data, assessment and diagnostic procedures, treatment modalities, and the prevention of abnormal behavior.

Recommended Prereq: PSY100.

IAI: PSY 905.

(3 lec/0 lab)

3 sem hrs

PSY 245 Industrial/Organizational Psychology

This course introduces students to the psychological methods and theories that apply to organizational problems. Emphasis is on promoting human welfare for individuals in organizational settings.

Recommended Prereq: PSY100 or consent of instructor.

(3 lec/0 lab)

3 sem hrs

PSY 250 Theories of Personality

This course explores how human behavior can be understood through the scientific study of individual differences. Topics include: research methods, assessment techniques, theoretical approaches in personality, and current topics and research in personality.

Recommended Prereq: PSY100 or consent of instructor.

(3 lec/0 lab)

3 sem hrs

PSY 296 Special Topics in Psychology

This course offers in-depth exploration of a special topic, issue or trend in the 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

Reading (RDG)

NOTE: Placement in reading courses is determined by scores on required assessment tests.

RDG 050 Academic Reading I

This course builds core reading skills necessary for college success and promotes active reading habits. It introduces reading comprehension strategies, vocabulary development, and critical reading and thinking development.

(3 lec/0 lab)

3 sem hrs

RDG 070 Academic Reading II

This course prepares students to read academic texts in the content areas, to build academic vocabulary, and to critically think and study at the college level. Emphasis is placed on applying critical reading skills to narrative and expository texts. Upon completion, students should be able to comprehend, analyze, and evaluate college texts.

Prereq: C or better in RDG050 or placement by assessment.

(3 lec/0 lab)

3 sem hrs

Real Estate (REL)**REL 100 Real Estate Broker Pre-License**

Required to take for the Illinois Real Estate Broker Licensing Exam, this course introduces real estate principles including agency, career options, client and customer relationships, contracts, employment agreements, financing, local, state and federal laws, real property, marketing, market analysis, and property valuation.

Note: Per state requirements, students must attend a minimum of 75 class hours in Real Estate Broker Pre-License to be eligible to sit for the state broker licensure exam; 100 percent attendance is required.

(5 lec/0 lab)

5 sem hrs

REL 105 Real Estate Broker Pre-License: Applied Principles

Required to take the Illinois Real Estate Broker Licensing Exam, this interactive course applies the real estate concepts introduced in REL100 to the practice of real estate agency through the use of case and situational studies, demonstration of common real estate activities, and role play.

Prereq: REL100.

(1 lec/lab)

1 sem hrs

REL 115 Real Estate Broker Post-License

Required during the initial license period to renew the Illinois Real Estate Broker License, this course augments and reinforces licensees' knowledge of agency, client and customer relationships, closings, contracts, conveyances, financing, license law, marketing, real property principles, and risk management.

Note: Real estate license required.

Recommended Prereq: Illinois Real Estate Broker License.

(1 lec/0 lab)

1 sem hrs

REL 116 Real Estate Broker Post-License: Applied Principles

Required during the initial license period to renew the Illinois Real Estate Broker License, this interactive course applies the real estate concepts reinforced in REL115 to the practice of real estate agency through the use of case and situational studies, demonstration of common real estate activities, and role play.

Note: Real estate license required.

Recommended Prereq: REL115; Illinois Real Estate Broker License.

(1 lec/0 lab)

1 sem hrs

REL 200 Real Estate Managing Broker Pre-License

Required to take Illinois' Real Estate Managing Broker Licensing Exam, this course focuses on broker management topics such as company policies and procedures, disclosure, dispute resolution, escrow, licensing, operations, recruiting, supervision, and other industry issues.

Note: Real estate license required.

Recommended Prereq: Illinois Real Estate Broker License.

(2 lec/0 lab)

2 sem hrs

REL 205 Real Estate Managing Broker Pre-License: Applied Management and Supervision

Required to take Illinois' Real Estate Managing Broker Licensing Exam, this interactive course applies principles from REL200 to the management of real estate brokerage activities through the use of case and situational studies, and role play.

Note: Real estate license required.

Recommended Prereq: REL200; Illinois Real Estate Broker License

(1 lec/0 lab)

1 sem hrs

REL 260 Residential Real Estate Investing

This course, designed to look at both long and short-term investment strategies, provides an introduction to real estate investment with an emphasis on residential property. Topics include real estate economics, investment principles, distressed properties, and taxation. This course does not fulfill any licensing requirements.

(3 lec/0 lab)

3 sem hrs

Sign Language (SGN)

See also Interpreter Training (ITP).

SGN 100 Orientation to Deafness

This course is designed to introduce students to the Deaf Community. Topics include the structure and function of hearing, cochlear implants, language development, history of deaf education programs, legislation and communication barriers.

Prereq: SGN101 or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

SGN 101 American Sign Language I

This course is an introduction to American Sign Language (ASL). The course explores ASL sign vocabulary and grammatical structures and also serves as a basic introduction to Deaf Culture.

(3 lec/0 lab)

3 sem hrs

SGN 102 American Sign Language II

This course is designed to provide students with skills necessary to communicate in American Sign Language (ASL) at an advanced level. Grammatical structures and cultural principles are emphasized. Students build both receptive and expressive skills.

Prereq: C or better in SGN101.

(3 lec/0 lab)

3 sem hrs

SGN 104 Signs in Everyday Use

This course is designed to assist students in expanding their conversational skills in American Sign Language. The course introduces several unique numbering systems and non-manual modifiers as well as advanced fingerspelling and mime techniques.

Prereq: C or better in SGN101 and SGN105, or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

SGN 105 Linguistics of ASL I

This course is designed to introduce students to advanced vocabulary and linguistics of American Sign Language (ASL). The course addresses the development of conversational fluency in American Sign Language. Students are introduced to a series of vernacular signs, which can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.

Prereq: C or better in SGN101 or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

SGN 106 Linguistics of ASL II

This course addresses the conversational fluency in American Sign Language (ASL). Focus is on the development of fluency with more advanced sign vocabulary and more complex ASL linguistics. Students are introduced to a series of thematically related signs that can be used in a variety of contexts. Emphasis is placed on both expressive and receptive competence.

Prereq: C or better in SGN101, SGN104, and SGN105.

Recommended Coreq: SGN108, if interested in the ITP program.

(3 lec/0 lab)

3 sem hrs

SGN 108 Conceptually Accurate Signed English

This course provides students with the opportunity to communicate using English syntax with ASL signs and grammatical features. Students receive expanded sign vocabulary, extensive practice with comparative translations, and an introduction to simultaneous voice to sign transliterating.

Prereq: C or better in SGN101, SGN104, and SGN105; C or better in SGN102 and SGN106, or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

SGN 110 Introduction to American Deaf Culture

This course introduces students to American Deaf Culture. The course includes a description of the specific cultural values, norms and traditions as well as criteria for membership. It explores the experiences of deaf individuals throughout the life span.

Recommended Prereq: SGN100. Prereq: SGN101 or concurrent enrollment.

(3 lec/0 lab)

3 sem hrs

Social Science (SSC)**SSC 110 Cultures and Peoples of Mexico**

Focusing on the prehistory and contemporary peoples of Mexico, this course employs interdisciplinary social science methods to examine the racial and ethnic background, past cultures, cultural structures, social structure, political structure and economics of Mexico. The impact of industrialization and urbanization is explored as well as current problems in Mexico.

(2 lec/3 lab)

3 sem hrs

SSC 296 Special Topics for Social Science

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

(.5 to 3 lec/0 lab)

.5 to 3 sem hrs

SSC 297 Social Studies Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the social sciences field, including positions related to anthropology, criminal justice, sociology, political science, psychology or history. Eighty hours are required for 1 credit. Repeatable to a maximum of 4 semester hours; 6 semester hours from the social science internship courses (SSC297, SSC298, SSC299) may apply to any social science or criminal justice degree or certificate.

Prereq: Consent of instructor.

(0 lec/5 lab)

1 sem hrs

SSC 298 Social Studies Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the social sciences field, including positions related to anthropology, criminal justice, sociology, political science, psychology or history. One hundred and sixty hours are required for 2 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the social science internship courses (SSC297, SSC298, SSC299) may apply to any social science or criminal justice degree or certificate.

Prereq: Consent of instructor.

(0 lec/10 lab)

2 sem hrs

SSC 299 Social Studies Internship

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the social sciences field, including positions related to anthropology, criminal justice, sociology, political science, psychology or history. Two hundred forty hours are required for 3 credits. Repeatable to a maximum of 6 semester hours; 6 semester hours from the social science internship courses (SSC297, SSC298, or SSC299) may apply to any social science or criminal justice degree or certificate.

Prereq: Consent of instructor.

(0 lec/15 lab)

3 sem hrs

Sociology (SOC)

See also Social Psychology (PSY 235).

SOC 100 Introduction to Sociology

Introduction to Sociology includes the study of the major theories and concepts of sociology. Analyses of culture and social structure, socialization and the principles of individual and group interactions, deviance, and social inequalities are addressed. Topics discussed are poverty and social stratification, race, gender and sexualities. Social forces and social movements on population and environment are examined.

IAI: S7 900.

(3 lec/0 lab)

3 sem hrs

SOC 120 Racial and Ethnic Relations

Racial and Ethnic Relations analyzes the theoretical explanations of prejudice, discrimination and stratification on racial, religious, and ethnic groups in American society. This course examines the persistence of group identity, impact of group conflict, changes in majority-minority group relations and current trends in racial identity. Government policy and related social problems are discussed.

IAI: S7 903D.

(3 lec/0 lab)

3 sem hrs

SOC 130 Sociology of Family

Sociology of Family is the study of the institution of family and the theoretical context of family patterns within society. The impact of changing American demographics and culture on the structure of family in society is emphasized, and the areas of economy, social class, aging, and crises are examined in the social context of family. Sociological study of family focuses on socialization, gender roles, pair bonding and sexuality, marriage, divorce and remarriage, and parenting and childhood.

IAI: S7 902.

(3 lec/0 lab)

3 sem hrs

SOC 210 Social Problems

This course offers an introductory survey of the major social problems that are exhibited within contemporary American society. The focus is on the behavior, causes, prevention and/or treatment of such social problems as poverty, crime, drug abuse and addiction, marital conflicts and child rearing, mental illness, racism and sexism.

IAI: S7 901.

(3 lec/0 lab)

3 sem hrs

SOC 215 Introduction to Social Work

Introduction to Social Work examines social work within the context of social welfare service and social welfare policies, including historical origins, conceptual framework, and contemporary issues. An overview of practice methods, research considerations, policy issues, and social work values and ethics are studied. Emphasis is on the role of social work with diverse and at-risk groupings in America that face societal challenges.

(3 lec/0 lab)

3 sem hrs

SOC 230 Sociology of Sex and Gender

Sociology of Sex and Gender examines the multifaceted complexities between sex and gender using sociological theories. Social construction of gender and its impact on individuals in environments and groups are explored. The gendered individual and social consequences on changing social definitions in family, work, intimate relationships, education, economy, health, communication and violence are discussed.

IAI: S7 904D.

(3 lec/0 lab)

3 sem hrs

SOC 240 Sociology of Deviance

Sociology of Deviance examines the sociological study of the causes and control of social deviance and deviant behavior. Emphasis is placed on the major sociological theories of deviance. Special attention is given to individual and group deviance within the context of social deviance. Topics discussed are physical violence, family violence, sexual deviance, self targeted deviance, medicalization of deviance, internet crime, substance use and abuse, and privileged and underprivileged deviance. Stigma of deviant identity among specific groups is analyzed.

(3 lec/0 lab)

3 sem hrs

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)

See also Health Care Interpreting (HCI).

SPN 101 Elementary Spanish I

This course emphasizes the four basic skills (listening, speaking, reading and writing) essential to a communicative approach to language learning. Students learn to interact effectively in a variety of situations, 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.

(3 lec/0 lab)

3 sem hrs

SPN 103 Spanish Grammar and Composition

Designed to help bilingual students interested in the field of interpretation and translation to review their Spanish grammar, this course consists of detailed study and practice emphasizing technical aspects, with a focus on the terminology and rules of formal Spanish grammar. Students are expected to understand parts of speech and verb tenses, describe rules for grammar, and memorize regular and irregular verb forms as they learn and practice general guidelines of how to write a composition. The class is conducted in Spanish.

(3 lec/0 lab)

3 sem hrs

SPN 110 Survival Spanish I

This is a beginning-level course designed for those who wish to communicate with Spanish-speaking people on a regular basis. Emphasis is on vocabulary and grammar rules that are of value when listening to, speaking, reading and writing basic Spanish.

(3 lec/0 lab)

3 sem hrs

SPN 111 Survival Spanish II

This continuation of SPN110 is designed for those who wish to converse with and relate to Spanish-speaking persons on a regular basis. Emphasis is on increasing the student's ability and confidence in listening to, speaking, reading and writing Spanish. Focus is on more specific vocabulary and grammar essential for workplace needs.

Recommended Prereq: SPN110 or its equivalent.
(3 lec/0 lab)

3 sem hrs

SPN 201 Intermediate Spanish I

This course reviews the language content of the first year of study. It introduces intermediate skills and provides the student with ample practice in interactive conversation, with a special emphasis on the development of oral proficiency and creative composition. Furthermore, it promotes a greater understanding of the Hispanic cultures through the study and discussion of contemporary Spanish and Hispanic American readings.

Recommended Prereq: SPN102 or two years of high school Spanish or its equivalent.
(3 lec/0 lab)

3 sem hrs

SPN 202 Intermediate Spanish II

Intermediate Spanish II is designed to provide students with extensive practice in conversation, composition and reading with emphasis on spontaneous language production. It promotes an even greater understanding of the Hispanic cultures through the study and enjoyment of some contemporary Spanish and Hispanic American literature and art. Students communicate both orally and in writing on a variety of selected topics, allowing them to expand and practice their vocabulary, grammatical usage and idiomatic language at a higher level.

Recommended Prereq: SPN201 or three years of high school Spanish or its equivalent.

IAI: H1 900.

(3 lec/0 lab)

3 sem hrs

SPN 205 Spanish for Native Speakers

This course introduces native/near native heritage learners to elements of history, authentic literature, culture and writing in order for them to become more proficient in their heritage, culture and language. Students explore the nuances of Spanish in formal and informal contexts that use standard or nonstandard grammar and vocabulary, with emphasis on reading, writing and vocabulary building.

Recommended Prereq: Native or near-native fluency in Spanish.

IAI: H1 900.

(3 lec/0 lab)

3 sem hrs

SPN 211 Conversational Spanish

This course provides intermediate-level students with intensive practice in structured and spontaneous conversation in Spanish. Emphasis is on helping the student to become more fluent in responding to spoken Spanish and in initiating conversations with Spanish speakers. Students also learn how to handle vocabulary deficits. Vocabulary targets student needs.

Recommended Prereq: SPN102 or SPN111 or two years of high school Spanish.

(3 lec/0 lab)

3 sem hrs

SPN 215 Introduction to Hispanic Literature

Introduction to Hispanic Literature introduces students to selected masterpieces by Hispanic writers from a variety of periods. This course focuses on the further development of the four areas of language learning (reading, speaking, listening, and culture) through readings and class discussion, with an emphasis on written language skills.

Recommended Prereq: SPN202 or near native speaker.

IAI: H3 916.

(3 lec/0 lab)

3 sem hrs

SPN 296 Special Topics in Spanish

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

(1 to 3 lec/0 lab)

1 to 3 sem hrs

Surgical Technology (SUR)

SUR 100 Principles of Surgical Technology

This course provides an overview of the surgical technology profession and develops concepts and principles required for successful participation as a member of the surgical team. Topics include: role/responsibilities of the surgical technologist, patient needs, legal/ethical issues, the surgical environment, asepsis, OSHA regulations, and basic patient care and safety. The course includes classroom and lab instruction, with observation experiences in the surgical, GI lab, and sterile processing settings.

Prereq: Program admission; BIO250, BIO260, and HIT105; or concurrent enrollment.
Coreq: SUR110.
(2.5 lec/3 lab)

4 sem hrs

SUR 110 Surgical Pharmacology

This course introduces principles of intraoperative pharmacology as prepared and delivered by the surgical technologist, with an emphasis on patient safety. Topics include weights and measurements, drug conversion, interpretation of prescriptive orders, drug classification and concepts of anesthesia administration. The legal aspects of medication administration as well as the roles of the surgical technologist, registered nurse and anesthesia team in intraoperative pharmacology are examined.

Prereq: Program admission; BIO250, BIO260, and HIT105; or concurrent enrollment.
Coreq: SUR100.
(2 lec/0 lab)

2 sem hrs

SUR 120 Instrumentation and Practices Common to Surgical Procedures

This course orients the student to the clinical environment and provides experience with basic skills necessary to the surgical technologist or perioperative nurse. Topics include: scrub techniques, sterile gowning, gloving and draping, surgical equipment, instruments, sutures, and dressings required for surgeries in various medical fields, processing of instruments and supplies, and environmental sanitation. Clinical experience in the central processing area is included.

Prereq: Program admission; SUR100.

(3 lec/4 lab)

5 sem hrs

SUR 150 Health Problems and Surgical Procedures I

An introduction to surgical procedures, incisions, wound closure, operative pathology and common complications as applied to general and specialty surgery is provided to the surgical technology or perioperative nursing student. The course includes a review of anatomy, physiology, pathology, and surgical interventions for procedures in the following areas: general, obstetrical and gynecologic, thoracic, peripheral vascular, otologic, head and neck, and plastic and reconstructive.

Prereq: Program admission; SUR100; SUR110; SUR120.

Coreq: SUR151.

(2 lec/0 lab)

2 sem hrs

SUR 151 Surgical Tech Externship I

This course provides students with 240 hours of hands-on clinical experience in the surgical setting for the following surgical procedures: general (lower GI), obstetrical and gynecologic, thoracic, peripheral vascular, otologic, head and neck, and plastic and reconstructive.

Prereq: Program admission; SUR100; SUR110; SUR120.

Coreq: SUR150.

(0 lec/15 lab)

3 sem hrs

SUR 200 Health Problems and Surgical Procedures II

An introduction to surgical procedures, incisions, wound closure, operative pathology and common complications as applied to general and specialty surgery is provided to the surgical technology student. The course includes a review of anatomy, physiology, pathology and surgical interventions for procedures in the following areas: general, urologic, orthopaedic, cardiac, neurologic and ophthalmic.

Prereq: Program admission; SUR120; SUR150; SUR151.

Coreq: SUR201; SUR220.

(2 lec/0 lab)

2 sem hrs

SUR 201 Surgical Tech Externship II

This course provides students with 240 hours of hands-on clinical experience in the surgical setting for the following surgical procedures: general (upper GI), urologic, orthopaedic, cardiac, neurologic, and ophthalmic.

Prereq: Program admission; SUR150; SUR151.

Coreq: SUR200; SUR220.

(0 lec/15 lab)

3 sem hrs

SUR 220 Seminar in Surgical Technology

This course serves as the capstone experience for the surgical technology student's entry into the workplace as a technical professional. Current issues in healthcare and clinical practice, career opportunities and career-seeking strategies are discussed. Topics also include professionalism, recognition as a member of the healthcare/surgical team, and certification.

Prereq: Program admission; SUR150; SUR151.

Coreq: SUR200; SUR201.

(.5 lec/0 lab)

.5 sem hrs

Sustainability (SUS)**SUS 101 Creating Your Sustainable Future**

In this course, students think sustainably about the climate crisis, fuel, renewable energy, agriculture, conserving water, poverty and wealth. Students calculate carbon footprints and explore solutions for the future.

(3 lec/0 lab)

3 sem hrs

SUS 205 Survey of Environmental Studies - Water

This seminar course addresses the topic of water as a limited resource from a multidisciplinary perspective, including disciplines such as earth science, philosophy, chemistry, biology, economics, business and psychology.

(3 lec/0 lab)

3 sem hrs

Theatre (THE)**THE 100 Theatre Appreciation**

This course envelops all elements of theatre as an art form: the play, playwright, acting, directing, and the production elements of lighting, set design, costumes, make up, props, sound and theatre management. Students also study the playwrights' lives and their societies.

IAI: F1 907.

(3 lec/0 lab)

3 sem hrs

THE 110 The Art of Oral Interpretation

This course examines and explores literature from an oral performance perspective. Literary selections include the short story, poetry, drama and nonfiction. Emphasis is placed on the development of the human voice and the use of bodily movement as instruments to be used by the interpreter of literature. Incorporating the study of social and cultural contexts of literature is a primary part of a pre-performance analysis and complements the oral interpretation.

Recommended Prereq: COM110; THE201; THE202; English Literature course(s).

IAI: TA 916.

(3 lec/0 lab)

3 sem hrs

THE 130 Diversity in American Theatre

This course examines American dramas and dramatists that reflect the racial, immigrant and minority experience in the U.S. The study includes an analysis of themes, conflicts and racial/ethnic/minority characterizations in a historical, social and cultural contexts. The course demonstrates how theatre as an art form, reflects and comments on society.

IAI: F1 909D.

(3 lec/0 lab)

3 sem hrs

THE 201 Fundamentals of Acting I

This course introduces the beginning actor to acting theories that include but are not limited to the methods of Cohen, Grotowski, Meisner, Stanislavski, Brecht, Shurtleff, and Gister. Stage terms, stage movement, character development, improvisation, emory and scene work make up the major content of the course. Emphasis is also given to the development of observation, sense and emotion, memory, focus and concentration.

Recommended Prereq: COM110; THE110.

IAI: TA 914.

(3 lec/0 lab)

3 sem hrs

THE 202 Fundamentals of Acting II

This continuation of THE201 is designed for the serious acting student who wishes to pursue acting for performance or for theatre education. Analysis of play text includes intention, scoring/subtext, and tempo. Incorporated in the scene work are techniques for developing contemporary and classical characters for the stage.

Recommended Prereq: COM110; THE110; THE201.

(3 lec/0 lab)

3 sem hrs

THE 220 Musical Theatre Practicum

This is a performance-oriented course designed for the performing arts student who exhibits interest and talent in both acting and voice. Acting/voice workshops, basic movement and choreography, rehearsal, and performance make up the course content. Audition techniques are introduced into the course and include monologue and vocal selection, movement, and audition interview skills. A brief history of the musical theatre genre is also incorporated.

Note: Students are required to audition for cast placement during the first week of class. Recommended Prereq: COM110; THE201 or THE202.

(1.5 lec/3 lab) 3 sem hrs

THE 296 Special Topics/Theatre

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

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

Therapeutic Massage (TMS)

TMS 100 Introduction to Therapeutic Massage

This course provides students with an introduction to massage therapy techniques and principles. Emphasis is placed on Swedish massage techniques primarily relating to the back, arms and legs. Topics covered include appropriate draping techniques, benefits, contraindications, basic strokes, and elementary anatomy and physiology. Successful completion with a grade of C or better is required prior to admission to the therapeutic massage program. *Prereq: Must be 18 years of age prior to registering.*

(.5 lec/1 lab) 1 sem hrs

TMS 110 Professional Foundations of Therapeutic Massage

This course exposes the student to major concepts, terminology, and the legal and ethical issues involved in therapeutic massage. Topics include history, contemporary development, professional ethics, scope of practice, and contemporary issues in the profession. *Prereq: Program admission; BIO260; HIT105; TMS100.*

Coreq: BIO262; TMS120.
(2 lec/0 lab) 2 sem hrs

TMS 120 Massage Techniques I

Basic theory and techniques of massage therapy are reintroduced and expanded on in this beginning course. Course content includes benefits, indications, contraindications, hygiene, sanitation, draping, body mechanics, client interviews, equipment and supplies. Massage techniques combine to culminate in a full body massage.

Prereq: Program admission; BIO260; HIT105; TMS100.

Coreq: BIO262; TMS110.
(2 lec/3 lab) 3 sem hrs

TMS 125 Massage Techniques II

This course introduces the massage therapy student to intermediate level therapeutic techniques. Joint movements, body mobilizations, muscle energy techniques, sports massage, stretching and exercise are incorporated in theory and hands-on classes. Contemporary massage and bodywork topics include myofascial techniques, trigger point therapy, reflexology and others.

Prereq: Program admission; BIO262; TMS110; TMS120.

Coreq: TMS140.
(2 lec/3 lab) 3 sem hrs

TMS 130 Massage Techniques III

This course covers the principles of holistic practice addressing body, mind and spirit. An introduction of aromatherapy, hydrotherapy, herbs, nutrition, stress reduction, meditation and the history of Asian bodywork approaches is presented. This course also includes massage for special populations; types of physical injuries; muscles involved in common injuries; and physical assessment of posture, tissues and range of motion. All of this information is used to plan massage sessions, plan client self-care and give appropriate referrals in a holistic manner. Chair massage is also included in this course, in order to work with special populations.

Prereq: Program admission; TMS125; TMS140.

Coreq: TMS146; TMS164.
(2 lec/4 lab) 4 sem hrs

TMS 140 Massage Clinical I

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend sixteen hours in seminar discussing clinical situations, client plans and S.O.A.P. charting, as well as learning the indications and contraindications of massage with regard to common medications.

Prereq: Program admission; BIO262; TMS110; TMS120.

Coreq: TMS125.
(1 lec/2 lab) 2 sem hrs

TMS 146 Massage Clinical II

This course is a supervised clinical experience designed to provide training and practical experience in therapeutic massage. Students must spend 30 hours at on- or off-campus locations experiencing real-life application of massage techniques. In addition, students spend 16 hours in seminar discussing clinical situations.

Prereq: Program admission; TMS125; TMS140.

Coreq: TMS130; TMS164.
(1 lec/2 lab) 2 sem hrs

TMS 150 Business Practices for Massage Therapists

This course provides an introduction to the major aspects of building and maintaining a successful massage therapy practice. Topics covered include starting a new practice, establishing a bookkeeping system, maintaining client records, and delivering a business plan.

Prereq: Program admission; TMS110.
(3 lec/0 lab) 3 sem hrs

TMS 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 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 or consent of instructor.

(2 lec/0 lab) 2 sem hrs

WLD 125 Gas Metal Arc and Flux Cored Arc Welding

The theory and practice of GMAW (Gas Metal Arc Welding-MIG) and FCAW (Flux Cored Arc Welding) are featured in this course. Process techniques using mild steel and aluminum in the four positions are practiced. Welds are made using short circuit, spray and pulsed type transfers and aluminum is introduced.

(2 lec/2 lab) 3 sem hrs

WLD 130 Gas Tungsten Arc Welding

The theory and practice of GTAW (Gas Tungsten Arc Welding-TIG) are featured in this course. Process techniques using various types of mild steel, stainless steel and aluminum in the four positions are practiced.

(2 lec/2 lab) 3 sem hrs

WLD 150 Metallurgy and Heat Treatment

This study in the types and industrial uses of ferrous and nonferrous alloys is designed to study a material's tensile strength, hardenability, impact strength and Rockwell hardness. Non-destructive testing such as zygló, eddy current, spot check, magna flux and ultrasonic is introduced. Heat treatment ovens and process are also covered. Emphasis is placed on the manufacture, properties and applications of these materials in industry today. Powder metallurgy is also covered.

IAI: IND 912.

(3 lec/0 lab) 3 sem hrs

WLD 155 Industrial Safety

A practical approach to industrial safety from the level of the first line supervisor is discussed. OSHA guidelines, the Workmen's Compensation Act and the Toxic Disclosures Act are introduced.

(1 lec/0 lab) 1 sem hrs

WLD 200 Fabrication and Weld Design

This course emphasizes skill development in metal fabrication. Layout and welding of steel plate and other structures by prints and plans are practiced.

Recommended Prereq: WLD101.

(2 lec/2 lab) 3 sem hrs

WLD 220 Shielded Metal Arc Welding II

The theory and practice of SMAW (Shielded Metal Arc Welding - stick) on V-grooves are featured in this course. V-grooves with and without backing in all four positions are practiced.

Prereq: WLD120.

(2 lec/2 lab) 3 sem hrs

WLD 221 Shielded Metal Arc Welding - Pipe I

The theory and practice of SMAW (Shielded Metal Arc Welding - stick) on pipe are featured in this course. Process techniques using various types of mild steel electrodes in the 1G and 2G positions on pipe are practiced.

Prereq: WLD220.

(2 lec/2 lab) 3 sem hrs

WLD 222 Shielded Metal Arc Welding - Pipe II

The theory and practice of SMAW (Shielded Metal Arc Welding - stick) on pipe are featured in this course. Process techniques using various types of mild steel electrodes in the 5G and 6G positions on pipe are practiced.

Prereq: WLD221.

(2 lec/2 lab) 3 sem hrs

WLD 231 Gas Tungsten Arc Welding - Pipe I

The theory and practice of GTAW (Gas Tungsten Arc Welding - TIG) are featured in this course. Process techniques for mild steel pipe in 1G and 2G are practiced.

Prereq: WLD130.

(2 lec/2 lab) 3 sem hrs

WLD 232 Gas Tungsten Arc Welding - Pipe II

The theory and practice of GTAW (Gas Tungsten Arc Welding - TIG) are featured in this course. Process techniques for mild steel pipe in 5G and 6G are practiced.

Prereq: WLD231.

(2 lec/2 lab) 3 sem hrs

WLD 296 Special Topics/Welding

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

(0 to 3 lec/0 to 6 lab)

1 to 3 sem hrs

WLD 297 Internship for Welding Technology

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the welding field. Acquired skills may include but are not limited to: welding with various processes, weld inspection/testing, print reading, fabrication, weld design, weld safety, weld metallurgy, manufacturing, layout/fitting, pipe welding and robotic arc welding. Eighty hours are required for 1 credit; a maximum of 3 semester hours can be taken per semester. Repeatable to a maximum of 4 semester hours; 6 semester hours from the welding internship courses (WLD297, WLD298, WLD299) may apply to the welding technology degree.

Prereq: Consent of instructor.

(0 lec/5 lab)

1 sem hrs

WLD 298 Internship for Welding Technology

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the welding field. Acquired skills may include but are not limited to: welding with various processes, weld inspection/testing, print reading, fabrication, weld design, weld safety, weld metallurgy, manufacturing, layout/fitting, pipe welding and robotic arc welding. One hundred sixty hours are required for 2 credits; a maximum of 3 semester hours can be taken per semester. Repeatable to a maximum of 6 semester hours; 6 semester hours from the welding internship courses (WLD297, WLD298, WLD299) may apply to the welding technology degree.

Prereq: Consent of instructor.

(0 lec/10 lab)

2 sem hrs

WLD 299 Internship for Welding Technology

Combining academic credit with professional experience, this internship allows students to learn about, observe and work in the welding field. Acquired skills may include but are not limited to: welding with various processes, weld inspection/testing, print reading, fabrication, weld design, weld safety, weld metallurgy, manufacturing, layout/fitting, pipe welding and robotic arc welding. Two hundred forty hours are required for 3 credits; a maximum of 3 semester hours can be taken per semester. Repeatable to a maximum of 6 semester hours; 6 semester hours from the welding internship courses (WLD297, WLD298, WLD299) may apply to the welding technology degree.

Prereq: Consent of instructor.

(0 lec/15 lab)

3 sem hrs

World Wide Web (WEB)

See also Computer Information Systems (CIS).

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, multimedia, sound and video.

(3 lec/0 lab)

3 sem hrs

WEB 205 Emerging Internet and Web Technologies

This course is designed to expose students to new developments in the World Wide Web and the Internet. Topics include Web 2.0, RIA, Ajax, RSS, Ruby, Flex and other new technologies.

Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110.

(3 lec/0 lab)

3 sem hrs

WEB 230 Dreamweaver

Using Dreamweaver, students learn to design, update, maintain and publish fully functional websites. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110.

(2 lec/2 lab)

3 sem hrs

WEB 231 Web Authoring/ Animation With Flash

This course introduces how to use, expand and control the graphic content of websites with Flash. Animated graphics, Flash movies and interactivity are utilized in websites. In addition, design techniques are discussed, analyzed and implemented. Browser and server considerations are also covered. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

Recommended Prereq: WEB110.

(2 lec/2 lab)

3 sem hrs

WEB 250 Advanced Website Development

Students in this course utilize knowledge from prior Web development courses and Web development software programs to design a live and fully functional website that meets current Web standards. Current Web development strategies and topics are discussed and appropriately incorporated into student websites.

Recommended Prereq: WEB110. Prereq: WEB230.

(2 lec/2 lab)

3 sem hrs

WAUBONSEE

how to take the first step

Admissions and Registration

Procedures for Admission

Waubonsee Community College has an open-door policy and welcomes all who can benefit from the courses and programs offered. Eligible students include high school graduates or the equivalent (GED), others 18 years of age and older, non-graduates aged 17 who have severed their connection with the high school system, and students younger than 18 years of age who meet established criteria.

To be placed in some programs or curricula, students may need to meet additional requirements as specified by that program and/or the Illinois Public Community College Act.

Admission of Full-Time and/or Degree-Seeking Students

Students in the following categories need to submit a New Student Information Form, obtain proper course placement, and 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, GED program, or college(s) to Registration and Records for course placement purposes. Waubonsee cannot request these; students must personally complete this request for each school from which they order transcripts.

Students may be placed into courses based on their ACT scores, placement test results or prior coursework. Visit www.waubonsee.edu/placement for more specific criteria and details.

Waubonsee's placement testing measures current skill levels in reading, writing and mathematics. A free online preparation tool is available at www.waubonsee.edu/testprep. Self-study materials may be purchased in the college bookstore or by visiting the ACT website at www.compass-test.com.

Once course placement has been obtained, all new full-time and/or degree-seeking students must complete the Electronic Registration and Planning (E-RAP) tutorial.

All students pursuing a transfer degree program must meet the Illinois Board of Higher Education admission standards. Those standards are described in this catalog under "Transfer Degrees Program." Students who do not fully meet these requirements are required to make up any deficiencies during their first year as a full-time student.

New Student Registration and Orientation

All first-time, full-time students are required to complete a specific registration and orientation process. The two major components of this process are E-RAP and New Student Orientation.

E-RAP

New first-time, full-time students must complete an Electronic Registration and Planning (E-RAP) tutorial before registering for courses. 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.

NEW STUDENT ORIENTATION FOR FULL-TIME AND/OR DEGREE-SEEKING STUDENTS

After completing E-RAP and registering for courses, new full-time students must also register for a New Student Orientation session (NSO 600). The registration process is the same as for any other course, but these sessions are free and do not earn college credit.

New Student Orientation sessions are offered May through August for fall term and January for spring term. To view available dates and times, visit www.waubonsee.edu/schedules. For more information, see "Getting Started at Waubonsee" on page 10 or call Admissions at (630) 466-7900, ext. 5756.

Admission of Part-Time and/or Non-Degree-Seeking Students

Students enrolling in fewer than 12 credit hours per semester and/or not seeking a degree or certificate must complete the New Student Information Form before registering for their first semester of classes. The form can be found online at www.waubonsee.edu/nsif.

Prior to enrolling in English or mathematics courses, students in this category are required to obtain proper course placement based on ACT scores, placement testing results or previous coursework. For details and test preparation tools visit www.waubonsee.edu/placement. Self-study materials may also be purchased in the college bookstore or by visiting the ACT website at www.compass-test.com.

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

Students who are transferring credit from another college to Waubonsee should follow the procedures described earlier for new full-time and/or degree-seeking students. They should also complete the online Transcript Evaluation Request Form (TERF) at mywcc.waubonsee.edu as soon as Waubonsee receives their official transcripts. Log in with X-number and password, select the student tab, go to the student forms box and select (TERF). This step needs to be completed before course placement or E-RAP are completed. Transcripts from foreign universities must first be reviewed a foreign educational credentials services recognized by the National Association of Credential Evaluation Services (NACES) before submitting the TERF. Transcripts from non-regionally accredited institutions are individually evaluated. Results will be sent to the student in approximately four weeks.

A maximum of 45 semester hours of transfer credit can be applied to a degree. Transfer credit does not apply to the College's academic 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. No recording fee applies.

Admission of Noncredit Students

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

Reclassification of Student Status

A non-degree-seeking student who decides to pursue a degree or certificate or a part-time student who wishes to enroll in 12 or more semester hours must complete the Student Information Change Form available on mywcc, Registration and Records or Admissions 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.

Limited Enrollment Programs-Veterans

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 special honors courses and individual class projects.

PARTICIPATION IN THE HONORS PROGRAM:

- fosters collaborative relationships between students and faculty;
- provides a competitive advantage in college admissions and scholarship applications;
- features a special transcript notation indicating honors courses taken;
- results in Graduation with Honors (special notation to the student's diploma and transcript) if the student completes 15 semester hours of honors classes with an overall GPA of 3.5 in all courses;
- provides consideration for educational expenses.

Students are required to apply for admission to the Honors Program. Students may consider 100 and 200 level coursework for the Honors Program. Courses that are scheduled for less than eight weeks and developmental courses are not eligible.

Criteria for Admission to the Honors Program

Note: Documentation must be provided as proof that criteria have been met.

STUDENTS ENTERING COLLEGE FOR THE FIRST TIME:

- are required to have a high school diploma or its equivalent;
- be in the top 10 percent of their high school graduating class; OR have an ACT score of 27 or higher; OR have an SAT score of 1150 or higher;
- submit a letter of recommendation from an individual who can verify their ability to succeed in an honors program;
- must obtain Honors Committee approval before taking classes for honors credit.

STUDENTS WITH EXISTING COLLEGE CREDIT:

- must have a minimum of 12 college transfer-level hours from Waubonsee or another accredited institution with a minimum GPA of 3.50 (Credit for developmental course work is excluded);
- must verify that this credit has been earned within the last 5 years;
- submit a letter of recommendation from an individual who can verify their ability to succeed in an honors program;
- must obtain Honors Committee approval before taking classes for honors credit;
- final approval for entry into the Honors Program rest with the Honors Program Director.

The goal of the Honors Program is to provide opportunities to broaden and enrich the college experience of intellectually motivated students at Waubonsee Community College. Honors students who do not complete course requirements by the end of the semester are subject to the “I” grade and associated policies. For additional information, contact the Honors Program at Dickson Center, Room 224, ext. 2723.

Admission of High School Students

Current high school students who are at least 16 years of age during the term they are registering for will be permitted to enroll in credit courses for which they have met the prerequisites. Students must submit written authorization from their designated high school official noting course(s) to be taken if course(s) will be used to meet high school requirements. See the High School Student Registration and Authorization Form online at www.waubonsee.edu. High school students are not eligible to audit courses.

High school students younger than 16 years of age may be admitted to a credit course with the prior approval of the Dean for Enrollment Management. A completed Underage High School Student Authorization Form with the high school signature and transcripts are required for first-time students. Placement testing may also be required. Students must be approved no later than the Friday before the semester starts. For more information, contact the office of the Dean for Enrollment Management (see directory).

Students who are pursuing high school level curriculum through home schooling or other means are eligible to enroll based on similar requirements as students enrolled in accredited high schools.

College-level courses are considered to be an enhancement to the high school curriculum. High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. These credits will appear on the student’s permanent college transcript regardless of the grade earned.

For questions regarding enrollment of high school students, contact Registration and Records (see directory).

Admission of International Students (I-20)

A person who is a citizen of a country other than the United States and is requesting full-time admission to Waubonsee Community College is considered an international student. Persons requesting international status at Waubonsee for entry or continued stay in the United States must be doing so for educational purposes only. 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. 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 Aurora University

Waubonsee and Northern Illinois University (Joint Admission)

Waubonsee Community College has entered into joint admissions agreements with Aurora University and Northern Illinois University (NIU). The joint admissions agreements provide a means for students to be simultaneously admitted to Waubonsee and either Aurora University or NIU. These agreements simplify the process of degree completion for students who wish to begin at Waubonsee and continue at Aurora University or NIU.

When jointly admitted, students work with counselors at both Waubonsee and the four-year school to plan courses for maximum transferability. Students can enter Aurora University or NIU after completing the Waubonsee degree without going through any further admissions processes.

To be eligible for joint admissions under these agreements, students must meet all applicable admissions requirements for both Waubonsee and Aurora University or NIU. Students agree in writing to the exchange of admissions and advising information between Waubonsee and the four-year school. The program is open to any eligible student at Waubonsee. For further information and application materials, contact Counseling at Waubonsee (see directory), Aurora University at (630) 844-6535, or Northern Illinois University at (815) 753-0446 and ask for the Transfer Center.

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 Student Life for more information (see directory).

Student-Initiated Withdrawal

Students are responsible for officially withdrawing from each course(s) they are no longer attending. A student who withdraws from a credit course after the end of the refund period will receive a withdrawal grade (not used in calculating GPA). Students who fail to properly withdraw from a course may receive a failing grade of F for that course.

The last day to withdraw from a course depends on the course length. See “Important Dates,” listed in each semester schedule or online at www.waubonsee.edu.

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and financial aid eligibility. 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. To initiate the withdrawal process, eligible students should first withdraw from the affected course(s) and complete the Tuition Appeal Form, printable from their mywcc portal, and attach a copy of their orders. Withdrawn students will receive a notation on their official transcript that reflects that the withdrawal is due to military service. Additional information on the Withdrawal Due to Active Duty Policy can be found on the website at www.waubonsee.edu/veterans. Questions should be directed to the Veterans Services staff.

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Tuition and Fees

Tuition and Fees

This section spells out the tuition and fees Waubonsee charges for credit courses. By registering for a credit course, students agree to pay the required tuition and fees for that course. Tuition is charged per semester hour and varies depending upon residency. Tuition rates and fees are subject to change, and students should anticipate increases in tuition and fees as they continue their education at Waubonsee.

Residency

For the purpose of determining fees and tuition, students enrolling at Waubonsee are classified as district students, out-of-district students or out-of-state students.

District Students

To qualify as district students, individuals must reside within the district for at least 30 days immediately prior to the date established by Waubonsee for classes to begin.

Special cases regarding legal residency of students are considered individually. Students may be required to furnish legal evidence proving residency in the district. Contact Registration and Records for more information (see directory).

Students employed by a business in the district for at least 35 hours per week may have out-of-district fees waived. These cases are considered individually, and students may be required to furnish legal evidence of employment. In these cases, students who are approved to have out-of-district fees waived are not considered district residents.

Out-of-District Students

Students who reside in Illinois for at least 30 days prior to the date established by the district for classes to begin, but outside of Community College District 516, are considered out-of-district students. Students may be required to furnish legal evidence proving residence.

Out-of-district students who want to attain an occupational degree or certificate offered only at Waubonsee and not at their own district community college should refer to "Cooperative Agreements and Tuition Chargeback."

Out-of-State Students

Students whose legal residence is outside of Illinois are considered out-of-state students.

Tuition

Tuition for college credit courses is charged per semester hour and is determined by residency.

***Estimated Tuition per Semester Hour**

In-district student.....	\$110.00
Illinois out-of-district student	\$283.75
Out-of-state student	\$308.11
International student.....	\$308.11

Note: Chargeback to other districts is \$173.75, which may change depending on the per hour rate for in-district.

**Tuition rates and fees are subject to change during the academic year.*

Fees

Waubonsee charges the following fees:

Fee Schedule

Student fee	\$8/credit hour
Course fee	varies
<i>Certain courses require extra costs for supplies, equipment or services. These fees are subject to change.</i>	
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
<i>Free unofficial transcripts are available through mywcc.</i>	

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 educational, scholarship, social, recreational, club and entertainment programs.

Course Fees

Certain courses require extra costs for supplies, equipment or services. A course fee is charged to partially cover this extra expense. Examples are laboratory breakage, welding supplies, ceramic materials, towel services, etc. These fees are subject to change.

NOTE: *All costs and fees are subject to change by the college. Students should anticipate increases in tuition and fees as they continue their education at Waubonsee.*

Tuition for Senior Citizens

Students 65 years of age or older who are residents of the district are eligible for a tuition refund for credit courses in which they were enrolled through the midterm date. Refunds are processed and mailed to the student at the end of the term. Courses specifically designed for senior citizens, audits or repeated courses do not qualify for tuition refunds.

Cooperative Agreements and Tuition Chargeback

Students in Waubonsee's District 516 who wish to pursue occupational degree and certificate programs not available at Waubonsee Community College may do so in one of two ways: cooperative agreements or chargebacks.

Cooperative Agreements: Waubonsee has cooperative agreements for a number of programs with neighboring community colleges. Through a cooperative agreement, a resident of District 516 may attend another community college at the other school's in-district tuition rate. See the listing of cooperative agreements in the "Career Connections" section.

Chargebacks: Resident students who want to pursue a certificate or occupational degree program not available through Waubonsee may apply for chargeback tuition if they plan to attend another public community college in Illinois that offers the program. Applications for chargeback tuition MUST be submitted to the office of the Vice President of Student Development prior to the first day of classes of the semester or summer term at the attending school. If approved, the student pays the in-district tuition rate for the college he/she is attending, and Waubonsee pays the difference between the in-district and out-of-district rate to the other institution. Chargebacks are available only for occupational programs resulting in a degree or certificate and not for individual courses. Repeated courses are not funded by chargebacks. Prerequisite courses and developmental courses may be covered; see guidelines for details.

Note that a cooperative agreement supersedes a tuition chargeback for a program with a community college within a 50 mile distance from Waubonsee's Sugar Grove Campus. See the listing of cooperative agreements under "Career Connections."

For information, guidelines and applications for cooperative agreements or chargebacks, contact the Vice President of Student Development (see directory). Out-of-district students who want to enroll in a program at Waubonsee under a cooperative agreement or chargeback should contact their own community college first to make initial application.

Paying for Classes

- Full or partial payment is due at the time of registration.
- More payment options — earlier registration means smaller payments!

WHAT ARE THE PAYMENT OPTIONS?

- **Full Payment:** Tuition and fees totaling less than \$200 require full payment.
- **Partial Payment:** Students must pay the required first installment and the remaining balance in monthly payments. (A \$25 nonrefundable set-up fee is charged for selecting this option — it's automatic when students make the first payment.)
- **Employer Payments:** If a student's employer is paying his/her tuition and fees, and should be billed directly, a letter from the company, including the contact name and company address (on company letterhead), is required at the time of registration. The online payment system may also be used to set up an authorized user/employer who can then pay on a student's account at the time of registration. This assignment does not give the authorized user the ability to access the student's confidential academic history.

Questions? Contact the Bursar Office at (630) 466-7900, ext. 5705.

HOW TO PAY

Pay by cash, electronic check* or credit card (VISA, MasterCard, Discover or American Express). Full or partial payments can be made:

- through the online registration system at www.waubonsee.edu or at mywcc.waubonsee.edu (credit card or electronic check);
- in person at the Sugar Grove, Aurora, Copley or Plano campuses;
- by faxing payment information to (630) 466-6637;
- by mailing payment to:
Bursar Office
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454.

* *Waubonsee is now processing checks electronically. When students provide a check as payment, they authorize the college to use information from their check to make a one-time electronic fund transfer from their account. Be aware there will be a \$25 fee for any insufficient funds/declined checks. For questions call (630) 466-5705.*

FINANCIAL AID RECIPIENTS

Students should apply for financial aid at least three months prior to registration and coordinate with the Financial Aid Office before registration to ensure that scholarships or grants are applied at the time of registration. Students who have not accepted their financial aid award letter online through mywcc prior to registration must make a payment in order to hold their classes.

 See directory inside back cover.

What If I Don't Pay?

Waubonsee cancels registration if students do not select a payment option at the time of registration. Payment is required even during college holidays and breaks.

Students withdrawn for non-payment after the first day of class must appeal to re-enroll in that course. A non-refundable \$50 re-enrollment fee plus a minimum of one-half of the tuition is due when re-registering. Submit a completed Enrollment Appeal Form (available online) to Registration and Records in person or by fax at (630) 466-4964.

Students must officially withdraw from each course they do not plan to attend. Enrollment will not be cancelled if any payment has been received for the semester.

Unpaid fees will prevent registration for additional courses or receipt of grades, and are subject to the collection procedures of the college and a \$25 delinquent fee.

Refunds

Tuition refunds are issued based upon the official date of withdrawal. Withdrawals made online are effective when the transaction is complete. Withdrawals submitted in writing are effective according to the postmark date of the letter or the fax date and time. Full refund of tuition and fees is granted if the college cancels a course.

The academic calendar for each semester lists the last day for refunds for 16-week courses. Also see "Important Dates," listed in each semester schedule, for additional refund dates. An appeal process is available for extenuating medical circumstances. Appeal forms are available at mywcc.waubonsee.edu.

The college reserves the right to make the final decision on all refunds. Contact the Bursar Office regarding refund policies.

Textbooks

Students are expected to buy their own textbooks and supplies as specified for each course. These may be purchased at one of the college bookstores or online at www.waubonsee.edu/bookstore.

Cost for books and supplies are listed by course at www.waubonsee.edu/schedules but are subject to change by the publisher.

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Financial Aid

Financial Aid

Four basic types of financial aid are available to Waubonsee students: grants, scholarships, loans and employment. For complete information about financial assistance, contact the Financial Aid Office (see directory) and obtain a copy of the "Financial Aid Handbook," or go online at www.waubonsee.edu/financialaid.

General Application Procedure

Details on the application process can be found online at www.waubonsee.edu/financialaid.

Students must apply each academic year. The application process starts January 1 for the following academic year starting in the fall.

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 a GED;
 - have a reading score on the ACT or COMPASS test that meets the minimum requirement to complete a certificate or degree at Waubonsee. COMPASS testing is done by the 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 Timeframe (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.

- 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 249 for details about withdrawing.
 - Students who enroll in self-paced open entry classes must be aware that the class(es) must be completed by the end of the semester of enrollment and count as hours attempted for that semester.
- c. Audits, proficiency tests and noncredit courses are not included in the total number of credits attempted or completed.
- d. Repeated courses are always included in attempted hours. A repeated class for which the student earns credit is only counted once in completed hours unless the class is designated as one that can be repeated. This information is part of the course description in each term's Credit Course Schedule.

2. GRADE POINT AVERAGE REQUIREMENT

A student must maintain a 2.0 cumulative grade point average. Federal regulations require the college to take into account a student's academic performance throughout the course of study, regardless of whether or not the student previously received financial aid. Grades for repeated classes for which the student earns credit are averaged.

3. MAXIMUM TIMEFRAME REQUIREMENT

Student eligibility for financial aid at Waubonsee Community College is limited to 90 total attempted credit hours, which represents 150 percent of standard program length, or to the first AA, AS, or AAS earned by the student, whichever occurs first. The 90 hours include transfer hours accepted from other institutions.

4. EVALUATION AND ACADEMIC PROGRESS 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 average in each term subsequent to an appeal being approved, the student's status will change to FAIL-A, FAIL after appeal.

DENIED – The student's appeal is denied.

MAX – The student has attempted a total of 90 credits including transfer credits.

MAX-D – The student has earned an AAS, AA or AS degree.

MAX-W – The student has attempted a total of 65 credits including transfer credits. A student is able to receive financial aid while at MAX-W.

MAX-A – The student is taking the courses that were submitted and approved on the Financial Aid Degree Audit.

PROBATION - ACADEMIC PLAN – The student's Appeal is approved including a Financial Aid Academic Plan. A student remains in a PROBATION status as long as all courses are completed with a 2.0 GPA average in each term subsequent to the Appeal being approved and the student is not at a MAX status.

5. APPEALS

A student at FAIL may submit a written appeal within 30 calendar days following the date the student's academic progress is reviewed and the status changes to FAIL. Appeals turned in after the 30 day deadline can be denied. If there were mitigating circumstances that affected academic performance or if the student completed a minimum of 6 credits with a semester GPA of 2.0 and no withdrawals in the last term of attendance, the student may appeal the suspension of aid eligibility. Earned hours must have increased by 6. Failure to provide the required documentation for mitigating circumstances will result in denial of the appeal. If the appeal meets the requirements to be approved, the student will be notified that he/she must meet with a counselor to prepare a Financial Aid Academic Plan. This plan must be signed by a counselor and be submitted to the Financial Aid Office before the appeal will be approved. The Financial Aid Academic Plan will specify the point in time when the student should be meeting the standards.

If the student was suspended due to exceeding the Maximum Time Frame Requirement, the student is required to submit an appeal and a Financial Aid Degree Audit signed by a counselor. The Degree Audit lists the courses that are required for the student to complete his/her degree or certificate program. Students appealing to complete a limited admission program must first be admitted to the program. Appeals and Financial Aid Degree Audits may be submitted for the pursuit of a second degree, other than for an Associate in General Studies. Only courses on the Financial Aid Degree Audit are recognized for the receipt of financial aid. If the student completing an AAS, AA or AS degree has not attempted 90 credit hours and will continue at Waubonsee in a different major, the student can submit an Appeal and a Student Information Change Form from the Records Office listing the new major. If the student applied to graduate but he/she has not completed all required courses, the student can change his/her graduation term by contacting the Graduation Analyst.

Appeals will be considered on an individual basis by the Financial Aid Appeals Committee and will be responded to in writing within 14 calendar days of receipt of the appeal. Appeals will be reviewed and either approved with no provisions, approved with provisions or denied.

6. RE-ESTABLISHING ELIGIBILITY

A student who is below the Completion Rate and/or GPA requirements can re-establish eligibility by achieving a cumulative 2.0 GPA and/or a 67 percent completion rate as long as the student is not at MAX due to 90 attempted hours or the completion of an AA, AS, or AAS degree. Once eligibility is re-established, the student's status will be PASS. A student who is below the requirements may submit an appeal based on improving both the GPA and completion rate. This requires the completion of a minimum of 6 credits with a semester GPA of 2.0 with no withdrawals or repeats of previously passed courses. Earned hours have increased by six.

7. NOTICE

This policy is subject to change without notice to comply with federal or state regulations, or Waubonsee Community College Board of Trustee policy or action. For the most current Satisfactory Academic Progress Policy, visit waubonsee.edu.

These requirements are subject to change and can be updated without prior notification. Request a copy of Waubonsee's Academic Policy for more detailed information.

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 Fs or Ws. The last dates of attendance are used to determine the percentage of federal financial aid that has been earned. If the latest date that the student attended is not after the 60 percent point of the term, financial aid will be reduced to equal the percentage earned. For example, if the latest date of attendance reported by an instructor is mid-term, a \$1,000 Pell Grant or Direct Loan would be reduced to approximately \$500 (50 percent). This reduction in financial aid could result in the student owing institutional charges and a repayment of all or part of any refund that was based on the original Pell Grant or Direct Loan amounts.

Disbursement of Financial Aid Funds

Financial aid funds will be reflected on the student's account only after the student has returned a signed Title IV Authorization to the Financial Aid Office and accepted his/her financial aid award online through the mywcc portal. Loans and state grants are disbursed the third week of a full fall or spring term. Pell grants are disbursed after mid-term. A bookstore voucher will be processed if financial aid funds are sufficient to cover all charges on a student's account. Financial aid awards are subject to reduction if a student drops some or all of his/her courses.

Financial Aid Refund Policy

Refunds based on the difference between institutional charges for the term and loan amounts are mailed to permanent local address or direct deposited no later than 14 days after aid is disbursed.

Veterans' Programs

Students interested in VA benefits, Illinois veterans' benefits and any other related programs can find details on the application process online at www.waubonsee.edu/veterans. Additional questions may be directed to the Transfer/Veterans Advisor. A 2.0 cumulative GPA is required to maintain eligibility for state and federal benefits.

Scholarships

A variety of scholarships are available to Waubonsee students from the Waubonsee Community College Foundation and private funding sources. The Foundation awards nearly 200 scholarships annually. Information about the opportunities can be obtained from the Advancement Office (see directory) or online at www.waubonsee.edu/foundation. Waubonsee Community College Foundation scholarship applications are due February 8, 2016, for the 2016-2017 academic year.



See directory inside back cover.

WAUBONSEE

what you need to know

Academic Information and Regulations

Certificates of Achievement

Certificates are awarded at the end of the semester the coursework is completed or the semester the application is submitted if the coursework was previously completed.

Degree Audit: Students can track their progress toward a certificate by using the “Degree Audit” tool in mywcc, on the Student tab, in the Student Success box, click the My Degree Audit link. The Degree Audit is an unofficial evaluation. The report should be reviewed with a Waubonsee counselor or academic advisor for accuracy and additional information.

Application for Certificate forms can be found at mywcc, on the Student tab, in the Student Success box, click the Graduation Information link, or students may contact their counselor or the 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 (as indicated on the Important Dates chart), 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 248 for more information.

In case of illness or other mitigating circumstances, students should contact instructors. Make-up work may be arranged at the instructor’s discretion. See also “Administrative Withdrawal” on page 248.

Non-Attendance Due to Military Service

In accordance with Illinois Statute (330 ILCS 60/5.2), a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student’s absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit www.waubonsee.edu/veterans.

If a student’s military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be re-admitted in the next class or classes in their program after giving notice to re-enroll.

Class Standings

Class standings are based upon the number of semester hours earned at Waubonsee. A freshman is a student who has earned fewer than 30 semester hours. A sophomore is one who has earned 30 or more semester hours. A student who has earned 65 or more semester hours is considered an unclassified sophomore.

Credit For Prior Learning

For students who have acquired knowledge through prior learning that may be equivalent to college level learning, Waubensee Community College offers the opportunity to earn credit for that learning.

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 semester hours can be applied to a degree earned by PLA; up to 50% of the hours required for a Certificate of Achievement.
- Credits earned through PLA do not count toward the College's academic residency requirements.
- 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.
- Credit will be recorded after the refund period of the student's first semester of enrollment.
- A recording fee of \$10 per credit hour may be assessed.

The Prior Learning Assessment Inventory at right presents examples of how students can earn credit.

PRIOR LEARNING ASSESSMENT INVENTORY

Method	Description	Example(s)
Credit By Exam (CBE)	Vendor or college standardized exams providing students opportunity to receive college credit.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Evaluation by faculty • ACE College Credit Recommendation Service • Evaluated WCC Workforce Development Courses
Industry Certification and Licensure	Credit awarded based on evaluated industry certification or licensure.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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, 212	6
Biology	50	BIO 120	4
Calculus	50	MTH 131	4
Chemistry	50	CHM 121	4
College Algebra	50	MTH 111	4
College Composition	50	ENG 101, 102	6
College Composition - Modular	50	ENG 101	3
College Mathematics	50	MTH 101, 111, 112 (choose 2)	6
English Literature	50	ENG 221, 222	6
Financial Accounting	50	ACC 202	3
French Language	50	FRE 101, 102	6
	59	FRE 101, 102, 201, 202	12
German Language	50	GER 101, 102	6
	63	GER 101, 102, 201, 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
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 112	3
Principles of Management	50	MGT 200	3

Exam Title	Minimum Score Required	Class Credit Granted For	Credits Awarded
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, 112, 121, 122, PSY 100, SOC 100 (choose 2)	6
Spanish Language	50	SPN 101, 102	6
	66	SPN 101, 102, 201, 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	WCC Equivalent Course(s)	Credits Awarded
Art History	4	ART 101, ART 102	6
Art-Studio Art Drawing	4	Art Elective	3
Art-Studio Art: 2D Design	4	Art Elective	3
Art-Studio Art: 3D Design	4	Art Elective	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 & Culture	3	CHN 101, CHN 102	
Computer Science A	3	CIS 115	3
Economics-Macro	4	ECN 202	3
Economics-Micro	4	ECN 201	3
English Language and Composition	3	ENG 101	3
English Language and Composition	4	ENG 101, ENG 102	6
English Literature and Composition	3	ENG 101	3
English Literature and Composition	4	ENG 101, ENG 102	6
Environmental Science	3	GEO 240	3
French Language & Culture	3	FRE 101, FRE 102	6
	4	FRE 101, FRE 102, FRE 201, FRE 202	12
German Language & Culture	3	GER 101, GER 102	6
	4	GER 101, GER 102, GER 201, GER 202	12
Government & Politics: Comparative	3	PSC 220	3
Government & 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 & Culture	3	JPN 101, JPN 102	6

Exam Title	Accepted Score	WCC Equivalent Course(s)	Credits Awarded
Music Theory		Credit determined after departmental review	
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 & Culture	3	SPN 101, SPN 102	6
	4	SPN 101, SPN 102, SPN 201, SPN 202	12
Statistics	3	MTH 107	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 4.0 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).

Full-Time Student Load

A full-time student load during fall and spring is from 12 to 18 semester hours. During the summer, a full-time load is from 6 to 10 semester hours.

Students wishing to exceed these hours need to complete a "Request for Additional Credit Hours" form. Please allow time to meet enrollment deadlines as this process may take up to 10 days. Forms are available in the Counseling, Advising and Transfer Center.

Grading

Grade points are numerical values that indicate the scholarship level of letter grades.

Grade points at Waubonsee are assigned on the following scale:

<i>Grade</i>	<i>Significance</i>	<i>Grade-Point Level</i>
A	superior	4.0
B	good	3.0
C	average	2.0
D	poor	1.0
F	failure	0
W	withdrew	0
I	incomplete	0
E	credit by proficiency	0
Z	audit	0
Y	successful completion of a continuing education course	0
N	unsuccessful completion of a continuing education course	0
MG	missing grade	0
NC	noncredit course	0
(H)	honors course notation	see grade
(G)	grade forgiveness not included in GPA	0
(T)	transfer course	0

Repeated courses are marked with a notation.

Grade points earned for a given course are determined by multiplying the semester hours earned for the course by the grade point level achieved.

For example: If a B (3.0 grade point level) was earned in a 3-semester-hour history course, the number of grade points earned would be a 3.0×3 which results in nine grade points. On the other hand, if a D (1.0 grade-point level) was earned in a 4-semester-hour biology course, the number of grade points earned would be 1.0×4 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 timeframe for completion of required course components—must be no later than the end of the next full 16-week semester;

- establish a grade for the student in the event that required course components are not completed.

In the event that a faculty member is unable to meet the terms of the Agreement, the grade agreed to in the Agreement will be assigned by the appropriate Dean. This definition does not allow for regular letter grades (A, B, C, D, F or W) to be changed to an I grade after final grades are assigned. Special exceptions may be presented to the Executive Vice President of Educational Affairs/Chief Learning Officer for consideration.

GRADES IN REPEATED COURSES

If a regular semester credit course is repeated, only the higher grade is used to calculate the grade point average.

However, certain courses are designed to be repeatable. Examples include applied music and physical education courses. All grades in these repeatable courses are used to calculate the grade point average.

For these courses that are designed to be repeatable, it is necessary to complete a "Repeatable Course Grade Change Request" form if the student wishes to have only the higher grade(s) calculated in their GPA. Request forms are available online in the mywcc portal.

GRADE CHANGE PROCESS

Requests for a change in a final grade must be submitted to the instructor within one calendar year of the date the final grade was officially due to Registration and Records. Please refer to the official academic calendar for the appropriate grade due dates.

No grade change may be processed after one calendar year. Regular letter grades (A, B, C, D, or F) cannot be changed to an I or a W grade after final grades are assigned. The definition of the W does not permit it to be changed to an A, B, C, D, F or I after final grades have been assigned. An I grade can only be changed to an A, B, C, D or F grade.

Special exceptions may be presented to the Executive Vice President of Educational Affairs/Chief Learning Officer for consideration. Refer to the "Student Handbook" for more details on grading and the change and appeal processes.

GRADE APPEAL PROCESS

In situations where the student is not satisfied with the outcome of the grade process, and in accordance with students' rights for due process, the student may appeal a final grade in a course. The student must initiate the appeal process within one calendar year of the date the final grade was officially due to Registration and Records. Guidelines and procedures are outlined in the Student Handbook or available from the office of the Vice President of Student Development (see directory).

GRADE FORGIVENESS PROCEDURE

This procedure provides the student with a second chance. A student may apply for forgiveness of grades of D or F earned in courses taken previously at Waubonsee. To be eligible to apply for grade forgiveness, a student must meet the following two conditions:

- The student cannot have attended Waubonsee Community College or any other post-secondary school for a consecutive period of at least 18 calendar months between the dates of enrollment at Waubonsee, and
- The student must have completed a minimum of 15 semester hours with a grade point average of 2.0 or better at Waubonsee Community College since the re-enrollment after the 18-month out-of-school period.

Courses approved for grade forgiveness are listed with a special notation (G) on the student transcript and are not included in the calculation of the student's GPA. The "Request for Grade Forgiveness" form is available in the mywcc portal.

Graduation Academic Honors

All students graduating from Waubonsee who have achieved an accumulated 3.5 grade point average in all semester hours attempted at Waubonsee are designated for graduation honors. Those students who earn a 4.0 cumulative grade point average are recognized with presidential honors.

Graduation/ Commencement Ceremony

Students who earn degrees from Waubonsee are recognized annually during a public commencement ceremony conducted at the end of the spring semester. All students who completed graduation requirements during the previous fall semester (December) and/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 Graduation Ceremony.

All students who complete graduation requirements are issued a diploma free of charge. Duplicate diplomas are issued at a cost of \$25. Contact the 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:** Students working toward their associate degree should meet early and often with a counselor to plan their program of study and to ensure they meet all requirements to graduate.
2. **Curriculum:** Students need to know and observe the requirements of their curriculum and the rules governing academic work. While counselors can help students make wise decisions, the ultimate responsibility for meeting the requirements to graduate rests with each student.

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

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

The rules given apply only to requirements for certificates and degrees. All students are subject to the academic regulations stated in the most recent catalog.

3. **Transfers:** If a student completes any courses (including final ones) from another college to be used toward degree or certificate requirements, he/she must submit official transcripts as soon as possible, 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. **Self-Paced Open Entry:** To be considered for graduation, final grades for self-paced open entry are due by the end of the semester.
6. **Timing:** Graduation requirements may be completed during any semester; however, if students cannot complete their program as petitioned, they should notify the Graduation Office immediately.
7. **Apply for Graduation:** Intent to Graduate forms should be submitted early in the semester before the student expects to complete their degree to ensure they will meet all the requirements to graduate. Intent to Graduate forms can be found at mywcc, on the Student tab, in the Student Success box, click the Graduation Information link; or students may contact their counselor or the 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 “Transfer Program Guarantee” later in this section.

Probation, Academic

All students who earn a cumulative grade point average below 2.0 are automatically placed on academic probation. Students remain on probation until their cumulative grade point average is equal to 2.0 or higher. There are three progressive stages of academic probation: (1) academic caution (2) academic warning and (3) academic restriction. A registration hold is placed at each stage until the student completes the prescribed intervention. Students avoid progressing to the next stage of academic probation if they earn a semester GPA of 2.0 or above. See the Student Success portlet in mywcc for details.

Rights and Responsibilities

Waubonsee Community College recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedoms of speech, assembly, association, and the press, and the rights of petition and due process which are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate, through student government and college committees, in the development and review of college regulations and policies affecting them.

Upon enrolling in the college, each student assumes an obligation to conduct himself or herself in a manner that is compatible with the college’s function as an educational institution. If this obligation is neglected or ignored by the student, the college must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as described in the student conduct section of the “Student Handbook.”

FINANCIAL OBLIGATION OF THE STUDENT

Final grades are not released for the student whose financial account with Waubonsee has not been settled in full. Likewise, no diploma, professional certificate, academic transcript or other information concerning academic record is released until the student’s account has been cleared.

MILITARY RECRUITING

Waubonsee Community College is in compliance with the Solomon Amendment (32 CFR, Part 216 by the Department of Defense) of the National Defense Authorization Act. This amendment gives branches of the military access to student 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).

PRIVACY OF RECORDS/TRANSCRIPTS

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
- 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 www.waubonsee.edu/ferpa.

All students desiring their academic transcript to be sent to another institution or prospective employer should submit a request to Registration and Records. Transcripts requested in person, by mail or by fax will be \$10 each while transcripts requested online will be \$5 each. Unofficial transcripts are available for free via mywcc. The Transcript Request form is available at www.waubonsee.edu/transcript, or can be requested online via mywcc or at www.getmytranscript.com.

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 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 ext. 2369 or email studentlife@waubonsee.edu.

WAUBONSEE

tools for success

Resources and Services

Resources and Services

Many resources and services are available to students at Waubonsee. They include everything from academic advising to intercollegiate athletics, from child care to a state-of-the-art computing center. This alphabetically organized section describes these many resources and services. Students should also have a copy of the current "Student Handbook" (published annually) that serves as a handy reference for each academic year.

Academic Counseling and Advising

Waubonsee's academic advising program provides opportunities for students, instructors and counselors to review academic progress. Assessment testing, 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 more accessible by coordinating accommodations to students who have disabilities. The Access Center assists students toward further independence and greater self-determination.

Accommodations and services available include:

- counseling;
- interpreting (sign language);
- readers;
- writer services;
- advocacy.

Waubonsee Community College has provided accommodations to students with disabilities since 1972.

Admission to the program is open to all students who qualify based on school records, diagnostic testing information and a personal interview. For more information, contact the Access Center for Disability Resources (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 21. Among the many benefits available to eligible students are free tuition and fees, books, individual case management and other support services. Students lacking a high school diploma are strongly encouraged to attend GED classes to work toward GED attainment prior to enrolling in a certificate program. One-year follow-up is given to students once they have completed their course of study or obtained employment.

For more information or to register, contact the Adult Education Special Programs office (see directory).



See directory inside back cover.

Bookstore

Waubonsee's bookstores are open year-round and are located in Dickson Center on the Sugar Grove Campus and on the first floor of the Aurora Campus at the Galena Boulevard entrance.

Textbooks for classes may be purchased by visiting the Waubonsee Bookstore at either the Sugar Grove or Aurora Campus, or by ordering online at www.waubonsee.edu/bookstore. The bookstores accept cash, checks (with proper ID), MasterCard, Visa, Discover, American Express and financial aid on all purchases (note: there are date restrictions on financial aid use as posted each term). Grants, scholarships and other financial aid must be approved by the Financial Aid Office.

Students now have the option to purchase a textbook new, used (when available), ebook (if available), or rent for a nominal fee (please note that a major credit card is required at the time of rental). All online orders can be picked up at any of the college's four campuses or shipped directly to students (shipping charges may apply). Sales tax will be added to each order. (Please note that a restocking fee will be charged on orders canceled or changed after the online order has been filled.)

The bookstores also stock reference materials, study guides, school and office supplies, electronics (including laptops and tablets), gift items and Waubonsee insignia clothing and gifts. Educationally priced computer software is available to students, faculty, and staff.

Students are given the opportunity to sell their no longer needed textbooks at designated times throughout the year. However, the bookstore pays the highest price possible for books being used again on campus next term at our term-end buyback each semester. Books not being used again on campus may be purchased based on national supply and demand. We search multiple databases to assure our students are getting top dollar for their books. Books 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 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 services staff, students are encouraged to visit the student success portlet in the mywcc, for online services.

The website www.collegecentral.com/waubonsee is an Internet-based job listing service for community college students and district residents. Employers throughout the greater Chicagoland region can contact Waubonsee to list their job opportunities. Job seekers can post their résumés and view postings. The website provides universal access 24 hours a day, seven days a week, to the thousands of jobs listed annually through the Career Development Center.

Students may also pursue Internship and Study Abroad opportunities with Career Development Center staff. See page 15 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

The 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.

The 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 self-paced open entry and online testing, and includes program admission testing. The 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 General Educational Development (GED), 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).

Child Care

Quality, affordable child care is available at both the Sugar Grove and Aurora campuses.

The Early Childhood Centers provide a safe and nurturing environment and are designed to foster social, emotional, and intellectual development. Developmentally appropriate practices inspired by the recommendations of the National Association for Education of Young Children (NAEYC) guide the curriculum. Emphasis is placed on creativity, choice, independence, cooperation and learning through play.

A flexible program allows drop-in care and is structured to help students match their day care needs with their class schedule. The centers only serve the children of currently enrolled Waubonsee students, faculty and staff members. Bilingual staff are employed at both centers.

The centers accept toilet-trained children who are 3-6 years of age. Parents/guardians must be on campus while their children are in the center. Visit www.waubonsee.edu/childcare.

Class Offerings

Every semester, class schedules are published for college credit courses, community education classes, workforce development and programs for youth. Credit and noncredit schedules are mailed to every district resident. For additional copies of any of these publications, call the Marketing and Communications office (see directory).

In addition, the credit and noncredit course schedules are available in searchable form online at www.waubonsee.edu.

Conduct and Grade Concerns

Waubonsee Community College has procedures to assist students in resolving college-related grievances. Specifically, the procedures address student grade concerns and student conduct.

Waubonsee Community College is committed to prohibiting any forms of discrimination. See the section "Federal Compliances."

Nothing in these procedures limits a student's right to submit a complaint against the college to the Department of Education Office for Civil Rights. These procedures are not intended to supersede other existing college policies and procedures.

Procedures for grade concerns and student conduct are detailed in the "Student Handbook."

For more information about these procedures, please contact the Dean for Students (see directory).

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.

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.

Developmental Education and College Readiness

This division provides students with needed resources to help them achieve success at Waubonsee, including tutoring and assistance in reading, writing, mathematics and study skills.

Foundation

The Waubonsee Community College Foundation supports the philosophy and purpose of Waubonsee with the following goals:

- to continue funding existing scholarship programs and initiate new ones;
- to advance the educational and charitable purposes of the college.

The Foundation awards nearly 200 scholarships each academic year. Applications are available in the fall and are due in each February for the following academic year. Applications available fall 2015 and due in February 2016 will be for scholarships awarded for the 2016-2017 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 and an open lab equipped with 120 computer work stations. All personal computers in the center are networked to provide access to a wide range of software packages as well as laser printers. One of the classrooms is equipped as a computer aided drafting and design laboratory. Several classrooms are equipped with LanSchool software, enabling an instructor to demonstrate on each student's computer and simultaneously monitor the individual screens.

All currently enrolled Waubonsee Community College students have access to the open lab. 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 Athletic 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.

Internships

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

Library Services

Library services are accessible through the Library website, as well as all campus locations (Sugar Grove, Aurora, Copley and Plano). The Todd Library at the Sugar Grove Campus and the Aurora 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 locations. 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 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 of Communications, Humanities and Fine Arts.

INSTRUMENTAL MUSIC

The Waubonsee Steel Drum Band, Rock Music Ensemble, Jazz Band, Jazz Combo and Chamber Winds give students the opportunity to perform for concerts and community events. The groups are open to all interested students.

Students also can gain concert band experience through cooperative agreements with the Fox Valley Concert Band.

VOCAL MUSIC

Waubonsee offers three opportunities to participate in vocal groups: the Waubonsee Chorale, a 30-member group that performs traditional choral music; the Vocal Jazz Lab, an auditioned group of singers who perform jazz and pop style music; and the Fox Valley Festival Chorus, a 60-member ensemble performing larger choral works, often with an instrumental group.

mywcc Web Portal

Students can access all of their important Waubonsee information in this portal at mywcc.waubonsee.edu. Once they sign in with their X-number and password, they'll find everything from their email to their course schedule to their final grades. mywcc also features such helpful tools as a degree audit and a student success portlet.

Returning Adult College Students

Waubonsee provides an admissions advisor who can assist adult (non-traditional) students in all aspects of the registration process and address issues that concern the adult student population of Waubonsee.

S.T.A.R. Program (Student-Athletes Taking Academic Responsibility)

The Waubonsee Community College S.T.A.R. (Student-Athletes Taking Academic Responsibility) Program was created in 1991 to further the academic progress of student-athletes while they participate in athletics. The program includes weekly study sessions; personal, career and academic counseling; academic monitoring; and nominations for various scholarships and academic recognition.

Student Life

Co-curricular activities are a vital part of a student's education. Involvement allows students to meet people with similar interests, learn more about their areas of interest and have a good time. For more information contact the Student Life office or check the Waubonsee Student Life page on Facebook. Student Life events are listed on the student calendar in mywcc.

Student Organizations

Waubonsee Community College has a variety of student organizations to meet student needs. All groups are student initiated and run. Student organization charters have been issued for social, cultural, career and honor societies. Check the Waubonsee Community College website or the Student Handbook for a list of student organizations. Involvement Fairs are held each semester to allow student organizations to connect with potential members. Contact the Student Life office for meeting information.

STUDENT GOVERNMENT

Student Government provides a channel of communication through which the administration, faculty and students may plan and discuss academic topics together. All student government activities and elections are governed by an approved constitution.

STUDENT SENATE

The senate is composed of 12 students elected from the student body. The senate president and part of the senate are elected in the spring, and the remaining student senators are elected in the fall. The Student Senate charters student organizations, represents the student body on college committees and implements projects to meet students needs. All meetings are open and students are invited to attend.

Any registered student may vote in a student government election. Candidate requirements, petitions and details are available from the Student 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 Waubonsee's associate degree. Counseling maintains transfer/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

Student Support Services provides educational support services for eligible Waubonsee Community College students. The program helps students successfully complete their college degree or certificate programs. First-generation college students, students who need financial assistance, or students who have a disability and demonstrate a need for academic support may qualify. Services include individual tutoring; academic, career, transfer and personal counseling; financial aid guidance; cultural enrichment activities; and workshops on a variety of topics. For more information on eligibility and availability of services, contact the Student Support Services office (see directory) or visit www.waubonsee.edu/ss

Tutoring

The college offers free face-to-face and online tutoring for credit students in a variety of subject areas, such as writing, mathematics, science, social science and humanities. The Tutoring Center also provides specialists who help students with reading textbooks effectively, preparing for tests, developing career vocabulary, and developing or enhancing study skills. Schedules can be found on mywcc or by contacting Tutoring at the Sugar Grove or Aurora Campuses (see directory).

Veteran Student Services

Waubonsee is proud to serve those students who have served our country. Visit www.waubonsee.edu/veterans for information about getting started, academic advising and financial aid.



See directory inside back cover.

History and New Directions

Waubonsee Community College, a two-year public institution of higher learning, came into existence in August 1966 when the electorate of 12 school districts in most of Kane and portions of Kendall, DeKalb, LaSalle and Will counties voted to establish Community College District 516. Today, the district encompasses more than 600 square miles and has an assessed valuation of approximately \$8.4 billion.

From the beginning, the college's philosophy has been that education is the cornerstone of a literate, democratic society; learning is a lifelong process; and the pursuit of knowledge must be supported by institutional policies demonstrating accessibility, service, quality, innovation and value.

With the objective of meeting the lifelong learning needs of the community, the college truly began taking shape in early 1967, as the college's first president assumed his duties and subsequently began assembling a staff, developing a multilevel curriculum and locating classroom space. However, the college still needed a name, and for that, the school called upon its community.

A district-wide naming contest was held in March of 1967. From among the 600 entries, the name suggested by both Susan Miller, of Aurora, and Patricia Ann Dillon, of Batavia, stood out, and the Fox Valley's community college officially became Waubonsee Community College. Waubonsee, meaning "early dawn" or "early day," was a Pottawatomie Native American chief who lived in the Fox River Valley during the 1800s.

Waubonsee Community College had a permanent name but had yet to locate to a permanent campus and so, when the college opened its doors for classes on Sept. 11, 1967, the doors were those of a variety of community facilities. The school's initial enrollment of 1,603 students — 403 full time and 1,200 part time — has grown steadily since that time, with the college currently serving more than 12,000 students each semester.

Just a few months later, in December 1967, a successful bond referendum allowed the college to begin planning its first permanent campus. The campus, situated on a 243-acre tract of land north of Sugar Grove on Route 47, still serves as the college's main campus. In addition to classroom space, facilities there also include conference rooms, specialized laboratories, Student Center, café and coffee shop, library, bookstore, early childhood center, observatory, kiln shelter, 375-seat auditorium, multipurpose event space, gymnasium, 120-workstation computer center, fitness center and two-mile nature trail.

A second Waubonsee campus opened in 1986 in downtown Aurora at the corner of Galena Boulevard and Stolp Avenue, but this structure ceased operations in May 2011. In June 2011, Waubonsee moved its downtown campus to a new 132,000-square-foot facility at 18 S. River St. The Aurora Campus remains the headquarters for Workforce Development, Adult Education, GED, English as a Second Language and the Adult Literacy Project, as well as the Illinois Small Business Development Center.

Waubonsee established another major extension center in January 1997 on the Rush-Copley Medical Center campus, adjacent to Route 34 in far east Aurora. College credit courses, community education programs, and training seminars for business and industry are held in the two-story building's eight classrooms.

Spring 2011 marked the beginning of courses at the college's fourth permanent campus, located in Plano. Situated on a nine-acre site adjacent to the Lakewood Springs development, north of Highway 34 and west of Eldamain Road near Lake Plano, the Plano Campus offers transfer center and complete career degree and certificate programs to area residents, along with noncredit learning opportunities.

The new Aurora 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 nearly 16 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 on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext.2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

Title 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)

For more information on how FERPA governs the disclosure of student records, visit www.waubonsee.edu/ferpa.

Student Right to Know and Campus Security Act of 1990

Waubonsee Community College is in compliance with the Student Right to Know and Campus Security Act (P.L. 101-542). Information is collected to provide institutional graduation rates, as well as safety policies and crime statistics to students. Further information is available through Waubonsee's Campus Police Department (see directory) or online at www.waubonsee.edu.

Annual Disclosure Report

The Waubonsee Community College Annual Disclosure Report is available to all students, faculty and staff in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as the Student Right to Know Act, Drug-Free Schools and Communities Act, Higher Education Opportunity Act, Violence Against Women Act and Title IX. It contains information on campus security measures, alcohol/drug policies and sanctions, and retention and graduation rates. The report is available online at www.waubonsee.edu/safety.

Illinois Abused and Neglected Child Reporting Act

In accordance with the Abused and Neglected Child Reporting Act (ANCRA) all personnel of higher education institutions are mandated to report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS) toll-free, 24-hour Child Abuse Hotline at 1-800-25-ABUSE (22873).

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 offices of Counseling staff, Dean of Counseling and Transfer Services, Dean for Students, 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

your mentors

Staff

Full-Time Faculty and Administrators

Instructional Divisions:

(BCT) *Business and Career Technologies*
 (C, H & FA) *Communications, Humanities and Fine Arts*
 (DE & CR) *Developmental Education and College Readiness*
 (HP & PS) *Health Professions and Public Service*
 (M & S) *Mathematics and Sciences*
 (SS, E & WL) *Social Sciences, Education and World Languages*

Abbott, Lenice, Associate Professor

Reading (DE & CR)
 BA, Wheaton College;
 MS, National Louis University

Ahmam, Carla, Associate Professor

Early Childhood Education (SS, E & WL)
 BS, MS, University of Wisconsin-Stout

Archos, Vaseliki, Assistant Professor

Communications (C, H & FA)
 BA, MS, Illinois State University

Armitage, James, Professor

Automotive Technology (BCT)
 AS, Waubensee Community College;
 AAS, Elgin Community College;
 BS, Illinois State University;
 MEd, Northern Illinois University
 Master Automotive ASE

Augustine, Pamela, Instructor

(HP & PS)
 BSN, Northern Illinois University;
 BA, Multnomah Bible College;
 MSN, Lewis University

Avilés-Davis, Evelyn Z., Bilingual Counselor/ Associate 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/Assistant Professor

AA, Triton Community College;
 BA, Concordia University;
 MA, Roosevelt University

Beltramini, Allison, Associate Professor

Communications (C, H & FA)
 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 & FA)
 AA, College of DuPage;
 BA, Southern Illinois University;
 MA, MEd, Northern Illinois University

Blacksmith, Lourdes, Director

Governmental and Multicultural Affairs
 AAS, Waubensee Community College;
 BA, DePaul University;
 MS, Northeastern Illinois University;
 EdD, Benedictine University

Boudreau, Charles, Director of Student Financial Aid Services

BA, MEd, University of Illinois;
 PhD, University of South Florida

Brooks, Pamela, Assistant Professor

Nurse Assistant/Allied Health (HP & PS)
 BSN, Aurora University

Brown, Maribeth, Assistant Professor

Mathematics (DE & CR)
 BA, Eastern Illinois University;
 MA, DePaul University

Burke, Adam, Librarian/Assistant Professor

BA, University of Wisconsin;
 MA, University of Iowa

Butler, Mary Edith, Dean

Mathematics and Sciences
 BS Ed, Mississippi College;
 MLS, University of Mississippi

Caponi, Kimberly, Senior Executive to the President

BA, Union College
 MA, Antioch University McGregor

Carbajal-Romo, Rosaura, Bilingual Counselor/ Assistant Professor

BS, University of Illinois at Chicago;
 MA, Roosevelt University

Cardine, Darla, Assistant Vice President

Finance
 AS, Kishwaukee Community College;
 BS, Northern Illinois University;
 MBA, Aurora University;
 CPA

Cermak, Michael, Dean

Business and Career Technologies
 BS, Illinois State University;
 MS, Western Illinois University

Chaaban, Amy L., Assistant Professor

Information Systems (BCT)
 BS, Emporia State University;
 MEd, Southwestern College

Christensen, Nancy, Assistant Professor

Chemistry (M & S)
 BS, University of Wisconsin at Stevens Point;
 Ph.D., University of British Columbia

Clark, Gary, Professor

English (C, H & FA)
BA, Olivet Nazarene College;
MA, Northern Illinois University

Clem, Billy E., Jr., Associate Professor

English (C, H & FA)
BA, Culver-Stockton College;
MA, Southwest Missouri University

Coburn, Catherine, Assistant Professor

Interpreter Training/Sign Language (HP & PS)
BS, MA, Northern Illinois University

Collins, Catherine, Associate 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

Cunningham, Christopher, Instructor

Mathematics (M & S)
BS, University of Michigan;
MS, Cornell 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

BA, Northern Illinois University;
MSW, University of Illinois at Chicago

DiVietro, Jamey, Counselor/Assistant Professor

BA, North Central College;
MA, Loyola College of Maryland

Dixon, Jeri, Dean

Adult Education
BA, Chicago State University;
MAEd, National-Louis University

Dosch, Tracey, Associate Professor

Biology (M & S)
BS, Southern Methodist University;
MS, Ohio State University

Draper, Timothy D., Associate Professor

History (SS, E & WL)
BS, MA, Ball State University;
PhD, Northern Illinois University

DuCharme, Danielle, Associate Professor

Biology (M & S)
BS, Loyola University Chicago;
MS, University of California Davis

Easton, David, Associate Professor

Information Systems (BCT)
AAS, Morton College;
BA, University of Illinois;
MBA, Dominican University

Erickson, Sharon, Instructor

Nursing (HP & PS)
BSN, Aurora University;
MSN, Northern Illinois University

Evans, Michelle, Assistant Dean

Health Professions and Public Service
BA, North Central College;
MSW, Aurora University

Felton, Terence, Chief Information Officer

Information Technology
BS, University of Maryland;
MBA, University of Illinois at Chicago

Field, Ellen, Assistant Professor

Mathematics (DE & CR)
BA, North Central College;
MS, Northern Illinois University

Finch, Melinda, Assistant Professor

Nursing (HP & PS)
AS, Waubensee Community College;
BA, Benedictine University;
MS, Loyola University

Fortier, Diana L., Professor

Economics/Business (SS, E & WL)
BA, Rockford College;
MA, Northern Illinois University

Fozio-Thielk, Lisa A., Associate Professor

Psychology (SS, E & WL)
AA, Triton College;
BA, MS, National Louis University;
MA, Northcentral University

Frankel, Amy, Associate Professor

Mathematics (M & S)
BS, Benedictine University;
MS, Northern Illinois University

Fu, John, Associate Professor

Graphic Design (BCT)
BFA, Shanghai Teacher's University;
MA, MFA, Northern Illinois University

Fuller, Teri A., Assistant Professor

English (DE & CR)
BA, University of St. Francis;
MA, Northern Illinois University

Gaff, Janet, Assistant Professor

English (DE & CR)
BA, Purdue University;
Master of Divinity, Bangor Theological Seminary;
MA, Central Michigan University

Garcia, Sharon, *Assistant Dean*

Communications, Humanities and Fine Arts
BS, North Central College;
MA, Teachers College at Columbia University

Gibbons, Daniel, *Associate Professor*

Accounting (BCT)
BS, Northeastern Illinois University;
MS, Northern Illinois University;
CPA

Gloudeman, Mark, *Assistant Professor*

Welding (BCT)
AGS, Waubensee Community College;
AWS Certified Welding Inspector;
AWS Certified Welding Educator;
CWI

Gore, Barbara J., *Assistant Professor*

Chemistry (M & S)
BS, Michigan State University;
MS, Purdue University

Grier, Douglas, *Dean*

Community Education
BA, Pennsylvania State University;
MA, Bowling Green State University

Hartmann, Bruce, *Director*

Accounting/Business Services
BA, Carthage College;
MBA, Benedictine University

Heinrich, Joseph, *Assistant Professor*

Criminal Justice (HP & PS)
AS, Oakton Community College;
BA, Aurora University;
MEd, National-Louis University

Heiss, David, *Assistant Professor*

Physical Education (SS, E & WL)
AA, Eastern Wyoming College;
BS, Bemidji State University;
MSEd, Chicago State University

Henson, Lisa, *Instructor*

Nursing (HP & PS)
BA, University of Southern California;
MSN, DePaul University

Hines, Randall, *Instructor*

CADD (BCT)
AAS, Southern Illinois University;
BS, Eastern Illinois University;
MPM, Keller Graduate
School of Management (DeVry University)

Hladik, Paula Jean, *Professor*

Business (BCT)
RRT, AS, College of DuPage;
BS, College of St. Francis;
MS, MBA, Benedictine University

Hollenback, Scott, *Associate Professor*

Psychology (SS, E & WL)
BA, Marquette University;
MA, Forest Institute of Professional
Psychology

Holmes, Harold (Rodney), *Associate Professor*

Biology (M & S)
BS, Abilene Christian College;
MS, Purdue University;
PhD, University of Oklahoma

Hoshaw, Justin, *Instructor*

Biology (M & S)
BS, University of Wisconsin-Madison;
MS, University of Minnesota

Hutches, Mary Beth, *Associate Professor*

Nursing (HP & PS)
BS, Northern Illinois University;
MS, St. Xavier University;
DNP, Rush University

James, Melinda, *Vice President*

Student Development
BS, Murray State University;
MS, George Williams College;
EdD, Northern Illinois University

Jeppesen, James Douglas, *Associate Professor*

Art/Ceramics (C, H & FA)
BA, BFA, University of Tulsa;
MFA, Northern Illinois University

Jindal, Pratima, *Instructor*

Physics (M & S)
MS, PhD, Panjab University

Kecskés, Gary, *Assistant Vice President*

Workforce Solutions/Community Learning
BS, BA, MA, Lawrence Technological University

Kewin, Therese A., *Counselor/Associate Professor*

BS, Illinois State University;
MS, National Louis University

Kiefer, Richard, *Associate Professor*

Political Science/History (SS, E & WL)
BS, Miami University;
MA, Governors State University

Kindelin, Heidi, *Counselor/Associate Professor*

Access Center for Disability Resources
AA, Moraine Valley Community College;
BS, Illinois State University;
MA, Northern Illinois University;
CRC

Krueger, Laurel, *Assistant Professor*

Nursing (HP & PS)
AAS, Waubensee Community College;
BSN, MSN, Lewis University

Kunz, Kenneth, *Professor*

Automotive Technology (BCT)
AA, Joliet Junior College;
BA, Governors State University;
MEd, Olivet Nazarene University;
Master Automotive ASE

LaCost, Heather A., *Associate Professor*

Psychology (SS, E & WL)
BA, Carthage College;
MA, PhD, Northern Illinois University

Larsen, Daniel, *Director*

Campus Operations
BS, University of Montana;
MBA, Loyola University

LaShure, Faith, *Dean*

Enrollment Management
BS, MS, Illinois State University

Lathan, Mark, *Assistant Professor*

Music (C, H & FA)
BM, Northern Illinois University;
MA, PhD, University of California, Los Angeles

Laufenberg, Todd, *Assistant Professor*

English (C, H & FA)
BA, University of Illinois;
MA, Northern Illinois University

Limbrunner, Tracy, *Assistant Professor*

Nursing (HP & PS)
BS, Illinois Wesleyan University;
MS, Northern Illinois University

Lindeen, Ellen, *Associate Professor*

English (C, H & FA)
BS, University of Wisconsin-Madison;
MA, Northwestern University

Lindquist, Michelle, *Assistant Professor*

English (DE & CR)
AA, Rock Valley Community College;
BA, MA, Northern Illinois University

Livingston, Kimberly Rainsford, *Assistant Professor*

English (C, H & FA)
BA, Western Illinois University;
MA, Western Michigan University

Lovingood, Deborah, *Executive Vice President/*

Chief Learning Officer
Educational Affairs
BA, University of South Carolina;
MAT, The Citadel;
MS, Murray State University;
EdD, Vanderbilt University

Luxion, Clifford, *Associate Professor*

Real Estate/Construction Management (BCT)
AA, AS, Waubensee Community College;
BA, Governors State University;
MSRE, Roosevelt University;
MS, The John Marshall Law School

MacDonald, Andrew, *Assistant Professor*

Auto Body Repair (BCT)
AAS, Waubensee Community College;
ASE, Master Collision Repair/Refinish Technician

Marzano, William, *Assistant Vice President*

Transfer and Developmental Education
AAS, Morton College;
BA, Northern Illinois University;
MA, University of Illinois;
EdD, Illinois State University

Mattern, Joshua, *Assistant Professor*

English (DE & CR)
BA, North Central College;
MA, Northern Illinois University

McDonald, Jeanne, *Associate Professor*

English (C, H, & FA)
BA, MA, Lincoln Christian College and
Seminary;
MA, Western Illinois University;
PhD, Illinois State University

Mendoza, Lilia, *Assistant Professor*

Foreign Language (SS, E & WL)
BA, St. Norbert College;
MA, Northern Illinois University

Modaff, Lawrence, *Professor*

Communications (C, H & FA)
BS, Illinois State University;
MA, Northern Illinois University

Moriarty, Timothy, *Assistant Professor*

Information Systems (BCT)
BS, University of Illinois, Urbana-Champaign;
MS, DePaul University;
MBA, University of Chicago Booth School of Business

Murray, Suzette, *Assistant Vice President*

Career and Technical Education
AA, College of DuPage;
BA, MBA, DePaul University

Nakaji, Denise, *Professor*

Therapeutic Massage (HP & PS)
BFA, MEd, Northern Illinois University;
NCTMB

Needham, Michele, *Executive Director*

Human Resources
BS, University of Illinois;
Certificate of Human Resources Management;
MBA, Benedictine University

Norris, Lesa, Dean

Workforce Development
BA, University of Iowa;
MS, Benedictine University

O'Connell-Knuth, Linda M., Assistant Professor

Early Childhood Education (SS, E & WL)
BS, Iowa State University;
MA, National-Louis University

O'Gorman, Michael J., Professor

English (C, H & FA)
AA, Elgin Community College;
BA, Truman State University;
MA, University of Illinois at Chicago;
MA, Northern Illinois University

Olson, Paul C., Professor

Sociology/Anthropology (SS, E & WL)
BA, Oakland University;
MA, University of Michigan

Ortiz, Laura, Dean

Social Science, Education and World Languages (SS, E & WL)
BA, Iowa State University;
MA, Roosevelt University;
EdD, Benedictine University

Paparozzi, Diana, Assistant Professor

Nurse Assistant (HP & PS)
AA, County College of Morris;
BSN, Aurora University

Perez, Cynthia, Assistant Professor

Health Care Interpreting (HP & PS)
AA, College of DuPage

Peska, Scott, Dean

Students
AA, Highland Community College;
BS, MS, Illinois State University;
EdD, University of Illinois at Urbana-Champaign

Popowitch, Mark, Assistant Professor

Music, (C, H & FA)
BA, Northern Illinois University;
MA, Southern Illinois University

Portincaso, Daniel, Assistant Professor

English, (C, H & FA)
BA, Columbia College;
MA, Lesley University

Powers, Amy, Assistant 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 & FA)
BA, DePaul University;
MA, Northern Illinois University

Rambish, Medea, Dean

Developmental Education and College Readiness
BA, MAEd, Pennsylvania State University;
EdD, Widener University

Randall, Kathleen A., Associate Professor

Education (SS, E & WL)
AA, Joliet Junior College;
BS, MS, Illinois State University

Randall, Stacey, Director

Institutional Effectiveness
BA, Millikin University;
MA, PhD, Northern Illinois University

Reardanz, Judy, Assistant Professor

Allied Health (HP & PS)
BSN, Duquesne University

Reese, John, Assistant Professor

Human Services (HP & PS)
BA, Coe College;
MS, Rehabilitation Institute of Southern Illinois University

Rolison, Patrick, Assistant Professor

Criminal Justice (HP & PS)
AAS, Waubensee Community College;
BA, University of Illinois - Chicago;
MS, Northern Illinois University

Rothschild-Massa, Jacqueline N., Professor

Psychology (SS, E & WL)
AAS, Illinois Central College;
BS, MA, Bradley University;
EdD, Illinois State University

Ruetsche, Charles, Instructor

Manufacturing Technology (BCT)
BS, MS, Northern Illinois University;
CPT;
Master Automotive ASE

Saccone, Patricia, Assistant Professor

Administrative Office Systems/
Health Information Technology (HP & PS)
BA, St. Mary's College;
MA, Concordia University

Santillan, Kristin, Counselor/Assistant Professor

AS, Waubensee Community College;
BA, Illinois State University;
MSEd, Northern Illinois University

Schafernak, Jennifer, Instructor

Communications (C, H & FA)
BS, MS, Southern Illinois University;
MA, Northern Illinois University

Schoolfield, Marjorie L., Assistant Professor

Nursing (HP & PS)
AA, Waubensee Community College;
BSN, MSN, Lewis University

Schulze, Karl, Assistant 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 (DE & CR)
AS, Elgin Community College;
BA, North Central College;
MS, University of Illinois at Chicago

Sholtey, Christine, Associate Professor

Health Education/Physical Education (SS, E & WL)
BA, Valparaiso University;
MS, University of Illinois at Chicago;
MSEd, Northern Illinois University

Showalter, Jennifer, Instructor

Biology (M & S)
BS, Indiana Wesleyan University;
MS, Rush University

Sibley, James, Executive Director

Marketing and Communications
BS, Illinois State University;
MS, Northwestern University

Siekierski, Andrea, Instructor

Health Information Technology (HP & PS)
BA, University of Toledo;
BA, Michigan State University

Sinclair, Kelli, Dean

Counseling, Career and Student Support
BA, MSEd, Northern Illinois University

Skaggs, Steven, Professor

Business/Information Systems (BCT)
BSE, Missouri Southern State University;
MSE, Missouri State University

Sobek, Christine J., President

BA, Purdue University;
MA, Michigan State University;
EdD, Northern Illinois University

Sparr, Cynthia, Dean

Communications, Humanities, and Fine Arts
BA, MSEd, Northern Illinois University

Stach, Marilee, Librarian/Assistant Professor

BA, Western Illinois University;
MLS, Dominican University

Stahl, Lorrie, Assistant Dean

Mathematics and Sciences
BS, MS, Tarleton State University

Stepney, Ne'Keisha, Assistant Dean

Business and Career Technologies
BBA, MBA, Benedictine University

Stuckey, Martine, Professor

Art/Painting/Drawing (C, H & FA)
BA, MFA, Queens College, C.U.N.Y.

Thomas, Katherine, Assistant Professor

Interpreter Training/Sign Language (HP & PS)
BS, Northern Illinois University

Thompson, Jane, Associate Professor

Mathematics (DE & CR)
BS, Manchester College;
MS, Clemson University

Tiberio, Guy, Instructor

Automotive Technology (BCT)
AAS, Waubensee Community College;
BS, Southern Illinois University;
MA, Governors State University

Tolappa, Maya, Assistant Professor

Information Systems (BCT)
BS, University of Delhi;
MS, Northern Illinois University

Tonioni, Renee, Assistant Vice President

Online Learning and Instructional Support
AA, Illinois Valley Community College;
BA, Illinois State University;
MA, Governors State 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, Instructor

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, Associate Professor

Earth Science/Geology (M & S)
 BA, University of Rochester;
 MS, Rensselaer Polytechnic Institute

Ward, Daniel W., Professor

Biology (M & S)
 BS, MS, Central Missouri State University

Ware, Leatha P., Professor

Business (BCT)
 BS, Tougaloo College;
 MS, National-Louis University;
 EdD, Northern Illinois University

Wasilewski, Adam J., Assistant Professor

Interpreter Training/Sign Language (HP & PS)
 BGS, Northern Illinois University;
 MA, Gallaudet University

Weber, Heather, Assistant Professor

Art (C, H & FA)
 BA, Miami University;
 MA, Northern Illinois University

Weiss, Alfred W., Assistant Professor

Earth Science/Geography (M & S)
 Certificate of Achievement, Oakton Community College;
 BA, BS, MS, Southern Illinois University at Carbondale

Westman, Kathleen, Associate Professor

Sociology (SS, E & WL)
 BA, MEd, MA, Northern Illinois University

Wingate, Constance, Assistant Professor

Nurse Assistant (HP & PS)
 AAS, Waubesa Community College;
 BSN, Aurora University;
 MAT, Rockford College

Wu, John, Director

Emergency Management and Safety
 BS, State University of New York;
 MBA, Regis University;
 NIMS Certified

Zusman, Steven, Assistant Professor

Philosophy (SS, E & WL)
 BS, University of Notre Dame;
 MA, University of Illinois at Urbana-Champaign

President Emeritus**Swalec, John J.**, President Emeritus

BS, MS, PhD, Illinois State University

Professors Emeritus**Bakalis, Maria**, Professor Emerita

Communications/Theatre
 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

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, MEd, Northern Illinois University;
 MST, University of Wisconsin-Whitewater

Lippold, Neal W., Professor Emeritus

Criminal Justice

AAS, Waubensee Community College;
 BA, Aurora University;
 MS, Chicago State University

Miles-Sawka, Sue L., Professor Emerita

Early Childhood Development

BA, Sam Houston State Teachers College, Texas;
 MS, University of Houston;
 EdD, Nova University

Murphy, David, Professor Emeritus

Psychology

BS, MA, Eastern Illinois University;
 EdD, Northern Illinois University

Shaddle, Susan, Professor Emerita

Nursing

BSN, MSN, Loyola University;
 CCRN;
 EdD, Northern Illinois University

Sprague-Williams, Janet L., Professor Emerita

Speech

BA, MA, CAS, EdD, Northern Illinois University

Wampach, Jeanette E., Professor Emerita

Nursing

BS, University of Illinois;
 MS, EdD, Northern Illinois University;
 OCN

Posthumous Professor Emeritus**Monokoski, S. Gibson, Professor Emeritus**

Music/Instrumental

BM, MM, Northern Illinois University

Administrative Offices**Access Center for Disability Resources**

Dean: Kelli Sinclair

Manager: Vacant

Egner, Lisa | Accommodations Coordinator

Rische, Daniel | Accommodations Specialist

Admissions

Dean: Faith LaShure

Manager: Joy Sanders

Barr, Felicity | Admissions Clerk

Bechtold, Betty | Admissions Data Entry Clerk

Iñiguez, Erika | Admissions Advisor

Janick, Lydia | Admissions Advisor

Koehler, Imelda | College Success Advisor

Martinez, Rosalinda | Admissions Advisor

Olson, Stacey | Admissions Advisor

Suarez, Carlos | Admissions Data Entry Clerk

Adult Education

Dean: Jeri Dixon

Berg, Ann | Adult Education Data Entry Clerk

Chavez-Hernandez, Esmeralda | Adult Education Clerk

Gaspar, Alyson | Adult Education Special Programs Manager

Holladay-Baxter, Gale | Adult Education Data

and Compliance Manager

McDaid, Michaela | Adult Education Faculty Manager

Piraino, Paul | Adult Education Transition Advisor

Retiz, Cristhian | Adult Education Clerk

Sanchez, Margarita | Adult Education Clerk

Shamsi, Kimberly | Adult Education Transition Advisor

Vazquez, Edith | Adult Education Clerk

Vacant | Adult Education Student Manager

Vacant | Secretary

Advancement Office

Chief Advancement Officer: Vacant

Foster, May | Secretary

Linden, Linda | Advancement Associate

Athletics

Dean: Dr. Scott Peska

Manager: David Randall

Betustak, Timothy | Athletics Facilities Specialist

Jacobs, Phillip | Athletic Trainer

VandeKerkhoff, Suzanne | Secretary

Wagner, Dana | Assistant Athletic Manager

Bookstore

Director: Bruce Hartmann

Manager: Joanne Leibold

Budzynski, Bonita | Lead Cashier

Gunsteen, Kelly | General Merchandise Buyer

Lemus, Ana | Assistant Manager

Lopez-Hines, Ofelia | Bookstore Clerk

Nickels, Phyllis | Bookstore Shipping/Receiving Clerk

Rogers, Mary Ellen | Bookstore Technology Coordinator

Russell, Cynthia | Bookstore Accounting Clerk

Vacant | Textbook Coordinator

Bursar Office

Director: Bruce Hartmann

Manager: Monica Ionutas

Jones, Theresa | Accounts Receivable Clerk

Frieders, Linda | Student Accounts Specialist

Business and Career Technologies

Dean: Michael Cermak

Assistant Dean: Ne'Keisha Stepney

Dwinnells, Sarah | Secretary

Meagher, Lindsay | Academic Specialist

Business Office

Director: Bruce Hartmann

Bergquist, Connie | Grants Account Specialist

Bicos, Sandra | Accounts Payable Clerk

Kellen, Michele | Payroll Coordinator

Wagner, Jennifer | Accounts Payable Clerk

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

Morales, Rene | Campus Services Supervisor-Copley

Vargas-Ortiz, Enid | Student Development Clerk

Vacant | Information Desk Receptionist

Campus Operations

Director: Daniel Larsen

Manager: Vacant

Barkei, Michael | Custodian

Blum, Justin | General Maintenance Mechanic

Cardenas, Saara | Custodian

Castanon, Pablo | Lead Custodian

Chavez, Luis | Custodian

Coomer, David | General Maintenance Mechanic

Dalton, Kevin | Senior Facilities Operations Assistant

Flores, Arturo | Lead Custodian

Hart, Joseph | General Maintenance Mechanic

Johnson, Ryan | Groundskeeper

McKinney, David | Lead Facilities Operations Specialist

Muiznieks, Michelle | Campus Operations Event Specialist

Nagel, Kurt | Industrial Electrician

Plante, Edward | Chief Plant Operator

Sanchez, Jose | Custodian

Tochimani, Denise | Lead Custodian

Taylor, Linda | Custodian

Torres, Eustaquio | Custodian

Wiercinski, Donald | Campus Operations Purchasing Specialist

Zappia, Joseph | General Maintenance Mechanic

Zappia, Joseph | Lead Groundskeeper

Vacant | Shipping/Receiving Clerk

Career Development Center

Dean: Kelli Sinclair

Manager: Vacant

Davis, Amanda | Career Services Advisor

Lee, Anderson | Career Services Advisor

Career and Technical Education

Assistant Vice President: Suzette Murray

Balwani, Radha | Secretary

Beer, Dr. David | Career and Technical Education Analyst

Frankino, Julie | TAACCCT Project Manager

Kieca, Whitney | High School Partnerships Specialist

Saucedo, Blanca | TAACCCT Project Secretary

Vacant | High School Partnerships Manager

Center for Teaching, Learning and Technology

Assistant Vice President: Renee Tonioni

Manager: Christine Corrigan

Barrett, Spring | CTLT Training Clerk

Henson, Sean | System Application Trainer

Johnson, Robert | Multimedia Trainer

Kanan, Leann | CTLT Training Clerk

Patino-Lemus, Sandra | Assessment Technology Specialist

Pedraza, Leon | Instructional Designer/Trainer

Yakovac, Maureen | Instructional Designer/Trainer

Communications, Humanities and Fine Arts

Dean: Cynthia Sparr

Assistant Dean: Sharon Garcia

Baier, Susan | Secretary

Baranski, Sarah | Photography Lab Coordinator

Strejc, Debbie | Academic Specialist

Community Education

Dean: Douglas Grier

Hudson, Angela | Community Education Specialist

Inostroza, Lisa | Community Education Program Developer

Jachna, Barbara | Community Education Program Developer

Tidwill, Jill | Child Care Program Coordinator

Counseling, Advising and Transfer Center

Dean: Kelli Sinclair

Manager: Douglas Szempruch

Chavez, Leticia | Counseling Services Clerk

Farrow, Celia | Academic Intervention Advisor

Garbelman, Mary | Academic Advisor

Geers, Katie | Counseling Services Clerk

Counseling, Career & Student Support

Dean: Kelli Sinclair

Kocunik, Sarah | Graduation and Transfer Coordinator

Martin, Loretta | Secretary

Watson, Heather | Transfer/Veterans Advisor

Zadlo, Sarah | Credentials Analyst

Developmental Education and College Readiness

Dean: Dr. Medea Rambish

Krantz, Lynne | Academic Specialist

Landmeier, Charlotte | Tutor and Learning Strategies Supervisor

Vilman, Karin | Secretary

Educational Affairs

Executive Vice President: Dr. Deborah Lovingood

Gebauer, Cynthia | Secretary

Enrollment Management

Dean: Faith LaShure
 Peck, Julie | Secretary
 Geraghty, Bruce | Imaging Clerk

Emergency Management and Safety

Director: John Wu
 Campus Police Chief: J.C. Paez
 Cicci, Joseph | Campus Police Officer
 Davis, Charles Jr. | Campus Police Officer
 Grossman, Frank | Campus Police Officer
 Stefanski, Lawrence, Sr. | Campus Police Sergeant
 Wiess, Larry | Campus Police Officer
 Yanz, Charles | Campus Police Officer

Financial Aid

Director: Dr. Charles Boudreau
 Manager: Donnie Keith Turner
 Caldera, Maribel | Financial Aid Advisor
 McKeen, Douglas | Financial Aid Clerk
 Smith, Thomas | Financial Aid Advisor
 Castaneda, Daniel | Financial Aid Advisor
 Viscariello, Andrew | Financial Aid Advisor
 Wheeler, Andrea | Financial Aid Veterans Coordinator
 Wise, Christopher | Financial Aid Advisor
 Wittman, Victoria | Financial Aid Data Specialist

Finance and Operations

Executive Vice President: David Quillen
 Petryka, Tracey | Secretary

Finance Office

Assistant Vice President: Darla Cardine
 Luman, Sally | Secretary
 Orth, Sarah | Finance System and Compliance Analyst

Fitness Center

Dean: Douglas Grier
 Manager: Lisbeth Anderson
 Anderson, Michelle | Fitness Center Program Coordinator
 Kilburg, Irene | Fitness Center Operations Specialist

Governmental & Multicultural Affairs

Director: Lourdes Blacksmith
 Thomas, Kathleen | Secretary

Health Professions and Public Service

Dean: Dr. Jess Toussaint
 Assistant Dean: Michelle Evans
 Crafton, Kebra | Secretary
 Lepic, Amanda | Academic Specialist
 Vacant | Healthcare Programs Secretary

Human Resources

Executive Director: Michele Needham
 Cadena, Yesenia | Employment Manager
 Depke, Danielle | Human Resources System Analyst
 Diehl, Nichole | Employee Relations Manager
 Griffin, April | Human Resources Specialist
 Krajecki, Judith | Human Resources Secretary
 Kripp, Kathleen | Compensation and Benefits Manager
 Larkin, Donna | Employment Coordinator
 Reichenbach, Cassandra | Human Resources Generalist
 Torres, Diana | Benefits Coordinator

Information Technology

Chief Information Officer: Terence Felton
 Aggarwal, Arvind | Data Center Manager
 Anthenat, Joseph | Data Center Technology Specialist
 Chen, Joyce | Database Analyst
 Doody, Donna | IT Purchasing Specialist
 Duffy, Darren | Mobile Technology Specialist
 Fier, Michael Jr. | Computer/Media Services Manager
 Fowler, Zachary | Data Center Technology Specialist
 Froehlich, Beth | IT Services Manager
 Govin, Jisha | IT Project Coordinator
 Gyoerkoes, Timothy | Computer Services Specialist
 Hammond, Benjamin | IT Customer Service Supervisor
 Hildebrand, Marjorie | Enterprise Systems Manager
 Hively, Ryan | Network Technology Specialist
 Kero, Daniel | Voice System Support Specialist
 Kessler, Holly | Secretary
 Leal, Erik | IT Customer Service Specialist
 Lindstrom, Kristen | Media Services Supervisor
 Marczewski, Christopher | Data Center Engineer
 McCune, Charles | IT Customer Service Technical Assistant
 Munoz, Brenton | Data Warehouse Analyst
 Overton, Jackie | Systems Analyst
 Parker, Ryan | Media Services Technician
 Pike, James | Network Technology Manager
 Rquibi, Hassan | Data Center Engineer
 Sargent, Karen | Systems Analyst
 Spizzirri, Valerie | IT Budget Specialist
 Stefek, William | Network Technology Coordinator
 Strain, Scott | IT Specialist Extension Campuses
 Subick, Suzette | Assistant Database Analyst
 Trivedi, Tarun | Information Security Manager
 Wicker, John | Computer Services Supervisor
 Zokan, Barry | Media Services Technical Specialist
 Vacant | Data Center Engineer
 Vacant | Web Engineer
 Vacant | IT Extension Campus Coordinator

Institutional Effectiveness

Director: Dr. Stacey Randall
 Simon, Sandra | Secretary
 Flavin, Shannon | Outcomes/Grants Manager
 Hinkle, Henry | Institutional Effectiveness Data Analyst
 Guzzaldo, Anthony | Outcomes/Grants Support Analyst
 Mapes, Kristia | Compliance/Reporting Manager
 Menez, Jessica | Outcomes/Grants Support Analyst
 Osman, Kathleen | Quality Projects Analyst
 Runge, Fredrick | Institutional Effectiveness Data Analyst
 Vacant | Outcomes/Grants Support Analyst

Learning Assessment and Testing Services

Dean: Dr. Scott Peska
 Manager: Kathleen Lentz
 Langerveld, Julie | Secretary
 Patino-Lemus, Sandra | Assessment Technology Specialist
 Reyes, Erica | Learning Assessment Dept. Coordinator
 Walder, Ann | Testing Center Assessment Specialist
 White-Shepard, Kisha | Testing Center Assessment Specialist
 Vacant | Testing Center Assessment Specialist

Library

Assistant Vice President: Renee Tonioni

Manager: Laura Michalek

Chan, Debra | *Circulation Assistant*

Chrisman-DeNegri, Jessica | *Aurora Campus Circulation Assistant*

Hunter-Brodhead, Rhea | *Circulation Assistant*

Limonez, Rocio | *Aurora Campus Library Specialist*

Markley, Victoria | *Library Cataloging Specialist*

Vance, Kendall | *Resource Sharing Specialist*

Wohlers, John | *Library Technology Coordinator*

Mathematics and Sciences

Dean: Mary Edith Butler

Assistant Dean: Lorrie Stahl

Ragsdale, Katherine | *Biology Lab Coordinator*

Wall, Katherine | *Chemistry Lab Coordinator*

Wilson, Kerri | *Secretary*

Marketing and Communications

Executive Director: James Sibley

Manager: Stephanie Wennmacher

Edmonson, Meghan | *Publications Coordinator*

Gehrig, Marcia | *Graphic Designer/Marketing Coordinator*

Haugen, Linda | *Marketing/Communications Event Coordinator*

Lindell, Anders | *Marketing/Communications Web Developer*

Morrison, Mary | *Marketing/Communications Coordinator*

Punter, Adam | *Photographer/Visual Media Coordinator*

Wilhelmi, Debby | *Secretary*

Vacant | *Duplication Specialist*

Vacant | *Marketing/Communications Content Coordinator*

Online Learning and Instructional Support

Assistant Vice President: Renee Tonioni

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Lyons, Terry | *Instructional Services Clerk*

Magara, James | *Educational Television & Video
Production Manager*

Malley, Loretta | *Instructional Services Manager*

Rennels, Michael | *Public Access Programming Manager*

Vacant | *Public Access Video Production Specialist*

Vacant | *Online Learning Manager*

Vacant | *Instructional Services Coordinator*

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Senior Executive to the President: Kimberly Caponi

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Jones, Ronna | *Secretary*

Snell, Linda | *Special Projects Secretary*

Purchasing

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Manager: Judy McCoy

Twait, Sibylle | *Purchasing Specialist*

Registration and Records

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Registrar: Marc Dale, Jr.

Manager: Jill Pierson

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Contreras, Nydia | *Campus Clerk*

Diederich, Kelly | *Campus Clerk*

Goode, Keith | *Campus Clerk*

Malnic, Cynthia | *Registration/Records Clerk*

Parks, Susan | *Registration/Records Clerk*

Renner, Amy | *Campus Clerk*

Sparks, Dawn | *Registration/Records Clerk*

Flores, Maria Beatriz | *Campus Clerk*

Social Sciences, Education and World Languages

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Reed, Heather | *Academic Specialist*

Koehring, Janet | *Secretary*

Strategic Development

Vice President: Dr. Jamal Scott

Forney, Kimberly | *Secretary*

Student Administration

Dean: Dr. Scott Peska

Nuñez, Myrna | *Secretary*

Student Development

Vice President: Dr. Melinda James

Morrow, Dawn | *Secretary*

Student Life

Dean: Dr. Scott Peska

Manager: Mary Tosch

Lerma, Lina | *Secretary*

Nuñez, Myrna | *Secretary*

Vacant | *Student Life Specialist*

Student Support Services

Dean: Kelli Sinclair

Manager: Frankie Benson

Jensen, Sandra | *TRIO/Educational Advisor*

Transfer and Developmental Education

Assistant Vice President: Dr. William Marzano

Arsenault, Deborah | *Secretary*

Upward Bound

Dean: Kelli Sinclair

Manager: Robert Cook

Sherretz, Chassie | *Educational Advisor*

Workforce Development

Dean: *Lesa Norris*

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DiMonte, Barbara | *Account Representative*

Drake, Kelly | *Driver Safety Program Specialist*

Flores, Kelly | *Driver Safety Program Specialist*

Lantow, Leslie | *Employment Skills Advisor*

Parker, Harriet | *Small Business Development Center Manager*

Riley, Kevin | *Account Representative*

Schmidt, Dennis | *Driver Safety Program Manager*

Vacant | *Secretary*

Vacant | *Operations Specialist*

Vacant | *Workforce Training Manager*

Vacant | *Program Developer*

Workforce Solutions/Community Learning

Assistant Vice President: *Gary Kecskés*

Scalpelli, Ellen | *Secretary*



See directory inside back cover.

WAUBONSEE

your learning environment

Facilities and Extension Locations

Sugar Grove Campus

The Sugar Grove Campus includes the Student Center, which houses admissions, counseling, financial aid, the 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 and child care; Ceramics Building; Auto Body; and various athletic fields. See the map on following pages. Also see the directory at the back of this catalog. Parking lots are provided at no cost to the student. Parking regulations are posted throughout the campus.

Consult the current schedule of classes or website for the hours of operation for all campus services.

Aurora Campus

Waubonsee's Aurora Campus is conveniently located at 18 S. River Street. The 132,000 square-foot-building includes classrooms, computer labs, two science labs, other specialized instructional spaces, bookstore, library, early childhood center with playground, 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 Campus is also headquarters for Workforce Development, the Illinois Small Business Development Center, Adult Basic Education, Adult Education Special Programs, the Adult Education Computer Center, GED, English as a Second Language and the Adult Literacy Project.

This campus offers transfer courses and career degree and certificate programs, developmental and adult basic education, workforce development, and community education.

Copley Campus

As evidence of its strong commitment to the growing demands of District 516, Waubonsee opened its third major extension center in January 1997. Located on the Rush-Copley Medical Center campus on Route 34 in far east Aurora, the Copley Campus houses classrooms, a library services, computers, and Di for registration, counseling and advising. Residents of this southeastern portion of the college district have convenient access to college credit courses, community education programs, and training for business and industry. Free on-site parking is available. See the map on following pages.

Plano Campus

Waubonsee's Plano Campus is located off of Route 34, west of Eldamain Road in Plano. The 33,000 square-foot-building includes classrooms, two science labs (biology and earth science), computer labs 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 nearly 16 different locations across the college district. These Waubonsee extension sites save students travel time, and in some cases, provide the opportunity for students to take basic core education courses necessary for an associate degree without leaving their hometown.

For a complete listing of courses, classes and seminars offered at locations throughout the college district, consult the current semester class schedules.

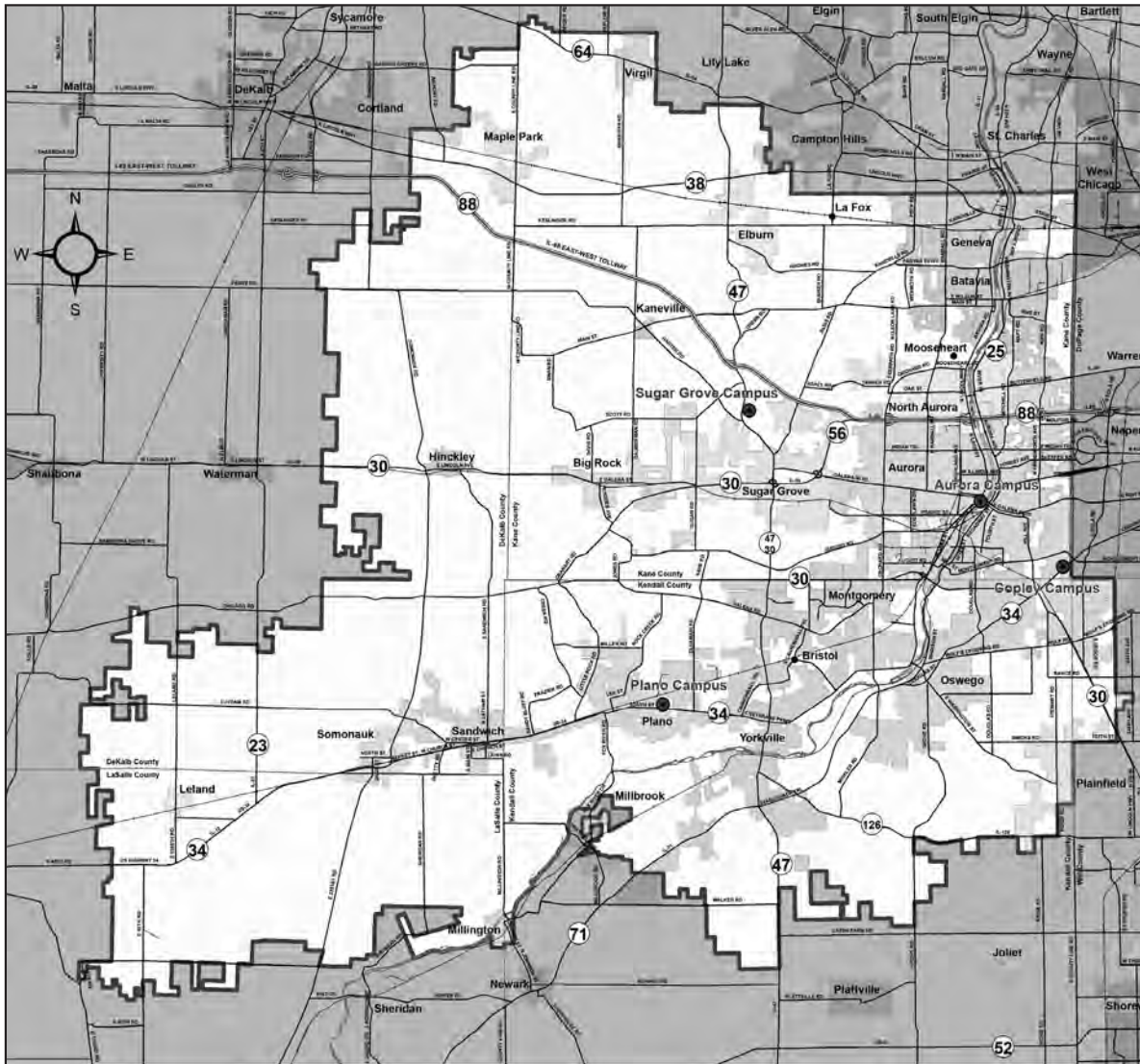
Waubonsee on the World Wide Web

Waubonsee's website at www.waubonsee.edu provides a wide range of important and timely information about the college. Members of the college community can find updated class schedules, details about transfer and career programs, a faculty and staff directory, and campus maps. Information about financial aid, registration, athletics programs, student 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

District population **443,938**
 Projected population for the year 2030 **541,086**

Illinois Community College District 516 encompasses 624 square miles and includes southern Kane County and portions of Kendall, DeKalb, LaSalle and Will counties. Waubonsee’s central campus is in Sugar Grove, about 45 miles west of Chicago. A second campus is in downtown Aurora, a third permanent facility is located on the campus of the Rush-Copley Medical Center, Route 34, Aurora and a fourth campus is in Plano off of Route 34.

District 516 serves

- 12 public high school districts
- 8 private high schools
- 22 municipalities

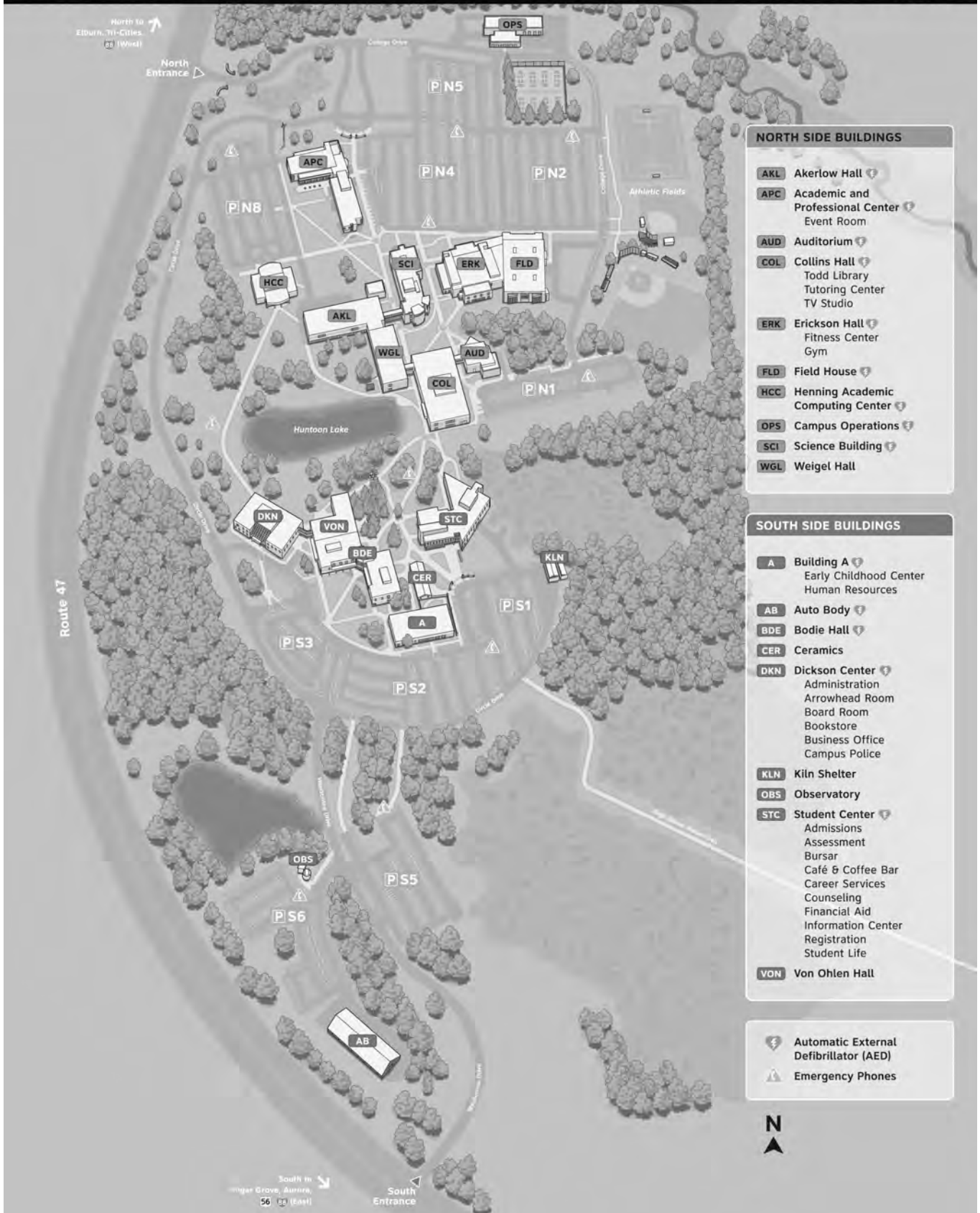
Town Name	ZIP Codes
	<i>Within/Partially within district</i>
Aurora	60502, 60503, 60504, 60505, 60506
Batavia	60510
Big Rock	60511
Bristol	60512
Elburn	60119
Geneva	60134
Hinckley	60520
Kaneville	60144
La Fox	60147
Leland	60531
Maple Park	60151
Millbrook	60536
Millington	60537
Montgomery	60538
Mooseheart	60539
North Aurora	60542
Oswego	60543
Plano	60545
Sandwich	60548
Somonauk	60552
Sugar Grove	60554
Yorkville	60560



WAUBONSEE
COMMUNITY COLLEGE

SUGAR GROVE CAMPUS

Route 47 at Waubonsee Drive, Sugar Grove, IL 60554

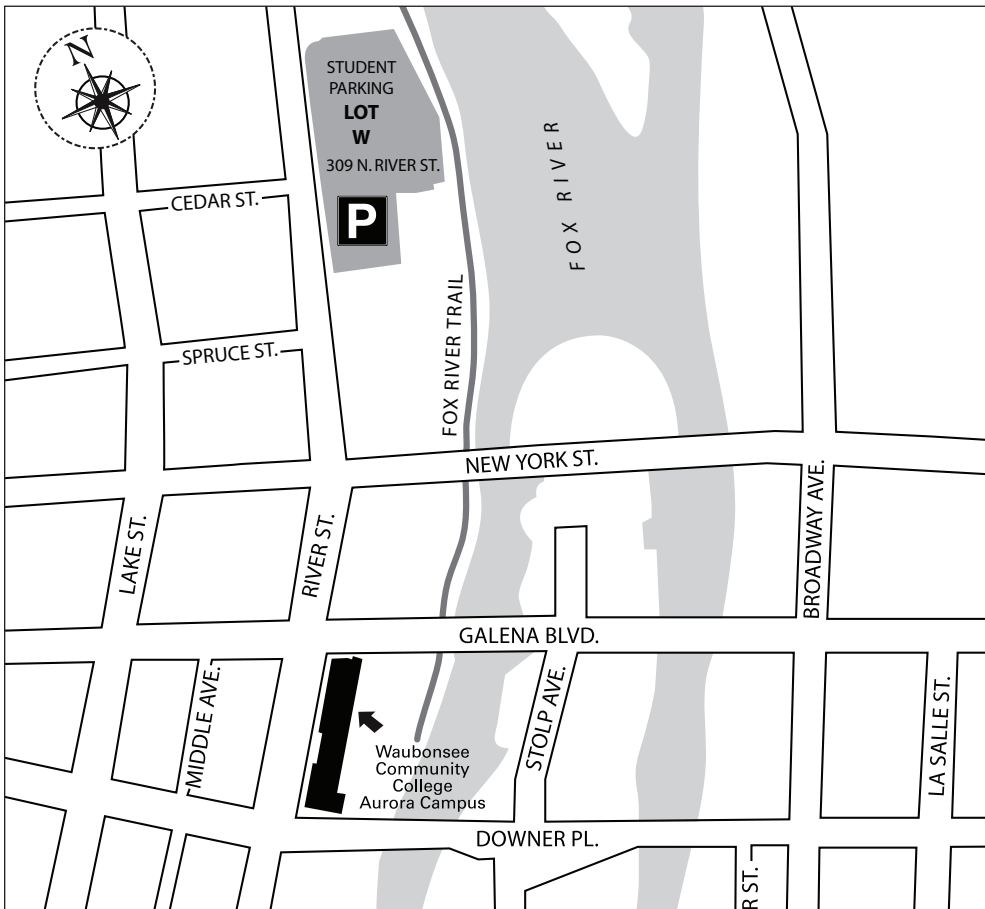
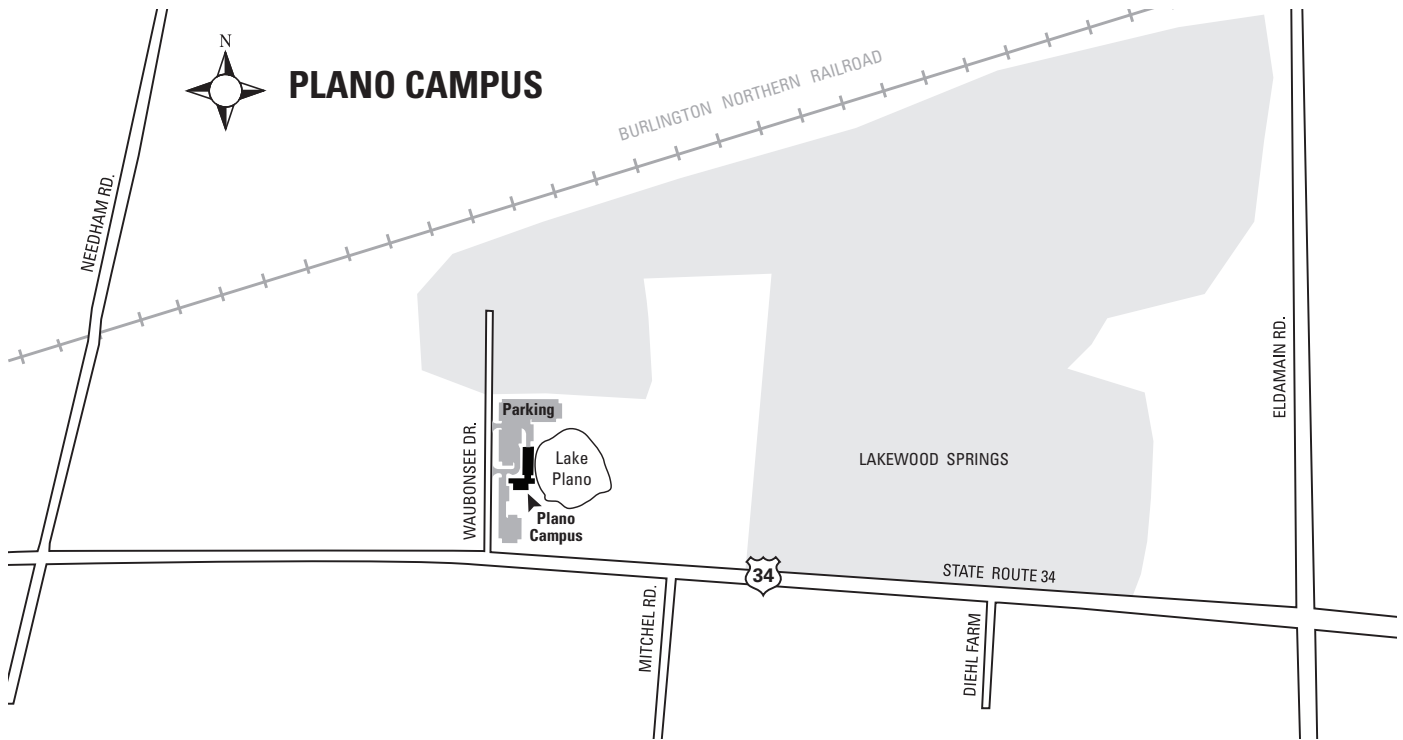


- NORTH SIDE BUILDINGS**
- AKL** Akerlow Hall
 - APC** Academic and Professional Center
Event Room
 - AUD** Auditorium
 - COL** Collins Hall
Todd Library
Tutoring Center
TV Studio
 - ERK** Erickson Hall
Fitness Center
Gym
 - FLD** Field House
 - HCC** Henning Academic
Computing Center
 - OPS** Campus Operations
 - SCI** Science Building
 - WGL** Weigel Hall

- SOUTH SIDE BUILDINGS**
- A** Building A
Early Childhood Center
Human Resources
 - AB** Auto Body
 - BDE** Bodie Hall
 - CER** Ceramics
 - DKN** Dickson Center
Administration
Arrowhead Room
Board Room
Bookstore
Business Office
Campus Police
 - KLN** Kiñ Shelter
 - OBS** Observatory
 - STC** Student Center
Admissions
Assessment
Bursar
Café & Coffee Bar
Career Services
Counseling
Financial Aid
Information Center
Registration
Student Life
 - VON** Von Ohlen Hall

- Automatic External Defibrillator (AED)
- Emergency Phones



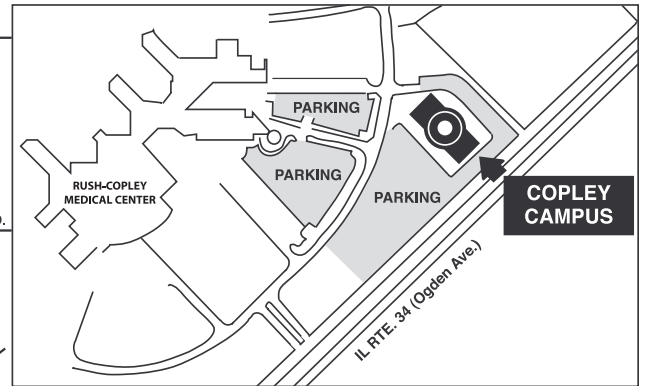
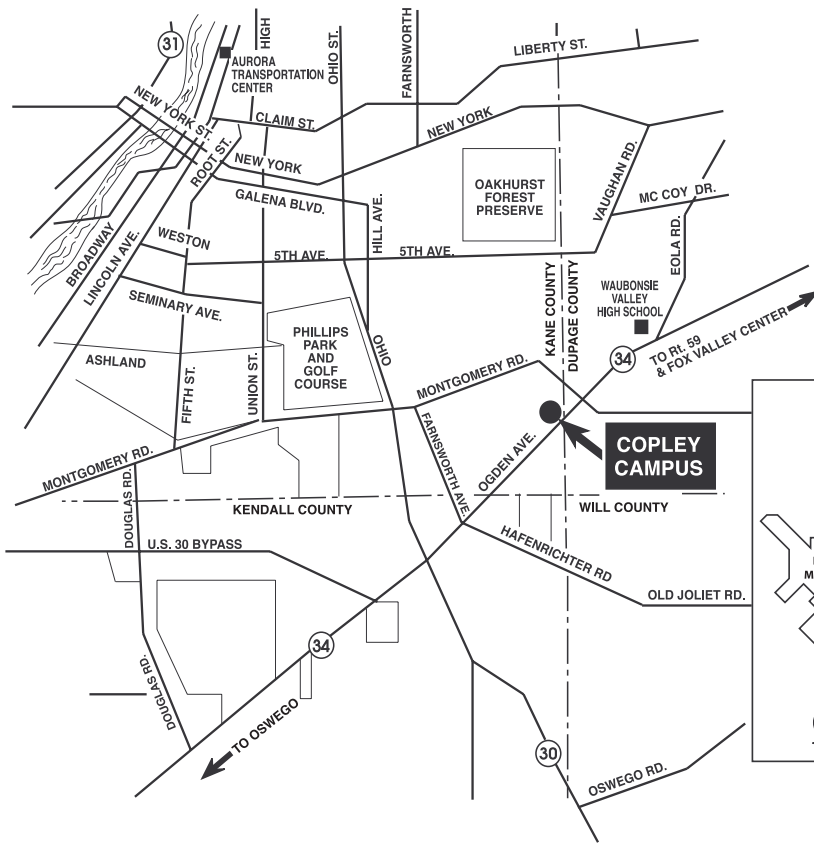


AURORA CAMPUS

The campus, located at 18 S. River St., has short-term parking, limited to 15 minutes, which will be strictly enforced. Free student parking is available from 7 a.m. to 10 p.m. in Lot W at 309 N. River St. Students should see Campus Police to receive a free Lot W hang tag. Discounted parking is no longer available in the Stolp Island Garage.

Drop-offs are easily made on the Fox River side of the Aurora Campus by using the Waubonsee driveway. A Pace Bus Stop is available on Galena Boulevard.

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Glossary

Academic calendar - important dates for the semester; e.g., registration, add/drop, holidays.

Area of concentration - courses a student takes to build a foundation for intended major or electives to meet credit-hour requirements for a degree.

Assessment - tests in language usage, writing, reading, numerical and algebra skills to determine proper course placement.

Associate degree - awarded to students completing 60-64 semester hours in a particular field of study. Waubonsee awards six associate degrees: arts (AA), science (AS), fine arts (AFA), engineering science (AES), applied science (AAS) and general studies (AGS).

Auditing - taking a class to benefit from the experience without receiving a grade or college credit.

Baccalaureate - bachelor's degree; refers to four-year full-time academic program of study.

Certificate of Achievement - awarded to students completing specific requirements in occupational-oriented programs.

Counselor - a professionally trained person who assists students directly with academic, career and personal concerns.

Credit by examination - course credit awarded to students demonstrating knowledge through proficiency or CLEP tests.

Curriculum - group of courses comprising an area of specialization.

Dean - person responsible for an instructional or administrative division.

Degree - academic title given to student signifying completion of a program of study. See "associate degree."

Discipline - area of study such as criminal justice, English or welding.

Division - educational or administrative unit of the college. See "instructional divisions."

Drop a course - specific action taken by a student to withdraw from a class he/she registered for.

E-RAP (Electronic Registration and Planning) - an online program for all new regular students to assist in orientation and course selection.

Extracurricular or cocurricular activities - offered outside the credit curriculum; e.g., intramurals, sports, clubs and social events.

Fee - set amount charged for registration; also an additional set amount for certain activities or courses.

Financial aid - grants, loans, scholarships and student employment to help students pay their way based on financial need and eligibility.

Full time - student registered for 12 hours or more per semester.

General studies - designed for students taking a broad range of courses and not pursuing either a career education or transfer degree program. Waubonsee offers an Associate in General Studies degree and a general studies certificate.

Grade point - numerical value assigned to the letter grade received in a class. Grade point average is number of grade points earned divided by number of semester hours attempted.

Graduation - completion of coursework required for a degree. Students must petition for graduation.

IAI - Illinois Articulation Initiative; an agreement to facilitate the transfer process among Illinois schools.

Instructional division - grouping of disciplines, Waubonsee has six: Business and Career Technologies; Communications, Humanities and Fine Arts; Developmental Education and College Readiness; 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 Campus — Route 47 at Waubensee Drive | Sugar Grove, IL 60554-9454 | (630) 466-7900

Aurora Campus — 18 S. River St. | Aurora, IL 60506-4134 | (630) 801-7900

Copley Campus — 2060 Ogden Ave. | Aurora, IL 60504-7222 | (630) 585-7900

Plano Campus — 100 Waubensee Drive | Plano, IL 60545-2276 | (630) 552-7900

College Information Center

First Floor, Student Center, Sugar Grove Campus | (630) 466-7900

Departments

Department	Building	Extension	Department	Building	Extension
Access Center for Disability Resources	STC 201	2564	English as a Second Language (ESL)	Aurora 473	4600
Admissions	STC 260	5756	Financial Aid	STC 234 Aurora 115	5774
Adult Education Division	Aurora 473	4119	Fitness Center	ERK 1st floor	2530
Adult Education Computer Center	Aurora 454	4128	GED Certification Testing	Aurora 275	4600
Adult Education Special Programs	Aurora 460	4176	GED Preparation Classes	Aurora 473	4600
Adult Literacy Project	Aurora 460	4106	Graduation	STC 275	2371
Advancement Office	DKN 2nd floor	2316	Health Care Programs	WGL 234	2322
Athletics	FLD 170	2524	Health Professions and Public Service Division	AKL 230	2350
Basic Skills/GED	Aurora 473	4600	Honors Program	DKN 224	2723
Bookstore	DKN 1st floor Aurora 1st Floor	2908 4174	Human Resources	A 104	2718
Bursar	STC 2nd floor	5705	Learning Assessment and Testing Services	STC 230/Aurora 275 Plano 129	5700 2614
Business and Career Technologies Division	APC 242	2263	Library	COL 2nd floor Aurora 1st floor	2400 4125
Campus Police	DKN 1st floor Aurora 1st Floor	2552 4142	Marketing & Communications	DKN 250	2411
Career and Technical Education	A101	2356	Mathematics and Sciences Division	SCI 214	2319
Career Development Center	STC 209	2368	Online Learning	COL 145	2402
Children's Programs	Auditorium 108	2360	President's Office	DKN 2nd floor	2903
Communications, Humanities and Fine Arts Division	BDE 136	2921	Registration & Records	STC 249	2370
Community Education	Auditorium 108	2360	Small Business Development Center	Aurora 268	4143
Computing Center	HCC/Aurora 218	5723/4124	Social Sciences, Education and World Languages Division	APC 244	5734
Counseling, Advising and Transfer Center	STC 262 Aurora 121 Copley by appt. Plano 126	2361 4225 2800 2611	Student Development	STC 134	2941
Dean for Students	STC 103	2349	Student Life	STC 126	2369
Developmental Education and College Readiness	COL 162	5706	Student Support Services	STC 262	5767
Early Childhood Center	A 150 Aurora 1st Floor	2560 4100 or 4148	Tutoring Centers	COL 144 Plano Library Aurora 215 Copley 2nd Floor	2426 2426 4227 4227
Educational Affairs	COL 132	2352	Workforce Development	Aurora 256	4152

Official Campus Hours

Official campus hours are hours the campuses are open to the public year-round.

Sugar Grove Campus — 5:30 a.m. - 11 p.m., Monday - Friday | 6:30 a.m. - 11 p.m., Saturday | 8 a.m. - 10 p.m., Sunday

Aurora Campus — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 5 p.m., Friday - Saturday

Copley Campus — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 5 p.m., Friday - Saturday

Plano Campus — 7:30 a.m. - 10 p.m., Monday - Thursday | 7:30 a.m. - 5:00 p.m., Friday - Saturday

Campus Closed

The college is closed and services are not available on:

Independence Day: Sat., July 4, 2015

Labor Day: Monday, Sept. 7, 2015

Thanksgiving Holiday: Wednesday, Nov. 25 - Sunday, Nov. 29, 2015

Winter Holiday: 4:30 p.m., Wednesday, Dec. 23, 2015 through Sunday, Jan. 3, 2016

Easter: Sunday, March 27, 2016

Memorial Day: Monday, May 30, 2016

Disclaimer: Information contained in the 2015-2016 edition of the catalog was, to the best knowledge of the Waubensee Community College staff, considered correct and complete when submitted to the publisher. Waubensee Community College reserves the right to change all or part of this catalog without prior notice. This catalog should not be considered a contract between Waubensee Community College and any student.



WAUBONSEE
COMMUNITY COLLEGE



www.waubonsee.edu

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