

A decorative graphic consisting of three blue circles of varying sizes and two thin blue lines. One line starts from the top left and passes through the center of the top and middle circles. Another line starts from the top right and passes through the center of the middle circle. A third, larger circle is positioned in the bottom right corner.

# Youth Options Guidebook

2015-2016

General policies and procedures for students interested in the Youth Options program in partnership with Wisconsin Department of Public Instruction, public high schools, and Madison College.

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### **Are you ready?**

You've successfully completed the classes your high school has to offer and you're ready for a more challenging educational experience. Consider the following before you move forward with your youth options planning:

1. I am aware that youth options participation is a privilege. The high school believes in me enough to financially support this opportunity.
2. I realize that I must follow all procedures and policies of Madison College.
3. I will meet all course requirements as outlined on the web or course description. These include but are not limited to items such as:
  - \* attend and actively participate in class;
  - \* spend 2-4 hours on homework per hour when class is in session;
  - \* read and write at a skill level which allows me to successfully comprehend and complete assignments;
  - \* think critically by applying what I have learned to new situations;
  - \* seek help from the instructor immediately, if needed.
4. I will attend every class period and will be prepared for each class. My instructor may have additional attendance policies that I must follow.
5. I will be in touch with my high school counselor frequently and especially if issues arise regarding my success in the class.
6. I will be responsible for providing my final grades to my high school.
7. My high school may hold me responsible for tuition if any of the following occur: I do not pass the class, I drop the class after the class start date, or I stop attending the class.

*If you agree, then read on!*

### **Welcome**

You have chosen to participate in the youth options program with your high school in partnership with Madison College. These are exciting times for you as you begin to ponder life after high school and look forward to and plan for the next chapter in your life. Youth options is an opportunity to take college courses while still in high school – so you're getting the best of both worlds.

The youth options program is an opportunity for you to move beyond your standard high school classes and take college level classes. This listing is a general catalog of courses available to you through youth options. An important thing to remember is as a youth options student you are still responsible for meeting all the course prerequisites, placement testing, and any other requirements which any traditional college student must meet. Not all courses listed in this course guide are scheduled every semester; in order to be certain which classes are offered, checking the website is the best course of action. The website should be considered the most accurate and up-to-date resource available to students.

Participation in youth options is **not** to be considered as an application into a Madison College degree-granting program; you are only registering for class/es. Administration reserves the right to change curricula, regulations, and course offerings as published in this course guide during the period of any student's attendance. Any changes made will be in accordance with policies, rules, and regulations as established by the Wisconsin Technical College System (WTCS) board and will be based upon the changing needs of the occupational areas involved.

### **Timeline**

There are two deadlines that are critical to the youth options program...if you are interested in taking courses during the fall semester your DPI form must be returned to your high school by March 1 and for

spring semester it's October 1. Here's how the youth options process works in general; however, please check with your high school youth options coordinator or counselor for your school's policies:

1. The DPI form is returned to your local high school for the school board approval. While we encourage you to have a selection of courses, please don't go to the extreme. We suggest you choose no more than five (5) classes.
2. After this form has been returned to the high school and at least two weeks prior to registration, please complete the online certificate application. The details of that process are documented in the "How to register for class" section of the handout which was sent to the youth options coordinator or counselor at your high school.
3. Once classes have been approved by your school board, the forms are returned to your high school counselor.
4. The high school mails the DPI form, test scores, and transcripts to Madison College.
5. It is your responsibility to insure that all prerequisite courses have been taken. Failure to do so will prevent you from being able to register for classes.
6. At any time during this process, you should be taking the COMPASS test which is available at any of our campus locations. If you are submitting scores from either ACT or COMPASS taken at an alternate site, we will need to receive official test scores from the testing facility.
7. You will receive communication from the college regarding registration and what your next steps are.
8. You activate your student account and register for the classes. NOTE: this is your responsibility – **parents and/or high school staff cannot and should not do this for you!**
9. Attend orientation and registration session.

### **Required Youth Options Forms and Application**

There is only one required paper form to be completed for participation in the youth options program and that is the DPI8700A form (please see page 81 for a sample). This is the form that is sent to your school board for their approval of your classes. This form has been substantially changed from previous versions in hopes of making it clearer. Through the more prominent and clarified instructions we hope this form will be completed more accurately and completely than in the past.

The second portion of the youth options application process is to complete the online certificate application process. There are multiple reasons for asking you to do this, some of which are:

- Youth options is designed to be a true college experience for high school students and a major part of college is taking control of your educational experience.
- This application will create your official student record with Madison College.
- All colleges have some sort of online application process, in fact, many employers are going to an online application process. This provides you the experience of completing an online application.
- You will be setting user names and passwords, these are security measures you must remember – not created by mom, dad, or the high school counselor - **parents and/or high school staff cannot and should not do this for you!**

### **Glossary**

There are terms frequently used that you should be familiar with them. Don't fret, there is no vocabulary test at the end of this booklet but it is in your best interest to review these terms:

- **Catalog number** – the eight digit number (format is 20-804-125) is listed on program curriculum sheets and can be helpful to identify classes needed to fulfill program requirements. If the first two

digits of the catalog number are one of the following, that class is acceptable under youth options: 10 (associate degree), 20 (college transfer), 30 (short-term programs), 31 (one-year technical diplomas), and 32 (two-year technical diplomas). Any class with a catalog number of 42, 47, or 60 (considered a non-credit class) is NOT acceptable for youth options.

- Certificate application – this is the process to create your student record with Madison College and is crucial to the billing process for your classes. Because this creates your student record you need to make sure it is filled out properly: correct capitalization, spelling, dates, complete information, etc.
- Class number – five digit number that relates to a specific offering or section of a class. For example, all English 1 classes have a catalog number of 20-801-201 but the specific Tuesday/Thursday option you want may have a class number of 45782.
- College transfer - these are courses that transfer to four-year colleges and universities. You can identify those courses because their catalog number begins with 20. For example, an Introduction to Psychology course that is a college transfer course would be 20-809-231. A Psychology of Human Relations course that is an associate degree level course would be 10-809-199.
- COMPASS testing –COMPASS stands for COMputer-adapted Placement Assessment and Support Services. It is the assessment tool used for students planning to take degree credit classes at Madison College. This computerized, un-timed test includes assessments in reading, writing and math; most Madison College programs require students to also complete an essay as part of the English portion of the test. What makes COMPASS unique is that it adapts to your abilities...questions will increase in difficulty to determine your skill level. Madison College does not typically accept ACT scores; that is only a measure for college admissions, not specific course placement.
- Corequisites – these are courses you must take along with or in the same term as another course. For instance, in order to take Introduction to Programming with Javascript, you must also be enrolled in Website Dev HTML. That information is available from our website or this booklet.
- Enrollment/registration –when you actually sign-up for the class. In order to do so you will need the five digit class number for that course. You find that by going to our website and search courses.
- Liberal Studies – see college transfer
- Official scores – An official transcript or test score is a dated document with the official school's seal and/or Registrar's signature on security/watermark paper. Madison College does not accept faxed, emailed, scanned, advising copies, campus use only, and web produced transcripts. Madison College does accept electronic transcripts from an approved third party vendor (e.g., Parchment, Credentials, National Clearinghouse). If your previous schooling (high school and/or college) has taken place outside of the United States and not in English, Madison College requires a third-party, professional evaluation of the educational credentials earned to show how the foreign educational system aligns with the U.S. educational system. For more details, view Credential Evaluation.

Any unofficial transcript or test score received by the college will not be linked to the student academic records and will be confidentially destroyed upon receipt.

- Prerequisites – these are courses that you must take or test scores you must achieve prior to enrolling/registering for a class. A simple example would be Spanish 1 is a prereq for Spanish 2.
- Program – the degree you graduate with when you complete the required sequence of courses. There is an academic school or department responsible for each degree or certificate: School of Applied Science, Engineering and Technology; School of Arts and Sciences; School of Business and Applied Arts; School of Health Education, and School of Human and Protective Services.

### **Student Code of Conduct**

You have a full range of rights and responsibilities at the college. This Code of Conduct was created to insure all students have the right to experience a high-quality learning environment which is free from disruptions and distractions and to be treated with respect and dignity, free from harassment and/or

discrimination. Students have the responsibilities to comply with all college policies and procedures and to treat others with respect and dignity. To see the complete list of student rights and responsibilities, visit the Madison College homepage.

### **Students with Disabilities**

A high school student with a disability may request reasonable accommodations and/or related services to benefit fully from attending Madison College. Contact your high school counselor or transition coordinator and clarify how services identified in your IEP will be continued. The school board may either provide the needed services itself or contract with another provider including, but not limited to, Madison College. If Madison College is selected to provide disability related services, the high school must contact Disability Resource Services at (608) 246-6791 prior to the start of the term to develop a contract for services.

### **Family Educational Rights and Privacy Act**

Once you have applied to take a college credit course, the rules of the Family Educational Rights and Privacy Act (FERPA) of 1974 apply. FERPA governs the release and access to student records and is a federal law designed to protect the confidentiality of student education records. Students have the right to:

- Inspect and review education records.
- Request the amendment of education records believed to be inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in education records except to the extent that FERPA authorizes disclosure without consent.

FERPA requires Madison College to obtain written consent before disclosing any other personally identifiable information contained in education records except to school officials with legitimate educational interests or other authorized representatives. What this dictates is that course and student information cannot be provided to parents or guardians.

Information designated as directory information does not require student consent prior to disclosure. Directory information is information which is not generally considered harmful or an invasion of privacy. Madison College considers the following directory information:

- Name
- Major field of study
- Dates of attendance (term start/end date)
- Enrollment status (full or part-time)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Email address

### **Attendance Policy**

Attendance is your responsibility! Registered students who will not be in attendance the first class meeting must inform the instructor in writing prior to the class start date. If the instructor cannot be identified, the student must contact the academic school that offers the course for either instructor information or to inform an academic school Dean or Associate Dean, in writing and prior to the class start date, of the circumstances for the absence. Failure to comply may jeopardize continued enrollment in the class. Nonattendance does not reduce fees.

Policies for attendance and make-up work for absences are either outlined in the syllabus for each course or otherwise communicated by the instructor/program.

During times of inclement weather, Madison College strongly encourages individual students to make their own decision with consideration for their personal safety. Individuals know best their situation regarding the distance of their drive, the road conditions, the condition of their vehicle, etc., and should make an individual decision whether they should report to the campus as usual. If the weather turns ugly and you are wondering if the college is closing, please check the Madison College webpage or call the weather hotline at (608) 246-6606. You can also sign up to receive Wolfpack Alerts. Just because your high school closes does not necessarily mean the college will be closing; you need to remember they are two different things – our calendar is different, our class hours are different, student responsibilities are different.

Students will not be penalized if you cannot report to classes as scheduled due to inclement weather. They will be given an opportunity to take scheduled examinations at another time. Provisions shall be made by faculty for completing any classroom work on a formal or informal basis.

### **Refund Policy**

There is a very strict refund policy and refunds are processed according to the Wisconsin Technical College System and Madison College policies. If you feel you need to drop a course, you are advised to speak with your high school counselor and/or call the Enrollment Center at (608) 246-6210 before doing so. Students who plan to withdraw from a particular class should do so immediately, a single day can make a difference in the amount of tuition for which you will be responsible. You and your family will be responsible for refunding your high school any tuition and fees paid for your youth options class if you fail or drop the class. Refunds are determined based upon the date you officially drop the class through your Student Center at myMadisonCollege or through Enrollment Services. Telling the teacher you are going to drop the class is not officially dropping the class - it must be done either at myMadisonCollege through the Student Center or Enrollment Center. Students may call the Enrollment Center for assistance with understanding drop dates and the estimated calculation in relation to individual class refund/reduction periods. If you have additional questions, search our knowledge base of frequently asked Tuition/Fees questions available through [askMadisonCollege](#) or contact the Enrollment Center.

The refund schedule which applies to your classes is shown below:

<b>Student Request Date</b>	<b>Percent of Refund/Reduction</b>
Prior to class start date	100% refund.
Prior to 11% of class completed	80% refund.
From 11% and prior to 20% of class completed	60% refund. This is the last period in which a student may drop a degree credit class without receiving an official status of "W" (withdrawn) on their record.
After 20% of class completed	No Refund. Dropping a degree credit class during this time will result in a "W" (withdrawn) on a student's record. A student may drop a class prior to it being 90% completed.

### **FAQs**

- 1. I thought my high school paid for my youth options classes, so why did I receive a bill in the mail? What should I do with the bill?**

*You are correct; your high school should be paying for your classes, supplies, and books. Please take the bill to your guidance counselor or your school to work coordinator. They can contact our office and the*

*situation can be looked into and resolved.*

**2. I will be driving to a Madison College campus. Where do I park? How much does it cost?**

*Only students attending class at Truax or Commercial Avenue need to obtain a parking permit. For degree credit students, the fee for your parking permit is included in your Commuter Services Fees (part of your tuition). Madison College parking permits can be ordered online through your Student Center account prior to the start of each academic semester. Permits ordered online are mailed out to the students two to three weeks prior to the start of the semester. If you do not receive your permit in the mail before the start of the semester, please stop by the Public Safety Office, Room B1240, located at the Truax Building, to check on the status of your permit.*

**3. I won't be driving but will be taking the bus, how do I get a bus pass?**

*Take your student ID to one of the following locations to get your bus pass: Downtown Campus - Student Life Center, room D125; South Campus – room 103; Truax Campus – Student Life Center, room C1420; and West Campus – Welcome Center.*

**4. What's a OneCard?**

*The OneCard is your student ID card, much like what you have in high school. You need your card to check out materials from the library or use any reserve material, if you want to come to a basketball game or other activity at the college. You can even put money on it so you can eat at the cafeteria and not have to carry cash!*

**5. I have supplies and books for my class, where and when do I get those?**

*After you register for a class you can take your schedule into the bookstore at any of our campus locations and purchase your books there. We will have you in the system as a "third party billing" which means you won't have to pay for them, your school district has agreed to pay.*

6. **Do I get a transcript with my final grades?**

*No, Madison College does not mail out transcripts or grades. However, you can access your grades and get an unofficial transcript through your student center. If you need an official transcript, that can be requested by going to our website at madisoncollege.edu/transcript-requests.*

7. **Do I get high school credit for these classes?**

*Yes you will. One college credit is equivalent to .25 high school credit.*

8. **My parents want to know my grades or how I'm doing in class, can you tell them?**

*No! The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the confidentiality of your educational records. Access to this information will be limited to individuals who are "school officials" with a "legitimate educational interest" in the specific information requested. Although a person is a school official that doesn't mean inherent rights to educational information, the school official must demonstrate a legitimate interest (not personal or private).*

9. **I want to register for a class that is not listed on my DPI form, can I?**

*You can, but you will be responsible for all tuition and supply/book fees.*

10. **Who can help me during the school year if I have problems or concerns?**

*Whenever you run into problems, please contact our office, that's what we are here for! You can call (608) 243-4650 or email D'Ann Zickert at dzickert@madisoncollege.edu.*

**Contact numbers**

Enrollment center ..... (608) 246-6210  
Student Development Center ..... (608) 246-6076  
Youth Options Coordinator at Madison College..... (608) 243-4650

**How to register for class**

Youth options students have a specific date and time to begin registration and that date will be communicated to you directly. You will need the five digit class number to register for the class and this can be found online or in the printed timetable. As a youth options student you are given an earlier registration date than the general public but youth options participation does not guarantee a spot in a class.

There are three different ways you can register:

- In person at one of the Madison College Campus locations
- Staff will be available in the Enrollment Center and over the phone
- Online at madisoncollege.edu through [myMadisonCollege](http://myMadisonCollege)

**Prior** to registration, there **are three critical** things **you** must do:

1. Complete the online certificate application. Your high school youth options coordinator or counselor will have detailed directions on completing that step and it would be helpful to work with them or pick-up a copy of the illustrated guide.
2. After waiting the 72 hours, make sure to activate your student account on [myMadisonCollege](http://myMadisonCollege) (you only have to activate your account once). You will not be able to register for classes until you have activated your student account
3. Take the COMPASS assessment, if required.

**Final thoughts**

The classes listed are classes which are available for youth options students to take.

- Courses listed below are by the course name;
- Courses listed below may be elective or required courses, please check the curriculum sheet for specific details;
- Not all courses listed in this course guide are scheduled every semester. In order to be certain which classes are definitely offered, check the website;
- You must meet all course prerequisites and/or COMPASS score requirements;
- You are responsible to insure all required documentation is submitted to Madison College;
- All introductory courses are abbreviated and listed as “Intro to...”

**AC/DC Electronics 1**

10-605-112

3 credits

Program: Electronics associate degree

Description: This course covers basic concepts of electric circuits including: Ohm's Law; Kirchhoff's Voltage and Current Laws; power calculations; and components such as resistors, switches, fuses, conductors, insulators, capacitors, inductors, relays, motors, generators and other basic electronic components. Also covers use of digital multimeters (DMM); phase relationships; use of oscilloscopes; AC wave forms and parameters including period, frequency, peak, peak-to-peak, and RMS voltages and currents.

Prerequisites: Elementary Algebra (10-804-110 or 10-834-110) OR College Mathematics (10-804-107) with a grade of "C" OR COMPASS Algebra 40-65

**Access 2010 – Beginning**

10-103-145

1 credit

Program: used in a variety of programs

Description: Introduction to Access database software. Plan, create, edit, save, print and manage data; modify a database structure; relate tables; find, filter, query and sort data in tables; create forms and reports

Prerequisites: Competency in Windows

**Access 2010 – Intermediate**

10-103-125

1 credit

Program: used in a variety of programs

Description: Share data among applications; create reports, forms and combo boxes; enhance forms with OLE fields, hyperlinks, and subforms; work with switchboards, PivotTables, and PivotCharts.

Prerequisites: Access Beginning – 10-103-145

**Accounting 1 – Principles**

10-101-111

4 credits

Program: Business – used in a variety of associate degree programs

Description: Introduction to the field of accounting. The accounting cycle of journalizing transactions, posting, adjusting and closing entries, as well as the preparation of accounting statements is emphasized for service industries and merchandising concerns. Details of accounting for cash and receivables are studied. An introduction to a computerized accounting system is also included.

Prerequisites: Recommend concurrent enrollment in Math of Finance (10-804-144)

**Accounting 2 – Principles**

10-101-113

4 credits

Program: Business – used in a variety of associate degree programs

Description: Procedures of accounting for partnerships and corporations. Additional topics include fixed assets, current liabilities and payroll, long-term liabilities, investments, statement of cash flows, analysis of financial statements, and an introduction to cost accounting

Prerequisites: grade of C or better in Accounting 1-Principles (10-101-111) and prerequisite or co-requisite: Math of Finance (10-804-144)

**Accounting Concepts**

10-101-106

3 credits

Program: Business – used in a variety of associate degree programs

Description: Surveys accounting principles and practices with an emphasis on interpretation, rather than preparation, of financial statements. Presents basic business terminology, cash basis and accrual basis accounting, ratio analysis, payroll, and budgeting. This class is not for students majoring in accounting.

Prerequisites: None

**Adobe Acrobat**

10-103-141

1 credit

Program: used in a variety of programs

Description: Provides an in-depth look into Adobe Acrobat and its many features. Explore the PDF file format and its uses. Create original PDF documents. Convert existing Microsoft Office documents into PDF format. Use tools in the Acrobat software to search, follow links, and fill in existing forms. Make use of Acrobat's editing tools to modify existing documents. Create forms that can be filled in electronically

Prerequisites: Competency in Windows.

**Adobe Photoshop**

10-103-163

1 credit

Program: used in a variety of programs

Description: Use this image-editing program to manipulate graphic images. Use palettes, tools, and a variety of techniques to modify images by rotating, resizing, changing color, and adding text.

Prerequisites: Competency in Windows or Mac OS and the Internet.

**Adobe Photoshop for Fashion Design**

10-104-120

3 Credits

Program: Fashion Marketing Associate Degree

Description: This course focuses on the key tools and processes using Adobe Photoshop and other computer software programs that are part of the technical specification design packets in the fashion industry. Students will be creating projects in major categories of fashion.

Prerequisites: None

**Adobe Illustrator for Fashion**

10-104-122

3 Credits

Program: Fashion Marketing Associate Degree

Description: This course focuses on the key tools and processes using Adobe Illustrator and other computer software programs that are part of the technical specification design packets in the fashion industry. Students will be creating projects in major categories of fashion.

Prerequisites: None

**Anatomy & Physiology for Exercise**

10-807-160

3 credits

Program: Arts & Sciences: Physical Education general education (non-college transfer)

Description: Features lectures and activities dealing with the anatomy and physiology of the human body. Covers body systems, including the respiratory, cardiovascular, skeletal, nervous and muscular systems. Presents information on chemistry, cell structure and metabolism. Units in exercise physiology and contemporary fitness issues included.

Prerequisites: None

**Apparel Marketing**

10-104-197

3 credits

Program: Business – used in a variety of associate degree programs

Description: Students study the types of business enterprises, activities, operations, interrelationships and practices in the fashion industry. Careers in each of these areas are explored. This is a survey course with emphasis on terminology and key sources of information in the industry.

Prerequisites: None

**Applied Musculoskeletal Anatomy**

30-537-334

1 credit

Program: Therapeutic Massage certificate

Description: Explores a thorough understanding of musculoskeletal anatomy as it applies to Therapeutic Massage. Students will develop palpation skills, practice ROM movements, and learn specific massage therapy techniques to identify the bones and muscles that comprise the musculoskeletal system. Students apply their knowledge from the Musculoskeletal Anatomy course in a hands-on, lab-type setting.

Corequisite: Musculoskeletal Anatomy (30-537-336)

**Architectural Graphics 1**

10-614-111

3 credits

Program: Associate Degree in Applied Science - Architectural Technician

Description: Emphasizes architectural drafting and the theory of drafting. The first half of the semester addresses proper architectural lettering, line work and use of drafting tools. Course topics include orthographic projector, isometric drawings, contour plans. The second half of the semester introduces the software SketchUp to create 3D models and construction documents.

Corequisites: Intro to CAD-Architecture 10-614-113

**Biotechnology Applications**

10-007-110

1 credit

Program: Biotechnology Lab Technician associate degree

Description: Provides a broad introduction to biotechnology including the scientific basis of the technologies and their historical development with an emphasis on current applications in the areas of agriculture, medicine, forensics and the environment.

Prerequisites: None

**Biotechnology Career Seminar**

10-007-111

1 credit

Program: Biotechnology Lab Technician associate degreeDescription: Includes a discussion of national, state and local biotechnology industries, career options, the ethical, legal and societal issues raised by the use of biotechnology and the regulatory agencies that oversee the industry.Prerequisites: Prerequisite: Reading score 80+ or a grade of C or better in College Reading, 10808101**Body Structure & Function**

10-501-153

3 credits

Program: Health – used in a variety of degree programs associate degreeDescription: A concise introduction to human body structure and function. Normal and abnormal states of the body and basic disease processes affecting the body are emphasized. Common problems encountered in a variety of health care settings are presented.Prerequisites: COMPASS Pre-Algebra 55; Reading 80; Writing 70 or comparable equivalent college courses.**Body Structure and Function**

31-543-335

2 credits

Programs: Health, used in limited programsDescriptions: Provides insight into basic human body structure and functions, including fundamentals needed to understand and evaluate health practices related to each system and the body as a whole.Prerequisites: Recommended COMPASS Reading 80; Writing 70; Pre-Algebra 55.**Business Communication**

10-102-114

3 credits

Program: Business – used in a variety of associate degree programsDescription: Primary focus is on developing advanced interpersonal communication skills. Topics include, but are not limited to: effective listening, conveying ideas concisely and persuasively during conversations, and adapting one's communication style to best connect with others. Business and managerial applications are emphasized; examples include: selling yourself in an interview setting, business networking, negotiation tactics, and successfully managing difficult ("crucial") conversations while avoiding destructive conflict. The course requires extensive "field work" to apply the concepts learned in class to the real world, and development of an individual Communication Improvement Plan that can be utilized after completion of the class. This course complements, but does not require, classes in written communication and public speaking.Prerequisites: None**Business Law**

10-102-160

3 credits

Program: Business – used in a variety of associate degree programsDescription: This survey course covers legal principles used in the business world. Contracts, sales, bailments, agency, employment, property law, torts, criminal law, marital property and bankruptcy are emphasized. The course is taught on a level suitable for an associate degree student. Federal, state and case law serve as the basis of study.Prerequisites: None

**Business Organization & Management**

10-102-134

3 credits

Program: Business – used in a variety of associate degree programs

Description: This survey course imparts an understanding of the economic and legal environment in which businesses operate, as well as an understanding of the organization and management of business enterprises. An emphasis is placed on business terminology and concepts.

Prerequisites: None

**Business Statistics**

10-102-104

3 credits

Program: Business – used in a variety of associate degree programs

Description: Introduces the theory of and application to basic statistical methods. Emphasizes solving practical business problems. Topics include basic measures, probability, sampling and time series analysis.

Prerequisites: Beginning Excel (10-103-133) and recommend completion (grade of C or better) in Math of Finance (10-804-144)

**Careers in IT**

10-107-111

1 credit

Programs: IT Networking, IT Programming, IT Tech Support associate degree

Description: Introduces students to the various careers available in the vast field of Information Technology and examines the Network Specialist, Programmer/Analyst, Web Programmer/Analyst, Computer Systems Administration Specialist, and Security Specialist career paths. Students create an individualized career path as the capstone project for the course.

Prerequisites: None

**Code Compliance**

32-462-318

1 credit

Program: Industrial Maintenance Technician programs

Description: This course focuses on laws governing workplace safety and environmental concerns such as those covered by EPA, DIHLR, and the DNR. Reviews general model codes (NEC, NFPA, ANSI, etc.) as well as shop safety.

Prerequisites: None

**College Mathematics**

10-804-107

3 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: This course is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between U.S. and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

Prerequisites: Basic Algebra (74-854-793 or 77-854-793) with a "C" or better or COMPASS Pre-Algebra 43-99 or Algebra 1-39; or ASSET Scores Numerical Skills 40-55 or Elementary Algebra 23-99

**College Reading Strategies**

10-808-101

3 credits

Program: Arts & Sciences: Reading general education (non-college transfer)

Description: This course focuses on enhancing college reading and study techniques and offers students extended practice in applying these strategies to a variety of college level materials. Emphasis will be given to developing the critical thinking and reading skills necessary to be successful college readers. Topics covered will include identifying main ideas and supporting details, highlighting and annotating text, summary writing and making inferences

Prerequisites: Compass reading score of 65 or higher or a B/C or better in Academic Reading 6 (77-858-752) AND Compass e-write score of 4 or higher and writing score of 31 or higher or B/C or better in Academic Writing (73-851-737)

**College Technical Math 1**

10-804-115

5 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: Topics include: solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations in polynomials. Emphasis will be on the application of skills to technical problems.

Prerequisites: Elementary Algebra (10-804-110 or 10-834-110) OR College Mathematics (10-804-107) with a grade of "C" OR COMPASS Algebra 40-65.

**College Technical Math 1A**

10-804-113

3 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: College Technical Math 1A is the first ten weeks of College Technical Math 1 (10-804-115), which covers the algebra and geometry topics.

Prerequisites: Elementary Algebra (10-804-110 or 10-834-110) OR College Mathematics (10-804-107) with a grade of "C" OR COMPASS Algebra 40-65.

**College Technical Math 1B**

10-804-114

2 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: College Technical Math 1B is the last six weeks of College Technical Math 1 (10-804-115), which covers the trigonometry topics.

Prerequisites: College Technical Math 1A (10-804-113) or appropriate COMPASS placement score.

**College Technical Math 2**

10-804-116

4 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: Topics in College Technical Mathematics 2 include: vectors; trigonometric functions and their graphs; identities; exponential and logarithmic functions and equations; radical equations; equations with rational exponents; equations of a circle; velocity; sine and cosine graphs; complex numbers in polar and rectangular form; trigonometric equations; conic sections; and analysis of statistical data. Emphasis will be on the application of skills to technical problems.

Prerequisites: College Technical Math 1B (10-804-116) OR College Technical Math 1 (10-804-115) OR Intermediate Algebra (20-804-201)

**Communications 1**

31-801-356

2 credits

Program: Arts & Sciences: English/Communication - vocational applied (non-college transfer)

Description: Communications 1 improves critical thinking, speaking, listening and writing skills. Where possible, the course is tailored to employment situations. It differs from 31-801-351, Communications 1 (2 credits), primarily in depth.

Prerequisites: None

**Communications 2**

31-801-357

1 credit

Program: Arts & Sciences: English/Communication - vocational applied (non-college transfer)

Description: A continuation of Communications 1 (31-801-356).

Prerequisites: Communications 1 (31-801-356)

**Computer Hardware Essentials**

10-154-189

3 credits

Program: IT Networking, IT Programming, IT Tech Support associate degree

Description: This course presents a comprehensive overview of computer fundamentals and an introduction to operating systems. Students completing through hands-on activities and labs, this course will be able to work with internal components of a computer, assemble a computer system, work with the basics of an operating system and get exposure to computer tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking and operating systems. CompTIA's A+ Certification is a widely accepted IT industry standard certification for PC technology. This course prepares students for CompTIA's A+ Essentials exam (CompTIA A+ exam 220-701).

Prerequisites: Working knowledge of Microsoft Windows (computer literacy, proficiency with a mouse, and file management).

**Contemporary American Society**

10-809-197

3 credits

Program: Arts & Sciences: Sociology general education (non-college transfer)

Description: This is an interdisciplinary course covering issues that illustrate how our traditional institutions (such as family, education, media, the workplace, the economy and government) are being changed by global political, demographic, multicultural and technological trends. By exploring contemporary issues, students expand their use of critical-thinking skills.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Customer Relations**

10-104-189

2 credits

Program: Business – used in a variety of associate degree programs

Description: This course examines the general state of customer service in organizations for both internal and external customers. Students will explore how a business can enhance their competitive position by adopting and implementing a variety of service initiatives. Topic areas range from practicing necessary customer service skills, such as communication, listening and conflict management. Students also will create professional cover letters and resumes. Emphasis is given to the fundamentals of grammar, spelling, sentence structure and paragraph development.

Prerequisites: None

**Customer Service Management**

10-104-185

3 credits

Program: Business – used in a variety of associate degree programs

Description: Examines the general state of customer service in organizations for both internal and external customers. Explores how a business can enhance their competitive position by adopting and implementing a variety of strategic service initiatives. Topics range from practical communication skills to analyzing strategies used by top companies.

Prerequisites: None

**Drawing Interpretation**

32-421-392

Program: Industrial Maintenance Technician programs

Description: Studies basic principles of interpreting engineering drawings and schematics. Through interpretation and sketching, students develop a visualization of the part, section or assembly. Uses drawings pertinent to the trade along with examples and discussions of manufacturing procedures.

Prerequisites: None

**ECE: Health, Safety, and Nutrition**

10-307-167

3 credits

Program: Early Childhood Education associate degree (This program usually has a waiting list. It may be unavailable for youth options students.)

Description: This course examines the topics of health, safety and nutrition within the context of the early childhood educational setting. Course competencies include: follow governmental regulations and professional standards as they apply to health, safety and nutrition; provide a safe, healthy, and nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety and nutrition concepts into the children's curriculum.

Prerequisites: COMPASS Reading 80 or higher or a C or better in College Reading Strategies

**Economics**

10-809-195

3 credits

Program: Arts & Sciences: Economics general education (non-college transfer)

Description: This course introduces basic economic principles to help you better understand the world in which you live. In addition to learning how the U.S. economy works and how it sometimes fails, you will develop a deeper understanding of issues such as why college tuition costs are rising; how wages for workers in your chosen field are determined; whether the minimum wage should be increased; why some people argue for, and others against, an expansion of international trade; how to maximize profits if you someday start your own business; and how federal government and banking system policies affect your life and the overall economy.

Prerequisites: COMPASS reading of 51 and higher or B/C or better in Academic Reading 4 (74-858-742)

**Elementary Algebra w/ Applications**

10-834-110

3 credits

Program: Arts & Sciences: Math - skill building (non-college transfer)

Description: This course offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses.

Prerequisites: COMPASS Pre-Algebra 43-99 or Algebra 1-39.

**Excel 2013 – Beginning**

10-103-133

1 credit

Program: used in a variety of programs

Description: Introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, create charts, create complex formulas and expand use of functions.

Prerequisites: Competency in Windows.

**Excel 2013 – Intermediate**

10-103-139

1 credit

Program: used in a variety of programsDescription: Work with financial functions, data tables, amortization schedules, hyperlinks, lists, templates, and multiple worksheets and workbooks.Prerequisites: Excel – Beginning**Fashion Analysis**

10-104-195

2 credits

Program: Fashion Marketing associate degreeDescription: Students work with the elements and principles of design as they relate to fashion promotion and products. Forecasting, creativity and a grasp of the influences and sources of design are major components of the course. Computer-aided design is used to enhance the courseRecommended: Take concurrently with Fashion CAD Lab (10-104-198)**Fashion CAD Lab**

10-104-198

1 credits

Program: Fashion Marketing associate degreeDescription: This class is a hands-on computer class using the Computer Aided Design programs; Adobe CS5, Microsoft Office, as well as other current computer applications.Recommended: Take concurrently with Fashion Analysis (10-104-195)**Flash – Beginning**

10-103-164

1 credit

Program: used in a variety of programsDescription: Use the Flash software to become familiar with the Flash environment, to draw, to work with symbols and interactivity, and to create animations and special effects.Prerequisites: None**Forces, Fields, & Energy**

10-806-182

3 credits

Program: Arts & Sciences: Physical & Earth Science general education (non-college transfer)Description: Forces, Fields and Energy offers an in-depth study of electricity and magnetism, including electrostatics, electric and magnetic field theory, electric circuits and electronics. The course also includes a brief introduction to kinematics, dynamics, work and energy so that they can be applied to electric and magnetic systems. The course concludes with an introduction to wave optics and the wave/particle duality of light and subatomic particles.Prerequisites: None

**Fundamentals of Green Meetings and Events**

10-109-116

2 Credits

Program: Business – used in a variety of associate degree programs

Description: This course provides students with a solid foundation of what is a green meeting, commonly used terminology, and how to execute a socially responsible and environmentally responsible meeting or event. Through a green lens, students will explore core strategies and principles in planning a green meeting. Further focus includes green tools and resources available to plan a green meeting.

Prerequisites: Fundamentals of Meeting Management 10-109-102 and Meeting Coordination 10-109-110

**Fundamentals of Meeting Management**

10-109-102

3 credits

Program: Business – used in a variety of associate degree programs

Description: Students explore the core issues of meeting planning from the fundamentals to the new trends shaping the meetings industry. Development of meeting timelines, checklists and request for proposal are introduced. Further focus includes the process meeting planners must use in site selections, the value of meeting objectives and format, and attendee expectations.

Prerequisites: None

**Fundamentals of Project Management**

10-102-135

3 credits

Program: Business – used in a variety of associate degree programs

Description: Fundamentals of Project Management is an elective course in the Business Mid-Management program that will orient the student to the fundamentals of project management; defining projects; planning projects; scheduling projects; controlling projects; and leading projects. Emphasis will be placed on applying these fundamentals, as both a participant and project leader, in case studies and group projects, using worksheets and Microsoft Project software. The course is targeted at second year students in the Business, CIS, and Marketing courses of study.

Prerequisites: None

**General Cell Biology**

10-007-115

4 credits

Program: Biotechnology Lab Technician associate degree

Description: Introduction to cells, emphasizing their structure, diversity, chemistry and physiology.

Processes of cellular respiration, photosynthesis and division are discussed. Describes genetic principles and molecular activities involved in DNA, RNA and protein synthesis. Lab included.

Prerequisites: None

**General Chemistry**

10-806-134

4 credits

Program: Arts & Sciences: Chemistry general education (non-college transfer)

Description: This course covers the fundamentals of chemistry. Topics include: the metric system; problem solving; periodic relationships; chemical reactions; chemical equilibrium; acids bases and salts; and gas law

Prerequisites: Elementary Algebra w/Apps (10-804-110) or College Mathematics (10-804-107) with a C or better, or COMPASS Algebra 30+ and College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS Reading 80+

**General Physics 1**

10-806-154

4 credits

Program: Arts & Sciences: Physical & Earth Science general education (non-college transfer)

Description: presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

Prerequisites: College Technical Mathematics 1 (10-806-115) and co-requisite is College Technical Mathematics 2 (10-804-116)

**Growth and Development**

31-543-356

2 credits

Program: Health – used in a variety of college programs

Description: Studies growth and development from conception through the older adult, based on Erickson's conceptualization of the developmental process through the entire life cycle. Implications for nursing practice in caring for middle and older age individuals in a variety of settings are explored.

Prerequisites: One year each of high school math and science with a grade of C or better in each course, each semester. This class would be available to students at open registration.

**HTML Beginning**

10-152-162

1 credit

Program: IT Networking, IT Programming, IT Tech Support associate degree

Description: Create Web pages using HTML; control HTML text; add hyperlinks, graphics and multimedia; work with tables; use frames and forms; design Web pages.

Prerequisites: competency in Windows or Mac OS, and the Internet.

**HTML Dynamic**

10-152-163

1 credit

Program: IT Programming associate degree

Description: An introduction to JavaScripting for HTML. Work with Dynamic HTML (DHTML) and Cascading Style Sheets, control content dynamically, position elements with DHTML, implement advanced DHTML features and structure data with XML.

Prerequisites: HTML–Beginning (10-152-162).

**Innovative Trends in Marketing**

10-104-111

3 credits

Program: Marketing associate degree

Description: This course content changes from semester to semester and is based on the hottest and most important marketing trends and topics. Students will hear from industry leaders, explore cutting-edge theories and practices and have an opportunity to explore trends in which they have a particular interest.

Prerequisites: Marketing Principles (10-104-102)

**Intro CAD – Architecture**

10-614-113

2 credits

Program: Associate Degree in Applied Science - Architectural TechnicianDescription: Major emphasis is placed on learning the basic commands necessary to complete two-dimensional construction drawings for the architectural community. Approximately 50 percent of the course is spent on lecture/demonstrations concerning software commands and procedures, while 50 percent of the course is spent in on developing operating skills. A basic understanding of Windows and file management is necessary for success within the course. The current version of AutoCAD is used as the teaching toolCorequisite: Architectural Graphics 1 (10-614-111)**Intro to Human Resources**

10-116-145

3 credits

Program: Business – used in a variety of associate degree programsDescription: Topics include: the nature of human management, strategic human resource planning, issues in human resources, planning, equal employment opportunity, analyzing and staffing jobs, training and developing human resources.Prerequisites: None**Intro International Business**

10-102-150

3 credits

Program: Business – used in a variety of associate degree programsDescription: Provides a basic understanding of the forces that affect business in an international environment. The following forces will be explored: economic theories, financial, dynamics of organization, socio-economics, physical, socio-cultural, political, legal, labor, and import/export practices. Sixteen different countries will be reviewed for influences on their business economy.Prerequisites: None**Intro Recreation**

10-109-162

3 credits

Program: Business – used in a variety of associate degree programsDescription: Introduces new students to the recreation profession and its potential careers. Emphasis is placed on the development of the profession, the community service leisure service system and professional organizations.Prerequisites: None**Intro to Architecture**

10-614-100

3 credits

Program: Architectural Technician associate degreeDescription: This course examines the way one perceives the man-made environment, how to better understand it and related disciplines. An overview of architecture and its elements including design, history, terminology, sustainable design, urban design and landscape architecture will be presented.Prerequisites: None

**Intro to College Writing**

10-831-103

3 credits

Program: Arts & Sciences: English/Communication - skill building (non-college transfer)

Description: introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents.

Prerequisites: Academic Writing 5&6 (77-851-757) and Academic Reading (77-858-752) OR COMPASS e-Write 5, Write 69-99, Read 65-79 or e-Write 6, Write 46-68, Read 65-79. College Reading Strategies can be taken concurrently with Intro to College Writing

**Intro to Database**

10-152-124

3 credits

Program: IT Programmer/Analyst associate degree

Description: Introduces the student to relational database concepts using the MS Access database environment. Students learn to use various software tools to use queries, forms and reports in developing comprehensive business applications using MS/Access. Prerequisite: working knowledge of Microsoft Windows (computer literacy, proficiency with a mouse, file management).

Prerequisites: None

**Intro to Ethics: Theory & App**

10-809-166

3 credits

Program: Arts & Sciences: Philosophy general education (non-college transfer)

Description: This course provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.

Prerequisites: None

**Intro to Hotel & Restaurant Management (previously Intro Tourism Services)**

10-109-101

2 credits

Program: Business – used in a variety of associate degree programs

Description: Introduces new students to the broad spectrum of the leisure services industry. Typical career areas include food service, lodging, travel/tourism, and recreation. The course explores educational options and program career opportunities as well as historical and operational perspectives of the career areas mentioned.

Prerequisites: None

**Intro to Revit**

10-614-115

3 credits

Program: Architectural Technician associate degree

Description: Students gain an understanding of the concepts of the industry's leading 3D architectural modeling software. Building Information Modeling (BIM) concepts and advantages will be discussed throughout the course. Students learn command concepts for creating 3D BIM models and how this model is used for automatic creation of floor plans, elevations, sections, and many other tedious drafting tasks. The course text takes you through a tutorial approach to create a model and learn the input commands of the software, yet allows the student to explore the software more fully. Instructor input is given throughout the course in order to incorporate various additional topical areas not covered within the text. At the end of the course, students will have developed a set of typical construction drawings based on their BIM mode.

Prerequisites: Architectural Graphics 1 (10-614-111) and Intro to CAD-Architecture (10-614-113)

**Introductory Spanish Conversation 1**

10-802-102

3 credits

Program: Arts & Sciences: World Languages general education (non-college transfer)

Description: Introductory Spanish Conversation is a three-credit, non-college transfer class. At the end of the course, students will be able to carry on uncomplicated conversations about concrete, limited topics. To emphasize speaking and listening skills, the course includes substantial practice in understanding and producing the spoken language. Basic grammatical and structural concepts are introduced, and the development of vocabulary skills is highlighted. Cultural topics are also discussed. Introductory Spanish Conversation is intended for (a) students who want an introduction to Spanish for communicative purposes and (b) students who need a one-semester introduction to the language before beginning the more intensive college-transfer Spanish courses.

Prerequisites: None

**Investigative Photography**

10-504-145

3 credits

Program: Criminal Justice Law Enforcement Associate degree (This is an elective – not a required course for the Criminal Justice program.)

Description: This basic photography course will emphasize practical photographic applications used in recording evidence and documenting crime scenes. Introduction to photographic techniques and application of forensic photographic theories are presented through demonstration, lectures and practical assignments. Students will be presented with information on camera operation, exposure determination/control, entry-level photographic theory, basic lighting techniques and use of electronic flash equipment. Forensic topics covered will include crime scene and autopsy protocols, use of scales, photographing evidence, fingerprint and pattern impression photography and current trends in forensic technology. Presentation and use of demonstrative exhibits in court is also covered by a guest lecturer.

Prerequisite: None

**IT Security Awareness**

10-150-160

1 credit

Program: IT Networking, IT Programming, IT Tech Support associate degree

Description: Provides a basic survey of the importance of IT security awareness and data confidentiality. This security awareness-training course walks users through every aspect of Information Security in a very broad, easy to understand way and explains to them the value of securing data, for both themselves and the organization. The class will introduce legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The course will introduce risk management, security policies, and common threats and countermeasures. The course will also present best practices in access control and password policies.

Prerequisite: None

**JavaScript: An Introduction**

10-152-165

1 credit

Program: IT Networking, IT Programming, IT Tech Support associate degree

Description: An introduction to programming and object-oriented design concepts using JavaScript. Students learn all the JavaScript programming basics and use a simple text editor as a development environment with web browser plugins for error diagnostics. Design concepts and development tools will be integrated with an emphasis on practical business solutions.

Prerequisite: HTML-Beginning (10-152-162)

**Keyboarding**

10-106-101

1 credit

Program: used in a variety of programs

Description: Learn computer keyboarding (alphabetic and numeric keypad) using proper technique; develop speed and accuracy.

Prerequisite: None

**Keyboarding Skillbuilding**

10-106-139

1 credit

Program: Used in a variety of associate degree programs

Description: Identify keyboarding weaknesses through diagnostic tests and analyses. Refine keyboarding technique, increase speed and improve accuracy through individualized corrective practice

Prerequisites: Keyboarding Introduction (10-106-101) or touch keyboarding experience.

**Leadership Strategies in Marketing**

10-104-113

3 credits

Program: Business – used in a variety of associate degree programs

Description: Introduces the principles, methods and techniques of supervision and their application to case problems. Special attention is given to problem solving, small group decision making, teamwork and the supervisor-employee relationship.

Prerequisites: None

**Leisure and Lifestyle**

10-109-103

3 credits

Program: Business – used in a variety of associate degree programs

Description: Encourages a holistic and comprehensive understanding of the significance of leisure to the individual and society. Emphasizes concepts, theories, and the interrelationships between factors (social, economic, political, and environmental), which influence people's leisure attitudes and behavior.

Prerequisites: None

**Life Science Chemistry**

10-806-178

5 credits

Program: Arts & Sciences: Chemistry general education (non-college transfer)

Description: Covers a wide range of topics including inorganic and organic. Topics included during the inorganic portion of the course included measurements and conversions, matter and the kinetic molecular theory, periodic table, chemical bonding, chemical reactions, solubility, gases, problem solving and solutions, equilibrium and acid-base behavior. The organic chemistry portion introduces chemical structure as well as physical and chemical behavior of organic molecules. Many of these topics are related to the field of animal science. Basic laboratory skills and techniques are emphasized.

Prerequisites: COMPASS Algebra 30+ AND General Chemistry (10-806-134) or Nature of Chemistry (10-806-102) or one year of high school chemistry with a "C" or better within the last five years.

**Management Techniques**

10-102-143

3 credits

Program: Business – used in a variety of associate degree programs

Description: This course includes both what managers do and techniques for how to manage at first, middle, and top levels. A student who is already a manager can expect to become a better manager. A student who aspires to becoming a manager will acquire techniques to fulfill that aspiration. A student who is not interested in becoming a manager will develop an appreciation for the job of manager. Typical management responsibilities include: placing the right person in the right job; starting new employees in the organization (orientation); training employees for jobs that are new to them; improving the job performance of each person; gaining creative cooperation and developing smooth working relationships; interpreting the company's policies and procedures; controlling labor costs; developing the abilities of each person; creating and maintaining departmental morale; and protecting employees' health and physical conditions.

Prerequisites: None

**Manufacturing Skills Standards Council (MSSC) – Maintenance**

10-625-105

2 credits

Program: basic manufacturing course

Description: This class prepares individuals to earn the MSSC Maintenance Awareness certification. The course covers the basic mechanical skills required of technicians in a manufacturing setting, including: preventive maintenance and routine repairs, monitoring indicators to ensure correct operations, providing training to maintain equipment, performing routine housekeeping to maintain production schedules, and maintenance simulation.

Prerequisites: None

**Manufacturing Skills Standards Council (MSSC) – Operations**

10-625-106

2 credits

Program: basic manufacturing course

Description: This class prepares individuals to earn the MSSC Manufacturing Process and Production certification. The course addresses the manufacturing processes used to build a product from design to delivery into the marketplace. Methods used to increase manufacturing production by reducing waste, manufacturing lead time, and inventory are discussed, as well as ways to develop positive relationships with customers and suppliers.

Prerequisites: None**Manufacturing Skills Standards Council (MSSC) – Quality**

10-625-104

2 credits

Program: basic manufacturing course

Description: This class prepares individuals to earn the MSSC Quality and Continuous Improvement certification. The course examines the systems used to insure production of a quality product within a manufacturing environment. The meaning and benefits of quality, the cost of quality, interaction with customers, and problem solving tools for continuous improvement will be covered.

Prerequisites: None**Manufacturing Skills Standards Council (MSSC) – Safety**

10-625-103

Credits vary

Program: basic manufacturing course

Description: This class prepares individuals to earn the MSSC Safety certification. The learner acquires the skills necessary to provide a safe and productive work environment, ensure the safe use of equipment in the workplace, and communicate safety-related needs. Additional topics include: environmental safety inspections, emergency drills, safety orientation training, and safety equipment use.

Prerequisites: None**Marketing Principles**

10-104-102

3 credits

Program: Business – used in a variety of associate degree programs

Description: This foundation course introduces students to the marketing process and how it operates in today's dynamic organizations. The entire marketing mix is examined on a broad scale. Topics include: market segmentation and targeting strategies, market research, consumer behavior, product development, pricing policies, distribution, and an overview of promotion. This basic course provides a comprehensive overview of the exciting world of marketing.

Prerequisites: None

**Mathematical Reasoning**

10-804-134

3 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: Provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. This course may be used as the first of a two part sequence that ends with Quantitative Reasoning as the capstone general education math requirement.

Prerequisites: CAM Math Arithmetic/Pre-Algebra, 74854711 or Basic Algebra, 77854793 OR Basic Algebra, 74854793 or test scores: ACT Math 17-23 or COMPASS Pre-Algebra 43-99 or Algebra 1-65

**Math of Finance**

10-804-144

3 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: This course takes an algebraic approach to solving financial problems. Topics include personal finance, mathematics of retailing, mathematics of banking, and statistical applications. Major emphasis is placed on solving problems involving the time value of money by using a financial calculator. The material in this course develops a sound base for subsequent courses by using an analytical approach to problem solving.

Prerequisites: COMPASS Algebra 40-99 or College Algebra 1-99 or Trigonometry 1-99; Elementary Algebra w/Apps (10-804-110 or 10-834-110) or Math w/Business Apps (10-804-123) or higher Math class.

**Math w Business Apps**

10-804-123

3 credits

Program: Arts & Sciences: Math general education (non-college transfer)

Description: This course covers real number, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, applying math concepts to the selling process, and basic statistics with business/consumer applications.

Prerequisites: Basic Algebra (77-854-793) OR COMPASS Pre-Algebra 43-99 or Algebra 1-39

**Medical Terminology**

10-501-101

3 credits

Program: Health – used in a variety of degree programs associate degree

Description: Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis is on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology, is included.

Prerequisites: COMPASS Pre-Algebra 55; Reading 80; Writing 70 or comparable equivalent course courses.

**Meeting Coordination**

10-109-110

3 credits

Program: Meeting and Event Management associate degreeDescription: Provides a solid understanding of the numerous tasks and details involved in developing and coordinating a meeting and/or event. Students explore meeting room design, commonly used audio-visual equipment, the use of speakers, and how effective management of food and beverage impact successful meeting and event planning.Prerequisite: Fundamentals of Meeting Management 10-109-102**Metals Processes 1**

32-420-330

2 credits

Program: Auto Technician, Industrial Maintenance Technician programsDescription: This basic metalworking course is designed to provide the student with instruction in metalworking processes. Instructional units include safety, layout and measuring, machining, oxy-acetylene welding, brazing and cutting, arc welding and properties of metals.Prerequisites: None**Musculoskeletal Anatomy**

30-537-336

1 credit

Program: Therapeutic Massage certificateDescription: Course focuses on the anatomy and physiology of the skeletal and muscular systems of the body. Students will learn the names, locations, insertion points and actions of many of the muscles of the human body. An optional cadaver lab is offered to interested students.Corequisite: Applied Musculoskeletal Anatomy (30-537-334)**Network+ Essentials**

10-150-101

3 credits

Programs: IT Networking, IT Programming, IT Tech SupportDescription: Develop fundamental networking skills including an understanding of network hardware, installation, security and troubleshooting in a corporate environment. Through classroom and hands-on activities, learn how computers exchange information and how the Internet functions.Prerequisites: None**Nursing Assistant**

30-540-300

3 credits

Program: Can be applied to the Practical Nursing and Associate Degree Nursing programsDescription: Prepares students for employment as nursing assistants. Students learn communication skills, basic nursing and personal care skills, client's rights and care of clients with dementias. A supervised clinical experience with direct client care is a major component of the course. Upon completion, the student is eligible to take the certification for the Wisconsin Nurse Aide Registry.Prerequisites: Reading of 80+, OR Asset Reading of 40+, OR ACT Reading of 18+ OR have transcripts on file showing a college level English course with a grade of C or better

**Occupational Spanish**

10-802-100

3 credits

Program: Arts & Sciences: World Languages general education (non-college transfer)

Description: This course introduces basic workplace conversation skills. Students learn vocabulary, phrases and grammar that will help them to participate in simple workplace conversations on specific topics. Although the focus is on conversation, the course also has writing and grammar components. No previous experience with Spanish is necessary.

Prerequisites: None

**Operations Management**

10-145-105

3 credits

Program: Small Business Entrepreneurship associate degree

Description: Developing and refining the marketing and promotion plans for a small business. Topics for discussion include merchandise/service resources, budgeting, study of competition, market segmentation, pricing, promotion, non-media ways to get customers to come to your business and strategic planning.

Prerequisites: None

**Oral/Interpersonal Communication**

10-801-196

3 credits

Program: Arts & Sciences: English/Communication general education (non-college transfer)

Description: Focuses upon developing speaking, verbal, and nonverbal communication and listening skills through individual presentations, group activities, and other projects.

Prerequisites: Written Communication (10-801-195) or English 1 (20-801-201)

**Outlook**

10-103-165

1 credit

Program: used in a variety of programs

Description: Use Microsoft's messaging and personal information management program. Communicate by email; schedule appointments, meetings and events; manage the Inbox, contact lists, tasks and notes; track and archive messages; configure and customize Outlook; record journal entries; manage Outlook components; integrate Outlook with other Office programs.

Prerequisites: None

**Personal Finance**

10-114-130

3 credits

Program: Business – used in a variety of associate degree programs

Description: This introductory course considers finance from the point of view of the individual or family unit. Topics include budgets, insurance, housing, borrowing, saving, investing and estate planning. Students complete personal finance projects applying the material learned.

Prerequisites: None

**PowerPoint 2010 – Beginning**

10-103-143

1 credit

Program: used in a variety of programsDescription: Introduction to PowerPoint presentation software. Create, edit, save, and print a presentation. Work with themes. Insert graphics, SmartArt, tables, and charts. Apply animation and transitions to a presentation. Work with slide material and layout masters.Prerequisites: Competency in Windows and experience using word processing software.**PowerPoint 2013 – Intermediate**

10-103-128

1 credit

Program: used in a variety of programsDescription: This course provides the student with a more in-depth look into PowerPoint and its many features. Explore custom formatting and animation to change the appearance and animation of charts and graphics. Learn advanced use of color schemes and slide designs. Utilize PowerPoint's Photo Album feature. Integrate other Office applications into PowerPoint. Self-running presentations; narrate a presentation. Use your creative side to make your own design template. Design a PowerPoint game.Prerequisites: PowerPoint Beginning 10-103-143 or equivalent**Prep for Basic Biology**

10-836-113

2 credits

Program: Arts & Sciences: Biology - skill building (non-college transfer)Description: Introduces learners to basic principles of biology. Students will become familiar with the nature of science, basic biochemistry concepts, and the structure and function of a cell.Prerequisites: COMPASS 65 or higher or ASSET test 36 or higher -OR- Academic Reading 5 (77-858-752) AND Academic 6 Reading (77-858-792)**Principles of Advertising**

10-104-125

3 credits

Program: Business – used in a variety of associate degree programsDescription: Students are introduced to the theory and practice of integrated marketing communications. All elements in the promotions mix are summarized but the major emphasis is on advertising. Students examine the characteristics of major media alternatives including radio, television, newspapers, magazines, outdoor, direct response and alternative media. Advertising research, planning and creativity are also explored and practiced.Prerequisites: Marketing Principles (10-104-102)**Principles of Animal Biology**

10-806-105

4 credits

Program: Arts & Sciences: Biology general education (non-college transfer)Description: Principles of Animal Biology is an introductory biology course focusing on general biological principles, cell structure and function, genetics, comparative anatomy and physiology, evolution, and ecosystems. It includes dissection of various fresh and preserved materials.Prerequisites: One year of biology, chemistry, and algebra at the high school level or above, with a grade of C or better.

**Proofreading & Editing**

10-106-108

3 credits

Program: Business Technology Programs associate degreeDescription: Develop proofreading skills; punctuation, grammar, spelling and usage errors. Edit documents: appropriate content, conciseness, clarity, and point of view.Prerequisites: None**Psychology Of Human Relations**

10-809-199

3 credits

Program: Arts & Sciences: Psychology general education (non-college transfer)Description: This course explores the relationship between general psychological principles and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding is applied to human relations at home and on the job.Prerequisites: None**Publisher**

10-103-140

1 credit

Program: used in a variety of programsDescription: MS (Microsoft) Publisher 2013 - course focuses on the 2013 version of the MS Publisher software.Prerequisites: None**Race Ethnicity & Diversity**

10-809-172

3 credits

Program: Arts & Sciences: Sociology general education (non-college transfer)Description: This introductory course examines ethnic, racial, religious and cultural origins of Americans. The course focuses on social interactions that contribute to the understanding of difference groups in diverse settingsPrerequisites: COMPASS Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.**Safety Compliance**

32-462-301

1 credit

Program: Industrial Maintenance programsDescription: Course focuses on workplace safety as well as OSHA compliance.Prerequisite: None**Science 1**

31-806-363

2 credits

Program: Arts & Sciences: Physical & Earth Science - vocational applied (non-college transfer)Description: Science 1 covers basic principles of physics that have frequent and common practical applications for students pursuing vocations in trade and industry. This course relates applications to student vocational fields. Includes measurement, mechanics, machines, properties of matter, fluid principles, heat and electricity. Features lecture, discussion and laboratory.Prerequisites: None

**Small Business Development and Planning**

10-145-102

3 credits

Program: Small Business Entrepreneurship associate degreeDescription: Provides an introduction to prospective small business owners to the principles involved in planning and operation. Focuses on creation of a business plan and factors that contribute to a successful business operation.Prerequisites: None**Social Media Principles**

10-104-114

3 credits

Program: Business – used in a variety of associate degree programsDescription: Social Media has transformed Advertising from a long-term Mass medium to a one-to-one communication utilizing almost instant feedback. How businesses are using Social Media as advertising tools as well as how to create and deploy a Social Media Campaign will be the main focus of this class. Additionally, the history and development of Social Medias such as Facebook, YouTube, Twitter and LinkedIn will be explored as well as the many ethical and potential legal concerns that have arisen over these new forms of communication. Finally, the concept of Viral Marketing will be examined and how it allows a Social Message to explode a message to millions of users in a brief time.Prerequisites: None**Speech**

10-801-198

3 credits

Program: Arts & Sciences: Speech & Performing Arts general education (non-college transfer)Description: This course presents the basic techniques of effective public speaking and listening for students in degree or diploma programs. Students improve their oral communication skills through analysis of purposive listening, preparing and presenting informative and persuasive speeches and using the group process to discuss issues and solve problems. It emphasizes audience analysis, audio-visual techniques, speaker evaluation and group work.Prerequisites: English 1, (20-801-201) or English 1B (20-801-206) or Written Communications (10-801-195) or Written Communications 1B (10-801-149)**Survey of Physics**

10-806-139

3 credits

Program: Arts & Sciences: Physical & Earth Science general education (non-college transfer)Description: This course emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics.Prerequisites: College Math (10-804-107) OR Elem Alg w/Apps (10-834-110) OR Higher Level Math courses OR COMPASS Algebra of 40 or higher.**Tourism Management**

10-109-125

3 credits

Program: Hotel & Restaurant Management associate degreeDescription: Introduces theories, principles and practical application of management skills in the hospitality and tourism industry. Students analyze their current skills and develop a personal management philosophy appropriate to the service industry.Prerequisites: None

**Vocational Math 1**

31-804-379

1 credit

Program: Arts & Sciences: Math - vocational applied (non-college transfer)

Description: vocational Mathematics 1 is a review of basic mathematics that consists of an introduction to using a scientific calculator, order of operations, fractions, decimals, use of percentage, units of measurement including the metric system, the reading of analog instruments for length measurement, and practical plane geometry.

Prerequisites: Applied Math for Business and Trades (74-854-749) OR COMPASS Pre-Algebra 43-99 or Algebra 1-39 or Basic Algebra (77-854-793 or 74-854-793)

**Website Development – XHTML**

10-152-129

3 credits

Program: IT Networking, IT Programming, IT Tech Support associate degree

Description: Teaches the fundamentals and techniques of developing business websites using XHTML-compliant HTML. Topics include webpage design, tables, image manipulation, image maps, forms, cascading style sheets (CSS) and an introduction to JavaScript. All work is done directly with XHTML.

Prerequisites: none

**Windows 7**

10-103-123

1 credit

Program: used in a variety of programs

Description: Introduces the Windows 7 operating system: work with common elements (windows, menus, toolbars, panes, dialog boxes and Help), use accessory programs, manage files/folders, customize using the Control Panel and maintain the computer.

Prerequisites: None

**Windows 8**

10-103-122

1 credit

Program: used in a variety of programs

Description: Introduces the Windows 8 operating system: File management and organization, work with common elements (tiles, charms, touch screen, help and apps), use accessory programs, customize windows and search for information.

Prerequisites: None

**Word 2013 – Beginning**

10-103-137

1 credit

Program: used in a variety of programs

Description: Introduction to Microsoft's word processing software. Create, edit, save, format and print basic documents; cut/copy/paste and find/replace text; apply font styles and effects; add bullets and numbering; work with tabs and indents; align text; apply borders and shading; use wizards and templates to produce documents; insert headers/footers; apply different formatting to document sections; create columns; insert Clip Art. Create and format tables, modify rows and columns, perform calculations, sort table data, customize tables.

Prerequisites: Competency in Windows.

**Word 2013 – Intermediate**

10-103-136

1 credit

Program: used in a variety of programs

Description: Continuation of Microsoft Word Beginning course covering intermediate-level word processing skills. Utilize desktop publishing features of Word; insert drop caps, symbols, characters, and clip art; format text in columns; create and edit WordArt; edit photos; add page borders; create, edit, and work with templates, themes, and styles; create a table of contents; merge Word documents; create mailing labels and a phone directory; convert tables to text and text to tables; create multilevel lists; track changes in a document; compare and combine documents; embed and modify an Excel worksheet; link an Excel chart; share files on SkyDrive; insert and edit hyperlinks; save a Word file as a web page

Prerequisites: Word-Beginning (10-103-137) or equivalent.

**Written Communication**

10-801-195

3 credits

Program: Arts & Sciences: English/Communication general education (non-college transfer)

Description: Develops writing skills which includes prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

Prerequisites: Academic Writing 5&6 (77-851-797) and College Reading Strategies (10-808-101) OR COMPASS e-Write 5, Write 69-99, Read 80-99 OR e-Write 6, Write 46-68, Read 80-99. College Reading Strategies can be taken concurrently with Written Communication

## College Transfer courses

### **Abnormal Psych**

20-809-237

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Abnormal Psychology covers the definition of abnormal behavior, assessment techniques, and descriptions of psychological disorders. It examines theoretical perspectives (biological, psychological, sociocultural) and approaches to treating these disorders.

Prerequisites: Intro to Psych (20-809-231)

### **Acting 1**

20-810-262

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Acting 1 explores the actor's process in preparing for a role. It covers basic acting principles, including action, objective, obstacles, conflict, beats and being in the moment. It incorporates fundamentals of movement, voice and improvisation essential to the art of acting. Students will examine scripts, do character analysis, maintain actors' journals and perform five graded exercises.

Prerequisites: None

### **Acting 2**

20-810-263

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Acting 2 continues the actor's preparation and execution of believable roles as a member of an ensemble. Particular attention is addressed to script analysis, character development, and ensemble performance in relation to theatrical genre.

Prerequisites: Acting 1 (20-810-262)

### **Aerobics/Weight Training**

20-807-289

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This course unites aerobics and weight training. Focus is on enhancing cardio-respiratory endurance with activities such as jogging, bicycle conditioning, cardio-kickboxing, step aerobics and improving muscular fitness with circuit and strength training. Also covers exercise principles and basic nutrition.

Prerequisites: None

### **African American Literature**

20-801-214

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: African American Literature introduces students to the rich, complex and varied literary traditions reflected in the works of African American writers. Studies developments and achievements in voice, genre, and style and explores issues of language, cultural identity, historical witness, and social and political experience. Individual sections may focus on a particular theme, genre, or period for emphasis.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Afro-American History**

20-803-240

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: Broad introductory survey of significant experiences that have shaped U.S. race relations, beginning with the west coast of Africa during the Middle Ages and moving through the last 30 years of this century in the United States. Special attention is given to slavery, family, politics, education and civil rights.

Prerequisites: English 1 (20-801-201) or College Reading Strategies (10-808-101) with a C or better, or appropriate reading placement scores (Minimum COMPASS Score: Reading 80)

**Afro-Caribbean Ensemble**

20-805-279

1 credit

Program: Arts & Sciences associate degree: Music college transfer

Description: High-energy ensemble participation focuses on common drumming techniques, ensemble listening skills, and techniques for creative improvisation. Warm-up activities, dexterity exercises, traditional music, and contemporary compositions lead a public performance at the end of the semester. Ability to read music is helpful but not required.

Prerequisites: None.

**American Foreign Policy**

20-809-220

3 credits

Program: Arts & Sciences associate degree: Political Science college transfer

Description: American Foreign Policy addresses conduct of the U.S. as an international actor. It covers problems, challenges and persistent patterns in American policy since the close of World War II. How foreign policy is made is included and attention is given to the interactions of individuals, groups, roles and organizations.

Prerequisites: None

**American History 1607-1865**

20-803-211

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: In this course the origin and growth of the United States is studied. It also surveys American political, economic and social development from the founding of the colonies through the Civil War.

Prerequisites: English 1 (20-801-201) or College Reading Strategies (10-808-101) with a C or better, or appropriate reading placement scores.

**American History 1865-Present**

20-803-212

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: American History 1865 to the Present is an introductory survey course covering political, social and cultural trends in the United States between the end of Civil War and the present. In addition to presenting what happened in the United States during this period, the course explores the diverse sources historians use to explain the past.

Prerequisites: English 1 (20-801-201) or College Reading Strategies (10-808-101) with a C or better, or appropriate reading placement scores.

**American History Since 1945**

20-803-215

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: This is an intermediate-level history course that explores the social, cultural, political and diplomatic history of the United States since the end of World War II. In addition to discussing what occurred in the past, the course concentrates on the sources historians use when telling their stories. The course requires strong analytical skills and a willingness to think independently.

Prerequisites: At least one college-level history course, preferably on some aspect of U.S. History, like American History 1607-1965 (20-803-211) or American History 1865 to Present (20-803-212)

**American Literature 1**

20-801-217

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Examines major authors and works from the early 16th to the late 19th century in American prose, drama, and poetry

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**American Literature 2**

20-801-218

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Examines major authors and works from the late 19th century to the present in American prose, drama, and poetry.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**American National Government**

20-809-221

3 credits

Program: Arts & Sciences associate degree: Political Science college transfer

Description: American National Government utilizes a systems approach to emphasize the relationships between structure and behavior. Political theory and methodology are stressed. Students are encouraged to improve research and analytical skills. The course includes the U.S. Constitution, elections, interest groups, parties, mass media, congress, judiciary, the presidency and bureaucracy.

Prerequisites: None

**American Short Story**

20-801-210

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This course surveys the history and evolution of the short story in the American context from its beginnings in the 18th century to the present, focusing on the elements of fiction and performance in relation to American themes.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Anatomy Physiology 1**

20-806-207

4 credits

Program: Arts & Sciences associate degree: Biology college transfer

Description: Features lectures and laboratory dealing with the human body as an integrated structural and functional unit, including basic anatomical and directional terminology, fundamental concepts and principles of cell biology, histology, integumentary, skeletal, muscular, endocrine, and nervous systems, and the special senses. It includes dissection of various fresh and preserved materials as well as examination of a human cadaver. This course is the first semester of a two-semester sequence. College-level chemistry is recommended. Introductory college level biology course recommended.

Prerequisites: Grade of C or above in 1 year of high school chemistry or 1 semester of college-level chemistry, Gen Chemistry (10-806-134) or above AND College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communication (10-801-195) or COMPASS Reading 80 or above.

**Anthropology of Islamic Societies and Cultures**

20-809-287

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: This course will explore the social, cultural, economic and political aspects of the emergence, development and spread of Islam as a world religion. It will focus on Islam in 7th century Arabia, how the religion changed in the time since the 7th century and as Islam moved out of Hijaz into Africa and Asia, and its historical and continuing encounters with the West.

Prerequisites: COMPASS Reading of 80+, OR Asset Reading of 40+, OR ACT Reading of 18+ OR have transcripts on file showing a college level English course with a grade of C or better.

**Anthropology of Myth, Magic & Religion**

20-809-285

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: An anthropological course designed to explore and examine the place of magic and religion in human culture. Students will look closely and critically at 'world religions' (Buddhism, Islam, Christianity, etc.) with analytical exploration of smaller-scale religious and magical practices (shamanism, Wicca, new Age, Cargo Cults, etc.). The forms that magic and religion have taken in human cultures, both past and present, will be covered.  
any college-level social science course.

Prerequisites: Any college-level social science course

**Archaeology & Prehistoric World**

20-809-281

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: Designed for students interested in the human past, the period of prehistory where few written records exist and most knowledge of the period comes via archaeological investigations. Organized in a historical and topical fashion, the course traces the evolution of human culture through time, focusing on the best known archaeological sites in Africa, Asia, Europe, North America and Mesoamerica. Emphasis on major changes in human and cultural evolution, such as hunting, abstract thought, domestication of plants and animals, social stratification, the development of writing, the rise of states and urbanization.

Prerequisites: None

**Badminton**

20-807-250

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Badminton is an introductory course in competitive badminton which develops basic skills, strategy and knowledge of the rules of the game.

Prerequisites: None

**Ballet**

20-807-248

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Ballet introduces classical ballet technique and emphasizes the acquisition of proper ballet technique, postural alignment and increased flexibility.

Prerequisites: None

**Baseball Conditioning**

20-807-209

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This course covers basic baseball skills, rules, strategy and play. Fitness methods and concepts are applied to the activity of baseball.

Prerequisites: None

**Basic Statistics**

20-804-240

4 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: In Basic Statistics appropriate statistical techniques are studied for the systematic collection, presentation, analysis and interpretation of experimental results, including surveys and quality control. The focus is on understanding the techniques of statistical inference (confidence intervals and hypothesis testing) and interpreting results as found in articles and reports. It emphasizes the inherent uncertainty when decisions are made on the basis of sample data. Includes descriptive statistics, basic probability theory, sampling distributions and the Central Limit Theorem; the binomial, normal, Student t, chi-square, and F distributions; and techniques of 1- and 2-sample tests, linear regression, correlation, an introduction to analysis of variance and selected nonparametric procedures.

Prerequisites: Intermediate Algebra, 20-804-201 with a grade of C or better, or Intermediate Algebra Parts 1, 20-804-202 and 2, 20-804-203 with a grade of C or better in both parts, or appropriate placement score.

**Basketball Conditioning**

20-807-221

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This eight-week course is designed to prepare individuals for the game of basketball. Various training techniques consist of cardiovascular endurance activities, weight strength training, footwork and shooting drills.

Prerequisites: None

**Beginning Golf**

20-807-240

1 credit

Program: Arts & Sciences associate degree: Physical Education college transferDescription: This is an introductory course that develops the proper grip, golf swing, putting, chipping, rules etiquette, and playing strategies. Class is held at Cherokee Country Club and includes actual play on the coursePrerequisites: None**Beginning Pilates**

20-807-252

1 credit

Program: Arts & Sciences associate degree: Physical Education college transferDescription: This course will cover the principles and practice of the Pilates method of conditioning. It will emphasize core muscle function to develop optimal muscle tone and integrated, fluid body movement. Beginning and some intermediate Pilates mat exercises will be practiced.Prerequisites: None**Beginning Racquetball**

20-807-238

1 credit

Program: Arts & Sciences associate degree: Physical Education college transferDescription: This course teaches the fundamentals of racquetball emphasizing skills and strategy for the beginner and intermediate player.Prerequisites: None**Beginning Swimming**

20-807-230

1 credit

Program: Arts & Sciences associate degree: Physical Education college transferDescription: This course introduces basic aquatic skills including front crawl, backstroke, breast stroke, and sidestroke. It also emphasizes the knowledge and skills necessary in treading water, diving and self rescue.Prerequisites: None**Beginning Tennis**

20-807-236

1 credit

Program: Arts & Sciences associate degree: Physical Education college transferDescription: Beginning Tennis focuses on basic stroke development. Rules and strategy of singles and doubles games are included.Prerequisites: None**Beginning Yoga**

20-807-254

1 credit

Program: Arts & Sciences associate degree: Physical Education college transferDescription: This course introduces the practice of yoga. It explores the philosophy that underlies yoga as a means of stress management, fitness and conditioning. Designed for beginners, the course teaches gentle movements, yoga poses, breathing techniques and meditations that relax both the mind and the body.Prerequisites: None

**Bicycle Conditioning**

20-807-271

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: A unique combination of aerobic and anaerobic conditioning using a variety of training drills on a stationary bicycle with music as a motivator. The focus is to enhance cardio-respiratory conditioning and knowledge of exercise and health concepts.

Prerequisites: None

**British Literature 1**

20-801-215

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This course examines major authors, works, and periods of British literature from its foundations to the early eighteenth-century within the context of historical, cultural, and philosophical developments.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Business Ethics - Liberal Arts Transfer**

20-809-276

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: Most of us will spend a large portion of our lives immersed in the world of work. As employees and/or employers, we face decisions everyday that depend on fundamental moral assumptions about honesty, fairness, liberty and privacy. We are all likely to have different ideas about what these concepts mean, or ought to mean, and justify our actions accordingly. This course aims to help us evaluate the moral choices we make in a business setting, and to that end philosophers employ the use of argument. By careful use of argument we will critically assess not only moral choices in the workplace, but also the moral assumptions that underlie capitalism, the economic system under which most people in the world are working. The issues that arise is business affect us all in critical ways. Whether we are debating the merits of affirmative action in hiring, corporate responsibility and profits, terms of employment, conflicts of interest or whistleblowing, this course will examine our assumptions and help us reach a clearer understanding of what we ought to do and why.

Prerequisites: COMPASS Reading of 80+, OR Asset Reading of 40+, OR ACT Reading of 18+ OR have transcripts on file showing a college level English course with a grade of C or better

**Calculus and Analytic Geometry 1**

20-804-231

5 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: Calculus 1 is designed for students of mathematics, science, and engineering. This is an introduction to the basic properties of limits, rate of change of functions, continuity, derivatives of algebraic and elementary transcendental functions, their products quotients and compositions, curve sketching, finding maxima and minima, and indefinite and definite integration with applications.

Prerequisites: College Algebra and Trigonometry (20-804-21) and (20-804-213) OR Math Analysis (20-804-229) OR COMPASS Trigonometry 46-99

**Calculus Methods for Business and Social Sciences I**

20-804-221

5 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: Calculus Methods for Business and Social Sciences 1 is an introduction to calculus and related topics designed primarily for pre-business and social science students. The course covers the essential concepts of differential and integral calculus for one and several variables. The topics to be covered are functions, derivatives and their applications, exponential and logarithm functions, integration and its applications, integration techniques, calculus of several variables, and differential equations.

Prerequisites: College Algebra (20-804-212) OR Trigonometry (20-804-213) OR Math Analysis (20-804-229) OR COMPASS Algebra 81-99 OR Trigonometry 1-45.

**Calculus w Algebra & Trigonometry 1**

20-804-228

5 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: Designed for students of mathematics, science, and engineering who need some extra knowledge in precalculus and need a first semester calculus course. The course includes a review of the algebraic topics of absolute values, polynomials, factoring, quadratic equations, exponents and radicals, and simplification of algebraic expressions. It includes a review of the trigonometric topics of radian measure, trigonometric functions and their graphs, and trigonometric identities. The calculus topics covered include an introduction to the basic properties of limits, rate of change of functions, continuity, derivatives of algebraic and trigonometric functions, their products quotients and compositions, curve sketching, determining maxima and minima, and related rate problems.

Prerequisites: College Algebra (20-804-212) OR Trigonometry (20-804-213) OR Math Analysis (20-804-229) OR Compass Trigonometry 1-45.

**Child Human Development**

20-809-239

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: This course covers the biological, cognitive and psychosocial aspects of development from conception through childhood.

Prerequisites: Intro to Psych (20-809-231)

**Classical Mythology**

20-801-230

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Classical Mythology surveys principal myths and legends of Greek and Roman literature in relation to the historical and sociological context of ancient society as well as their importance and influence in modern times. The course will include the reading and analysis of translations of original classical works.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Climate and Climate Change**

20-806-250

3 credits

Program: Arts & Sciences associate degree: Physical & Earth Science college transfer

Description: Climate and Climate Change are topics that have received abundant press in the past 30 years, starting with the potential for an Ice Age discussed in the 1970s, through the Ozone Hole Discovery and Explanation in the 1980s and early 1990s, to the possibility of anthropogenically forced Climate Change that has been discussed since Nuclear Winter in the 1980s to Global Warming in the 1990s and early 2000s. Climate and Climate Change expands on an online K-12 course offered through the University of Wisconsin-Madison. It is designed to heighten Climate Literacy in underserved populations such as are enrolled at Community Colleges. This curriculum development is funded by a NASA proposal and will result in one on-line class, and a hybrid class that is mostly online.

Prerequisites: None

**College Algebra**

20-804-212

3 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: College Algebra includes fundamental topics covered in Intermediate Algebra with a more careful look at the mathematical details and a greater emphasis on the concept of function. It covers quadratic, polynomial, rational, exponential and logarithmic functions, equations and inequalities; the use of matrices and determinants in solving linear systems of equations, solving non-linear systems; sequences and series.

Prerequisites: Intermediate Algebra (20-804-201) with a grade of C or better or Intermediate Algebra Parts 1 (20-804-202) and 2 (20-804-203) with a grade of C or better in both parts, or appropriate placement score.

**Computer Science**

20-804-208

4 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: This course uses the object-oriented programming language Java in a project-based learning format where students will be given increasingly challenging problems. Projects will be brought through the five stages of development: program design, definition and design of library classes, coding, testing, and documenting. Project elements begin with input, output, storage, and operations, and continue through control structures (loops, branching, and methods), data structures (arrays and classes), and techniques for searching and sorting. Students will implement standard Java grammar elements including inheritance and interfaces and will use the compiler and debugger to debug programs. Students will practice analytical skills through elimination of run-time and logical errors and will exercise writing skills in documenting code to a prescribed industry standard. The course requires eight to ten hours per week outside of class.

Prerequisites: College Algebra(20-804-206) or COMPASS College Algebra 46-99 or Trig 1-45.

**Condition Weight Training**

20-807-210

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Conditioning/Weight Training covers techniques and methods for body development, conditioning, nutrition and safety. It is a personal program tailored to individual objectives.

Prerequisites: None

**Contemporary Lit**

20-801-229

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This course surveys contemporary literature (mainly British and American) in relation to contemporary society and to major developments in the arts of fiction, drama and poetry. Readings mainly cover material published in the last 25 years.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Contemporary Moral Issues**

20-809-262

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: This course introduces students to several different ethical theories and how they apply to contemporary moral controversies, such as those about the death penalty, military intervention, reproductive choices, and the definition of marriage. An underlying theme will be assessing when the use of state authority is and is not legitimate

Prerequisites: College Reading Strategies (10-808-101) or Intro to College Writing (10-831-103) or English 1 (20-801-201) or COMPASS reading 80 or higher; or ASSET 39 or higher; or COMPASS writing 68 or higher; or ASSET 38 or higher

**Couple Relationships**

20-809-277

1 credit

Program: Arts & Sciences associate degree: Sociology college transfer

Description: Most relationships start off great... too many end up a disappointment. In this course, the student will learn the skills that according to recent research on intimate relationships, can make or break a relationship. These skills and ways of thinking and acting can not only reduce patterns of negative interaction, but can enhance and maintain the positives such as fun, friendship, and sensuality. Just as one takes parenting or childbirth classes, learning the basic skills and insights for relationships is vital to creating and maintaining quality relationships.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Creative Writing – Fiction**

20-801-241

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Students develop skills in writing prose fiction including character development, scene structure, dialogue and dramatic tension as they build toward the construction and revision of short stories, novellas, etc. Reading assignments allow students to become familiar with principles and practice of fiction. Class meetings follow a workshop format.

Prerequisites: English 1 (20-801-201) or Written Communications (10-801-195) and Creative Writing (20-801-240)

**Creative Writing - Liberal Arts Transfer**

20-801-240

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Students learn to manage the creative process through exercises and activities that lead to short stories and poetry; drama and creative non-fiction may be addressed as well. Reading assignments allow students to become familiar with principles and practice of various genres of creative writing and classroom activities prepare students for participating in workshop discussions.

Prerequisites: English 1 (20-801-201) or Written Communications (10-801-195)

**Creative Writing/Non Fiction**

20-801-244

3 credits

Program: Arts & Sciences associate

Description: Students merge literary techniques with the skills or reportage to develop works of creative non-fiction. Reading assignments allow students to become familiar with principles and practice of literary non-fiction. Class meetings follow a workshop format.

degree: English/Communication college transfer

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) and Creative Writing (20-801-240)

**Creative Writing/Poetry**

20-801-243

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Students develop poetic technique in open and traditional forms as they draft, critique, and revise poems. Reading assignments allow students to become familiar with principles and practice of poetry and poetics. Class meetings follow a workshop format.

Prerequisites: English 1 (20-801-201) and Creative Writing (20-801-240)

**Criminology**

20-809-207

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: This course is about understanding crime in American society. The emphasis is on why people become delinquent and criminal and especially about why the U.S. has so much violence and crime. The course also examines how we currently deal with delinquency and crime: what's working, what isn't and the current debates and emerging trends on crime policies.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6, 77858752 with a grade of B/C or higher.

**Cultural Anthropology & Human Diversity**

20-809-283

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: This course focuses on exploring the range of modern human cultural diversity across the world. The class will examine the cultural practices and historical ties that constitute commonalities across cultures. Particular attention will be paid to the cultural complexity of modern urbanized societies such as that of the United States

Prerequisites: COMPASS reading 80 or higher or a C or better in College Reading Strategies (10-808-101)

**Developmental Psychology**

20-809-233

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Developmental Psychology covers the principles of human growth and behavioral development, from conception to death. Topics include methods of studying human behavior, theoretical approaches, individual differences, patterns and sequences of development, and relationships with peers and others.

Prerequisites: Intro to Psych (20-809-231)

**Documentary Storytelling**

20-801-253

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Documentary Storytelling is an introduction to the craft of telling non-fiction and news stories through the medium of digital video. This course will teach news reporting and writing skills needed for the documentary format, along with journalism theory, law, and ethics of video journalism. Students will also learn basic digital camcorder operation, storyboard development, video editing, sound editing, and podcasting.

Prerequisites: English 1 (20-801-201) or Written Communications (10-801-195)

**Drama Practicum**

20-810-260

1-2 credit

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: This practicum stresses self-development in techniques necessary to become sensitive to all aspects of the theatrical production. There is a minimum of 20 hours required in community theatrical production during practicum. No prior acting or production experience is necessary. This course may be taken for 1-2 credits. Check with department

Prerequisites: None

**Earth Science**

20-806-241

3 credits

Program: Arts & Sciences associate degree: Physical & Earth Science college transfer

Description: Earth Science introduces the physical nature of the earth. The course covers topics in geology, geography, meteorology, oceanography and astronomy. Physical processes and an understanding of their causes and effects are investigated

Prerequisites: None

**East/West World View - Liberal Arts Transfer**

20-809-263

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: East/West Worldviews examines worldviews and their underlying assumptions. Worldviews are sometimes rooted in philosophy, religion and myth, each characterized by its rituals and symbols. The course focuses on the religions originating in India (Hinduism and Buddhism); in East Asia (Confucianism, Taoism, Shintoism, Zen Buddhism); and in the Middle East (Judaism, Christianity, Islam). Also includes Western rationalism and the scientific view of the cosmos. It studies the ways in which philosophy and/or religion affects the concepts of nature, self, society and ultimate reality.

Prerequisites: None

**Elementary Logic**

20-809-261

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: An introduction to propositional and predicate logic. Arguments, both good and bad, surround us in daily life. This course will teach you how to use logical symbols to translate and analyze statements and to test the validity of arguments, and how to think more critically in everyday situations.

Prerequisites: None

**Energy and Society**

20-809-269

3 credits

Program: Arts & Sciences associate degree: Economics college transfer

Description: The American experience is better understood within the context of the history of energy consumption and production. Our nation's future is inextricably connected to our resolution of the challenges we face with respect to energy. Analyses and solutions require an interdisciplinary approach. The course "Energy and Society" considers the technical, economic, political, environmental, ethical and social contexts of the topic of energy.

Prerequisites: None

**English 1**

20-801-201

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: The first course in communication skills at the college level, developing student abilities in critical reading, writing, listening, and speaking, for both exposition and argumentation. The course emphasizes summarizing, analyzing, and synthesizing information from sources, and develops research and presentation skills. The class assumes competence in English grammar and paragraph structure.

Prerequisites: Intro to College Writing (10-831-103) AND College Reading Strategies (10-808-101) OR COMPASS e-Write 6-8, Writing 69-99, Reading 80-99 or ASSET e-Write 6-8, Writing 44-55, Reading 42-53

**English 2**

20-801-202

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This course is a continuation of English 1. Students will use advanced research skills to write papers from across the curriculum. Research papers will be informative and persuasive in nature and will be based on topics from academic disciplines (social sciences, literature and the humanities, or science and mathematics). Students will conduct research using primary and secondary library resources, surveys and questionnaires, observation, and interviews and will use the MLA format and one other format (APA, Chicago) to document their sources. Students will be asked to prepare 25-35 pages of polished writing.

Prerequisites: English 1 (20-801-201)

**Environmental Issues**

20-806-280

4 credits

Program: Arts & Sciences associate degree: Biology college transfer

Description: Environmental Issues is an introductory (non-laboratory) survey course entirely appropriate for first-year students. Environmental Issues explores diverse problems of human impact on natural systems. Though fundamentally grounded on the basic principles of biology and ecology, this course is designed to encourage interdisciplinary thinking about critical environmental problems. Students explore chemical, biological, political and ethical interactions of environmental systems on scales that range from local to international. The course prepares students for Principles of Ecology and other more advanced courses in Environmental Studies. This course transfers to UW–Madison at the elementary level.

Prerequisites: None**Ethics In Medicine**

20-809-266

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: Behavior within the healthcare system, whether as a patient or as a healthcare worker, presents challenges that differ from the typical consumer environment or the typical workplace. This course explores these differences and presents and discusses ethical issues particular to medicine. Heightens awareness and examines ways to conduct one's self within this healthcare environment.

Prerequisites: None**Ethnic Literature**

20-801-212

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Special Topics in Ethnic Literature explores questions of identity within various cultural contexts. Writers represent one or more ethnic groups working in one or more genres of literature with emphasis on developments in voice, genre, and style over chronological and geographical periods. Individual sections may vary in particular emphasis

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)**Europe and Modern World**

20-803-205

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: This is an introductory course in European history concentrating on the 19th- and 20th-century experiences of European societies through examination of major social, economic, political and intellectual development. One emphasis is on the changes that caused the transformation of Europe from a pre-industrial to a modern industrial society. A second emphasis focuses on a specific place and time period in order to understand how this process of transformation affected different European nations at different points in their history.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS Reading 80

**Feature Writing - Liberal Arts Transfer**

20-801-246

4 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: In Feature Writing students develop skills of reportage and story development to create feature articles appropriate to journalism, freelance writing, etc. Reading assignments allow students to become familiar with principles and practice of feature writing. Class meetings follow a newsroom format where deadlines, correspondence, and interview skills are learned and practiced.

Prerequisites: English 1 (20-801-201)

**Forensic Practicum**

20-810-258

1 credit

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: The 1-credit Forensic Practicums are designed to aid students in developing and perfecting their public speaking and performance skills. If taken consecutively, over the course of more than one semester, the practicums will offer students opportunities with virtually all aspects of forensics, such as developing materials, presenting pieces before various audiences, attending intercollege competition, organizing contests or events, fundraising experience, critiquing/coaching experience, and opportunities to travel. By taking part in both Public Address (PA) and Oral Interpretation (OI) events, students become better public speakers and more well-rounded performers. Through community service or public relations projects, students can apply their skills in a real-world setting.

Prerequisites: None

**French 1 - Liberal Arts Transfer**

20-802-221

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: French 1 is for students beginning the study of French. It emphasizes development of basic communicative skills through practice in listening, speaking, reading and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in French. Study of customs and values provide an increased awareness of francophone cultures. On completion students are able to participate in uncomplicated conversations on everyday topics

Prerequisites: None

**French 2 - Liberal Arts Transfer**

20-802-222

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: French 2 emphasizes continued development of more complex communicative skills through practice in listening, speaking and writing. Upon completion, students possess the listening, speaking, reading and writing skills necessary to handle simple, everyday survival tasks in francophone cultures. Vocabulary and grammar are studied to enhance students' abilities to speak and write in French.

Prerequisites: Appropriate score on World Language Placement Test or French (20-802-221) or one semester of college French.

**French 3**

20-802-223

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: In French 3 a review of grammar from previous semesters is initiated and vocabulary is broadened. Emphasis is placed on speaking and writing in French in "paragraphs" as a full participant in a conversation. Everyday situations in francophone cultures, including education, family life, leisure activities and travel, will provide students with the opportunity to expand their survival skills in francophone cultures. Readings of cultural and literary significance will provide vehicles for discussion and composition.

Prerequisites: Appropriate score on World Language Placement Test or French 2 (20-802-222) or two semesters of college French.

**French 4**

20-802-224

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: This course is designed for the student who has completed three semesters of college French, or three years of high school French. The review of grammar from 20-802-223, French 3, is completed and vocabulary is broadened. Emphasis is placed on speaking and writing creatively in French on a variety of topics. Everyday situations in francophone cultures, including education, family life, leisure activities and travel, will provide students with the opportunity to expand their survival skills in francophone cultures. Readings of cultural and literary significance will provide vehicles for discussion and composition.

Prerequisites: Appropriate score on World Language Placement Test or French 3 (20-802-223) or three semesters of college French

**Gen Microbiology**

20-806-274

5 credits

Program: Arts & Sciences associate degree: Biology college transfer

Description: General Microbiology gives a broad overview of the structure, function, ecology, nutrition, physiology and genetics of microorganisms and a discussion of medical, industrial, agricultural and food microbiology. Also includes an introduction to standard techniques and procedures used in the microbiology laboratory.

Prerequisites: College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS Reading 80 and higher; and Intermediate Algebra (20-804-201) or appropriate Math placement score.

**General Anatomy and Physiology**

20-806-206

4 credits

Program: Arts & Sciences associate degree: Biology college transfer

Description: General Anatomy and Physiology features lectures and laboratory dealing with the human body as an integrated structural and functional unit, including the circulatory, respiratory, digestive, excretory, reproductive, nervous, endocrine, muscular and skeletal systems, in addition to cell structure and physiology. It includes dissection of fresh and preserved material as well as examination of a human cadaver. This course is not acceptable in programs requiring two semesters of Anatomy and Physiology. General Anatomy and Physiology is a one semester course. Students in programs that require two semesters of anatomy and physiology should take Anatomy and Physiology 1 (20-806-207) and Anatomy and Physiology 2 (20-806-208). Introductory college-level biology course recommended.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**General Anthropology**

20-809-280

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: Anthropology is the study of humans and their culture, which includes a survey of three major sub-disciplines of anthropology: physical anthropology, which explores human biology, evolution and the emergence of culture; archeology, which examines the physical evidence of past cultures; and cultural anthropology, which focuses on contemporary culture.

Prerequisites: COMPASS reading 80 or higher or a C or better in College Reading Strategies (10-808-101)

**General Geology**

20-806-244

4 credits

Program: Arts & Sciences associate degree: Physical & Earth Science college transfer

Description: This course introduces the student to the composition and structure of the earth, its surface features and the processes that have shaped and produced these features. The course consists of three one-hour lectures per week and a two-hour weekly lab session. The laboratory is meant to reinforce topics and concepts covered in lecture, and provide hands-on examination of geologic maps, rocks and minerals.

Prerequisites: None

**History of Pop/Rock Music**

20-805-278

3 credits

Program: Arts & Sciences associate degree: Music college transfer

Description: History of Pop and Rock Music covers the history of popular and rock genres from ca. 1920 to present. It emphasizes music literature, form and style analysis, social and cultural criticism.

Prerequisites: College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS Reading 75 and higher.

**History of Sub Saharan Africa**

20-803-224

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: History of Sub-Saharan Africa is an introduction to the civilizations of Africa from early man through the present that focuses on African society before western penetration, the basic nature of African institutions, the colonial experience of Africa and the development of Africa since independence in 1960.

Prerequisites: English 1 (20-801-201) or Written Communication(10-801-19) or College Reading Strategies (10-808-101) OR minimum COMPASS Reading 80

**History Of West Civilization 1**

20-803-220

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: This course introduces students to the history of western culture using the materials from the humanities, including history, art, architecture, literature, drama, philosophy and religion, and music. Course examines the history of western societies from the earliest civilizations up to the Renaissance (approx. 3000 BC to 1500 AD). Class will discover and explore the cultural legacy created by past societies that we embrace as part of western culture and to evaluate the style or cultural essence of the different peoples who have made important contributions to that culture. Students explore historical materials that reflect the human response to physical and social experiences in order to discover what being human involves over time in different places and situations. We also explore the humanities materials to discover how humans have expressed their humanity.

Prerequisites: English 1(20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS Reading 80

**Human Biology & Physical Anthropology**

20-809-288

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: This course has been designed to give students a forum in which to explore the biological nature of the human species. Through this course, students will examine the current state of knowledge in anthropology regarding the genetic and biological diversity of the human species, the place of humanity in the primate and mammalian family trees, as well as of the evolution of the human line since its separation from that of apes.

Prerequisites: None

**Human Sexuality**

20-809-201

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Human Sexuality covers how intimate relationships develop, how to maintain warmth and closeness in relationships and how sexuality is expressed throughout the life cycle. Also covers practical information regarding sexually transmitted diseases, contraception and pregnancy.

Prerequisites: None

**Intermediate Algebra**

20-804-201

4 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: Intermediate Algebra studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations, solve first and second degree equations and inequalities in one variable, solve exponential and logarithmic equations, graph first degree and second degree equations and inequalities in two variables, solve 2x2 and 3x3 systems of equations, simplify and solve equations involving rational expressions, and simplify and solve equations involving fractional exponents and radicals. Students are introduced to linear, quadratic, square root, absolute value, exponential, and logarithmic functions. The basic definitions of functions, relations, one-to-one functions, and inverses are discussed along with the algebra and composition of functions.

Prerequisites: Elem Algebra w/Apps (10-834-110) with a grade of C or better or appropriate placement score.

**Intermediate Algebra I**

20-804-202

3 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: Understand the structure of the real numbers (their construction, operations and properties); solve first degree (linear) equations and inequalities in one variable; graph first degree equations and inequalities in two variables; be introduced to the concept of the function and the use of functional notation; solve systems of equations in a two-dimensional Cartesian plane; perform algebraic operations on polynomials; factor algebraic expressions; solve polynomial equations by factoring and solve applications problems that relate to all of the above. Transferability: by itself this course does not transfer; however, upon successful completion of this course and 20-804-203, Intermediate Algebra 2, four credit hours of Intermediate Algebra are available for transfer.

Prerequisites: Elementary Algebra (10-804-110) OR Elementary Algebra (10-834-110) OR College Mathematics (10-804-107) with a grade of C or better OR COMPASS Algebra 40-65

**Intermediate Yoga**

20-807-264

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Enhances the practice of yoga. Continues the exploration and the philosophy that underlies yoga as a means of stress management, fitness and conditioning. Designed for intermediate participants, the course covers yoga poses, breathing techniques and meditations that relax both the mind and the body.

Prerequisites: None

**International Relations**

20-809-223

3 credits

Program: Arts & Sciences associate degree: Political Science college transfer

Description: International Relations covers methods employed by nation-states in interacting with each other and the forces influencing the nature of interaction. Includes institutions that have been erected in nation-states' quest for power, peace and security. It emphasizes nationalism, ideology, regional integration and trade.

Prerequisites: None

**Interpersonal & Small Group Communications**

20-810-205

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: This course explores verbal and nonverbal concepts, theories, and practical skills necessary to become competent in interpersonal and small group settings. Students explore dependent, independent and interdependent relationships with others in personal and work-related settings.

Prerequisites: None

**Intro International Econ**

20-809-214

3 credits

Program: Arts & Sciences associate degree: Economics college transfer

Description: Introduction to International Economics examines issues in international trade and international finance and the interconnectedness of the world's economies. Topics include the economic arguments for trade, current trade policies and practices, the effects of trade restrictions, free trade and fair trade, foreign exchange markets, and the role of international institutions such as the World Bank, the International Monetary Fund and the World Trade Organization. Current issues such as currency crises and free trade agreements will also be discussed.

Prerequisites: Macroeconomics (20-809-211) OR Microeconomics (20-809-212). Economics (20-809-195) with a grade of B or better will also meet the prerequisite

**Intro Philosophy**

20-809-260

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: This course introduces various fields of philosophy, philosophical methodology and the history of philosophy. Examines some philosophical issues in depth and develops the ability to think, speak and write critically about these problems that have concerned human beings for centuries

Prerequisites: College Reading Strategies (10-808-101) or Intro to College Writing (10-831-103) or English 1 (20-801-201) or Appropriate Placement Test Scores: COMPASS reading 80 or higher; ASSET 39 or higher; COMPASS writing 68 or higher; ASSET 38 or higher

**Intro Psychology**

20-809-231

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Introduction to Psychology is a study of individual and social behavior including its psychological and physiological bases, development, motivation, emotion, perception, learning and behavior disorders. This course is a prerequisite for several college transfer courses in psychology.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**Intro Sociology**

20-809-203

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: Defines and examines the concepts and realities of social structure, culture, socialization, complex organizations, class, inequality, social groups and social change. Special emphasis is given to institutions such as the family, religion, education, politics, economics and the media.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6, (77-858-752) with a grade of B/C or higher

**Intro to Comparative Politics**

20-809-243

3 credits

Program: Arts & Sciences associate degree: Political Science college transferDescription: This course teaches students how to use comparative methodology to analyze and evaluate various political institutions. Students enrolled in this course will (a) use "most-similar" and "most-different" approaches to study political phenomena within a global context and (b) develop "core abilities" such as critical thinking abilities and communication skills.Prerequisites: None**Intro to Film - Liberal Arts Transfer**

20-810-250

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transferDescription: Examines techniques of film production and explores the relationship between film form and film meaning. Students view films that represent significant movements in the evolution of the medium and learn how to research and write analytical essays about these films.Prerequisites: None**Intro to Human Biology**

20-806-226

5 credits

Program: Arts & Sciences associate degree: Biology college transferDescription: This is an introductory course designed for students who want a laboratory science, but are not majoring in biology. It emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is also given to human genetics, human evolution, ecology, and the role that humans play in the environment. This course includes three hours of lecture per week, two hours of laboratory and a one-hour discussion session. Note: this course does NOT meet the requirements for Anatomy and Physiology 1 or 2 (20-806-207 or 20-806-208), or General Anatomy and Physiology (20-806-206)Prerequisites: None**Intro to Literature**

20-801-204

3 credits

Program: Arts & Sciences associate degree: English/Communication college transferDescription: Recommended as a first course in literary analysis, this course introduces students to the major genres of literature and addresses issues related to writing about literature and/or other texts. Individual sections may focus on a particular literary theme or emphasisPrerequisites: English 1 (20-801-201) or Written Communications (10-801-195)**Intro to Mandarin Chinese**

20-802-230

3 credits

Program: Arts & Sciences associate degree: World Languages college transferDescription: Introduction to Mandarin Chinese. This course will introduce students to the fundamental phonetic system and grammar of standard spoken Chinese and written language including 400 Chinese characters. This course will teach modern standardized simplified Chinese characters rather than the more complex traditional characters.Prerequisites: None

**Intro to Mass Communication**

20-801-251

4 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Introduction to Mass Communications is a four credit course that focuses on the history, evolution, and ethical and moral responsibilities of our media today. This course is divided into three modules. Module 1 is an overview of the mass media in our society today. This module will example the power, economics, and conglomeration trends in the media. Module 1 will focus on examining the history and evolution of different types of media: books, magazines, newspapers, recordings, movies, radio, television, and the Web. Module 2 will move beyond "what" the media is to "how and why" the media communicates its disparate messages. In other words, this module will focus on the message "makers" and the messages (the content). Module 2 has five sub-categories: news, public relations, advertising, entertainment, and media research. The final module, Module 3, builds on the previous two modules by focusing specifically on the effectiveness of the media in the U.S. and the world. The final module examines contemporary media issues in societies throughout the world. Ethics and media law is at the heart of Module 3.

Prerequisites: English 1 (20-801-201) or Written Communications (10-801-195)

**Intro to Modern Arabic 1**

20-802-240

3 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: Intro to Modern Arabic 1 begins with a thorough study of the Arabic sound and writing system, with the simultaneous introduction of conversational skills in Modern Standard Arabic, the standard written and literary form of Arabic used in educational institutions throughout the Arabic-speaking world. Modern Standard Arabic is the language of newspapers and literature, as well as that of formal speeches and news broadcasts. This course fulfills the needs of those wishing to pursue studies of the Qur'an and classical texts as well as those wishing to be fluent in contemporary Arabic in both its written and formal spoken forms. Knowledge of this form of Arabic can serve as a basis for further studies of regional dialects. At the conclusion of the course, students will be able to speak and write using a basic vocabulary and thorough understanding of the Arabic writing system. This course, combined with Intro to Modern Arabic 2 transfers to the University of Wisconsin-Madison as equivalent to the 5 credit African Lang. & Lit 321: First Semester Arabic.

Prerequisites: None

**Intro to Theatre**

20-810-230

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: This is a beginning study of theatre especially as it relates to modern audiences. Students will examine and experience theatre in its various forms. A survey of theatre history from a global perspective provides the foundation for a greater understanding and perspective of the art. This course is an opportunity to explore playwriting, acting, directing and design leading to critical analysis of production. Students are expected to analyze scripts and attend performances turning in written reviews. The sequence of this course begins with audience perspective layered with historical and performance perspectives.

Prerequisites: None

**Intro Zoology**

20-806-203

5 credits

Program: Arts & Sciences associate degree: Biology college transfer

Description: This introductory course covers general biological principles with an emphasis on cell structure and function, genetics, and vertebrate anatomy and physiology. Consideration is also given to diversity within the animal kingdom and environmental interactions. It includes three periods of lecture per week, two periods of laboratory and a one-period discussion session. Note: in combination with Zoology Concepts, 20-806-205, this will transfer as 6 credits of animal biology.

Prerequisites: Completion of high school biology and chemistry and College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS Reading score of 80 and higher.

**Jazz 1**

20-807-247

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This is an introductory course in contemporary jazz dance technique. Emphasizes the development of warm-up sequences, isolations, contractions, jazz walks, progressions, turns, combinations and improvisation

Prerequisites: None

**Jazz History**

20-805-263

3 credits

Program: Arts & Sciences associate degree: Music college transfer

Description: This course provides an introductory survey of major jazz performers, styles, and compositions in the 20th and 21st centuries. Students will examine musical developments in the genre of jazz as they relate to major historical events, social movements, and cultural trends in the United States. Students will examine historical recordings to develop listening skills and distinguish specific characteristics among a variety of jazz styles. Attendance at two live performances separate from regular class meetings is required

Prerequisites: College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS Reading 75 and higher.

**Law and Society**

20-809-218

3 credits

Program: Arts & Sciences associate degree: Political Science college transfer

Description: Law and Society deals with the nature of law and legal processes as instruments of social control. Students are introduced to legal structures and processes, and examine the philosophy of law within political, social and economic frameworks.

Prerequisites: None

**Leadership As An Art**

20-809-267

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: This course has as its central focus the development of leadership and group dynamics theory and assists the student in developing a personal philosophy of leadership, an awareness of moral and ethical responsibilities of leadership and an awareness of one's own ability and style of leadership. It provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership behavior.

Prerequisites: College Reading Strategies (10-808-101) or Intro to College Writing (10-831-103) or English 1 (20-801-201) or appropriate placement test Scores: COMPASS reading 80 or higher; ASSET reading 39 or higher; COMPASS writing 68 or higher; ASSET writing 38 or higher

**Liberal Arts Chemistry**

20-806-200

5 credits

Program: Arts & Sciences associate degree: Chemistry college transfer

Description: This course is designed for non-science majors seeking a one-semester chemistry course to fulfill the college-level lab science requirement. It consists of four hours of lecture, a two-hour laboratory and a one-hour quiz section each week. Emphasis on application of chemical concepts to phenomenon observed in everyday life, technology, and related social issues. Includes discussion of measurement, classifying matter, physical and chemical changes, chemical symbols, writing equations, atomic structure, nuclear changes, periodicity, states of matter, chemical bonding, the mole, solutions, acids and bases, redox reactions, fossil fuels and the history and methodology of chemistry. This course is not acceptable as a replacement for General Chemistry, 20-806-201, or College Chemistry, 20-806-209.

Prerequisites: Recommendation high school algebra with a "C" or better. English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**Lifeguard Training**

20-807-233

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Lifeguard Training teaches current Red Cross lifeguarding principles and techniques, including CPR Pro and First Aid.

Prerequisites: Ability to swim 500 yards continuously, dive to 12 feet and retrieve a ten pound brick, and tread water for two minutes without hands.

**Literature in Translation**

20-802-250

3 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: Each section of Literature in Translation has a subtitle that represents the course content (e.g., Latin American Literature or Modern Francophone Literature). Reading selections and course activities introduce students to important literary works associated with the region or linguistic tradition named in the section's subtitle. Course materials include translated versions of texts originally written in a language other than English. No knowledge of the original language is required for enrollment in the course.

Prerequisites: Written Communication (10-801-195) or English 1 (20-801-201)

**Macro Economics**

20-809-211

3 credits

Program: Arts & Sciences associate degree: Economics college transfer

Description: This course provides an introduction to basic economic principles with applications to current economic problems affecting the overall performance of a nation's economy. The course begins with an analysis of the role of markets and prices in an economy. Topics include the causes and consequences of unemployment, inflation, and economic growth; the role of money and banking in the economy; the role of government taxing and spending policies to correct market failure and stabilize the economy; the implications of budget deficits and the national debt; and the implications of an increasingly global economy. This course is designed to meet the need for college transfer credit.

Prerequisites: COMPASS reading 65 or higher or a B/C or better in Academic Reading 6 AND Pre-algebra 30 or higher; or B/C or better in Basic Algebra (74-854-793), or higher level math courses with a minimum grade of C.

**Making of Modern Europe**

20-803-204

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: Making of Modern Europe introduces the major political, economic, social and cultural trends, which characterize European society from the Renaissance through the French Revolution. The primary focus is an examination of the changes and conflicts that mark the transition from medieval society to Modern European society, and the impact that this transition has for individuals, groups, institutions, and the world view of Europeans in the early modern period.

Prerequisites: English 1, (20-801-201) or College Reading Strategies (10-808-101) with a C or better, or appropriate reading placement scores.

**Marriage and the Family**

20-809-204

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: Assists students in obtaining an understanding of dating, love, mate selection, sexuality, marital adjustment and parenting in American society; gaining personal insight into how to grow and develop as individuals, partners and parents within the institution of the family; and achieving a meaningful and satisfying marriage and family life.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Martial Arts Fundamentals**

20-807-260

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This course will practice footwork, blocks, strikes, kicks and martial art forms. Class will focus on development and improvement of stable mobility, dynamic balance, agility and fluid movement in dynamic postures. Emphasis will be on efficient, articulate and integrated movement fundamental to martial art skill development. Movement and forms will be progressive but also adaptable to a variety of goals and abilities.

Prerequisites: None

**Math for Elementary Teachers**

20-804-210

3 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: This course will challenge students to think mathematically rather than mastering any particular mathematical facts. The focus is more on how you learn rather than on what you learn. This course is an introduction to problem solving and mathematical thinking. The focus of this course is on the process of mathematics rather than specific techniques or content. Students will engage in mathematical problem solving in a variety of contexts and learn a number of ways of approaching new problems which are broadly applicable.

Prerequisites: Intermediate Algebra (20-804-201 or 20-804-20) OR COMPASS: Algebra 66-99 or College Algebra 1-4

**Men: Social And Psychological Perspectives**

20-809-210

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Men: Social and Psychological Perspectives examines and analyzes ways biology, culture and society shape identity and life experiences of the American male. Included in the course are historical views, socialization, manliness, competitiveness and sports, violence and war, work and success, sexuality, health, relations with other men, women and children, and alternatives for men.

Prerequisites: None

**Micro Economics**

20-809-212

3 credits

Program: Arts & Sciences associate degree: Economics college transfer

Description: This course provides an introduction to basic economic principles with applications to current economic problems affecting individuals and businesses. The course begins with an in-depth analysis of the role of markets and prices in an economy, with emphasis on when markets work well and when they fail to yield the best outcome for the society. Topics include how individuals choose to best use their limited resources; the causes and consequences of poverty and the distribution of income and wealth; the behavior of businesses in setting prices and production levels; problems of monopoly power; wage determination in labor markets; and the economics of environmental challenges. This course is designed to meet the need for college transfer credit.

Prerequisites: COMPASS reading 65 or higher or a B/C or better in Academic Reading 6 AND Pre-algebra score of 30 or higher; or B/C or better in Basic Algebra (74-854-793), or higher level math courses with a minimum grade of C.

**Microbiology**

20-806-273

4 credits

Program: Arts & Sciences associate degree: Biology college transfer

Description: Microbiology addresses pathogenic and normal flora microbes (bacteria, fungi, parasites, and viruses), their structure and function, metabolism, nutrition, genetics, growth and their relationship to humans and the environment. This course examines human infectious disease including general diagnosis and treatment, transmission, host defense mechanisms, and processes used to control the growth and spread of infectious agents. This course includes an introduction to standard techniques and procedures used in the microbiology laboratory.

Prerequisites: College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS Reading 80 and higher. Completion of Anatomy and Physiology 1 or General Anatomy and Physiology with a grade of C or better

**Music Appreciation**

20-805-227

3 credits

Program: Arts & Sciences associate degree: Music college transfer

Description: Through an examination of select contemporary musical styles and a survey of the development of Western art music, students will learn how to actively listen to music and identify salient traits. Students will explore musical meaning, musical reception, and musical aesthetics as they apply to different cultures and different time periods. Attendance at two live musical performances outside the classroom is required.

Prerequisites: College Reading Strategies (10-808-101) or English 1 (20-801-201) or Written Communications (10-801-195) or COMPASS score of 75 or higher.

**Music Ensemble**

20-805-204

1 credit

Arts & Sciences associate degree: Music college transfer

Description: Students can earn performance credit by playing in one of the MATC instrumental performance groups: the Madison Municipal Band, the Madison College Community Jazz Band, or the Madison Community Orchestra.

Prerequisites: None.

**Music Theory Fundamentals**

20-805-260

3 credits

Program: Arts & Sciences associate degree: Music college transfer

Description: This course serves as an introduction to Western musical notation and aural skills. Through a systematic study of musical vocabulary, rhythm, melody, and harmony, students will acquire the skills necessary in order to visually recognize, aurally identify, transcribe, analyze and compose music according to standards of Western notation. Students will complete a final composition project exhibiting both notational rules and compositional techniques as learned in this course. This course may also serve as preparation for Theory 1 (20-805-261) and Aural Skills 1 (20-805-267). Open to all students. (This course was formerly known as Basic Music Theory)

Prerequisites: None.

**Native American History - Liberal Arts Transfer**

20-803-214

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: Native American History is a survey course focusing on Native American cultures and histories from early times to the present. Particular attention is placed on the variety of lifestyles of native peoples, their early reactions to Euro-Americans, outstanding native leaders, assimilation efforts and relations with the U.S. government.

Prerequisites: Completion of 20-803-211, American History 1607-1865; or 20-803-212, American History 1865 to Present, is recommended. English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**Native American Literature**

20-801-213

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Native American Literature introduces students to rich, complex and varied literary traditions reflected in the works of contemporary Native American storytellers in fiction, poetry, drama, and film. Issues of language, cultural identity, historical witness, and current social and political experiences are reflected in these genres. The works are discussed in terms of specific cultural and universal themes, and their place in the emerging Native American literary canon.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Newsriting and Reporting**

20-801-245

4 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Newsriting and Reporting is an intensive introductory course in journalism gives a better understanding of the unique role and responsibility of the journalist working in a "free press" democratic society. Covers the problems and techniques of the news reporter and provides practical experience in news gathering, editing, interviewing and copyrighting through lab work and submission to the student newspaper.

Prerequisites: English 1 (20-801-201)

**Oral Interpretation**

20-810-211

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Explores the possibilities offered by the full range of the human voice. Students will be challenged to create theatre in the minds of audience members through interpretation techniques. Concepts covered include selected projects in children's literature, prose, poetry, drama, and reader's theatre.

Prerequisites: None

**Peace, Conflict, & Literature**

20-801-223

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Mary Louise Pratt defines Contact Zones as "social spaces where cultures meet, clash, and grapple with each other, often in contexts of highly asymmetrical relations of power." She goes on to describe the Arts of the Contact Zone as "exercises in storytelling . . . collaborative work . . . ways for people to engage suppressed aspects of history . . . ground rules for communication across lines of difference and hierarchy." This course will introduce students to the arts of the contact zone by introducing them to 1) representations of peace and conflict in literature and film; 2) the theory of and strategies for conflict resolution and peace building. Through reading, writing, observations, presentations, discussion, and field and project work, students in this course will critically explore representations of peace and conflict at the personal, local, civil, and international levels. Students will explore across genres, media, time periods, cultures, and disciplines. Throughout this exploration, students will examine literature and film in order to 1) identify and describe sources of conflict; 2) analyze and explain how conflict is communicated, prevented, and/or resolved; and 3) discover how great writers and thinkers as well as ordinary citizens can work for peace.

Prerequisites: English 1, 20-801-201 or English 2, 20-801-202 or Intro to Literature, 20-801-204 or with instructor's permission.

**Physics of Everyday Life**

20-806-220

3 credits

Program: Arts & Sciences associate degree: Physical & Earth Science college transfer

Description: Have you ever looked at something and said to yourself "I wonder how that works?" If so, this is the course for you. The Physics of Everyday Life will explore basic principles of physics including classical mechanics, fluids, heat, resonance, waves, light and electricity and magnetism through the lens of everyday objects. We will gain insight through studying objects such as bumper cars, roller coasters, light bulbs, musical instruments and microwave ovens.

Prerequisites: Basic Algebra (74-854-793) or Elem Algebra w/Apps (10-804-110 or 10-834-110) with a grade of C or COMPASS algebra 40+

**Political Theory**

20-809-227

3 credits

Program: Arts & Sciences associate degree: Political Science college transfer

Description: This course examines western political theories through the analysis of political concepts, ideas, and ideologies. The goal of this course is to develop students' historical, theoretical, and functional understanding and appreciation of political theory through the use and development of core communication skills and critical thinking abilities.

Prerequisites: None

**Preventive/Care Athletic Injuries**

20-807-255

2 credits

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This course is designed to give an introduction to the care and prevention of athletic injuries, including emergency care, taping techniques and treatment/rehabilitation of injuries. It is also useful for students interested in the fields of athletic training, teaching or coaching.

Prerequisites: None

**Principles Of Geometry**

20-804-200

3 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: This is an introductory college level course that provides a foundation in geometry necessary for the study of analytic geometry, trigonometry, or calculus. The class covers the facts of geometry, cultivates geometric intuition, and fosters the practice of deductive reasoning.

Prerequisites: Elementary Algebra (10-804-110 OR 10-834-110) OR College Mathematics (10-804-107) with a grade of "C" or higher OR COMPASS: Algebra 40-50.

**Quantitative Reasoning**

20-804-211

3 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: This course is intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered may include: construction & interpretation of graphs; descriptive statistics; geometry & spatial visualizations; math of finance; functions and modeling; probability; and logic. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course. Note: this course satisfies Part A of the Quantitative Reasoning requirement for the University of Wisconsin system and is intended for students who do not plan to take any further mathematics.

Prerequisites: Intermediate Algebra (20-804-201 or 20-804-203) OR COMPASS: Algebra 66-99 or College Algebra 1-4

**Race, Class, Gender**

20-809-217

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: This introductory course examines ethnic, racial, religious and cultural origins of Americans. The course focuses on social interactions that contribute to the understanding of different groups in diverse settings.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6, (77-858-752) with a grade of B/C or higher.

**Reason In Communication**

20-809-264

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: This is a logic course with emphasis on practical benefits rather than emphasizing abstract and theoretical learning like the traditional logic course, Logic and Critical Thinking (20-809-261). Like the traditional course, Reason in Communication shares the goals of providing effective methods for distinguishing good from bad reasoning, covering both formal and informal logic. In addition, it applies these abilities to develop practical skills of reading and writing argumentative passages and essays. Both courses help us to assess how well our premises support our conclusions, to see what we are committed to accepting when we take a point of view, to find precise arguments where we might otherwise simply see a set of loosely related statements, to discover assumptions we did not know we were making, to formulate the minimum claims we must establish if we are to prove or support our point of view. This results in more precise habits of thinking, a firm conviction that not all opinions are equally justified and that reasons must be found and expressed in the form of arguments to support a point of view. These skills will improve a student's ability to achieve in philosophy courses and other courses requiring independent thinking and expression.

Prerequisites: None

**Social Dance**

20-807-245

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Social Dance is an introductory class in contemporary ballroom dance styles including the waltz, foxtrot, swing, tango and the cha-cha.

Prerequisites: None

**Social Ethics**

20-809-268

3 credits

Program: Arts & Sciences associate degree: Philosophy college transfer

Description: Investigates American conceptual frameworks used in understanding what makes for a "good society," with emphasis on the dominant individualistic tradition and its "multicultural" competitor. Drawing upon social scientific and philosophical constructs, discussions demonstrate how public issues manifest deeper cultural divisions over "social justice." The development of a theory of justice provides the basis for a normative or ethical understanding of society and its institutions.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Social Movements**

20-809-229

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: The Social Movements course examines social movements from a sociological perspective with an emphasis on the United States. It analyzes what constitutes a social movement using a cross cultural as well as a cross political system approach. This course also analyzes the causes of social movements, underscoring the issues of race, class, gender, religion, ethnicity and multiculturalism in regard to legal, political and social equality. Finally, the course will evaluate prospects for social change.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Social Problems**

20-809-202

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: This course examines the major issues confronting society: economic and political change, nationalism, racial and ethnic relations, sexism, socioeconomic class, crime and justice, health and education, and family life. It discusses causes, effects, possible solutions and future trends. This course requires student participation in reading, writing and discussion.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Social Psychology - Liberal Arts Transfer**

20-809-225

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Social Psychology is the study of the individual in the social setting. Topics include interpersonal attraction, aggression, sex roles, attribution, altruism, obedience, conformity, attitude change and others.

Prerequisites: Intro Psych (20-809-231 or 20-809-203)

**Sociology of Religion**

20-809-275

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: This course introduces students to the sociological study of religion, including understanding the significance of religion for social structures and culture, the interaction of religion and society, and the religious dimension in secular societies.

Prerequisites: COMPASS: Reading 65 or greater OR Academic Reading 5/6 (77-858-752) with a grade of B/C or higher.

**Sociology of the Middle East and North Africa**

20-809-251

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: In this age of globalization and multiculturalism, this course provides the opportunity for the learner to develop the knowledge skills process and understanding of a sociological analysis of the political, cultural, and social history of the Middle East and North Africa (MENA). It will follow a comparative approach in assessing the patterns and processes of social, political, economic, and cultural developments in various Middle Eastern and North African states and societies. The focus will be on several key issues such as ethnic and religious diversity, colonialism, culture and cultural reform, nationalism, overview of the East/West relations, the role of religion and current areas of conflict. As a sociology course, emphasis will be placed upon the interactions between the structures and institutions of the corresponding societies, their people, and those abroad. No prior background of the region will be assumed or expected. However, students enrolled in this class will be expected to follow the news related to the Middle East on a daily basis.

Prerequisites: None

**Spanish 1 - Liberal Arts Transfer**

20-802-211

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: Spanish 1 is for students beginning the study of Spanish. This course emphasizes development of basic communicative skills through practice in listening, speaking, reading and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in Spanish. Study of customs and values provides an increased awareness of the Spanish-speaking cultures. On completion students are able to participate in uncomplicated conversations on everyday topics. Some computer use is required for completing on-line homework assignments.

Prerequisites: None

**Spanish 2 - Liberal Arts Transfer**

20-802-212

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: Spanish 2 emphasizes continued development of more complex communicative skills through practice in listening, speaking, reading and writing. Vocabulary and grammar are studied to enhance students' abilities to speak and write in Spanish. Upon completion, students possess the listening, speaking, reading and writing skills necessary to handle simple, everyday survival tasks in Hispanic cultures. Some computer use is required for completing on-line homework assignments.

Prerequisites: Appropriate score on World Language Placement Test or Spanish 1 (20-802-211) or one semester of college Spanish.

**Spanish 3 - Liberal Arts Transfer**

20-802-213

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: "Spanish 3" is a continuation of Spanish 2 with students learning more advanced reading, writing, and speaking Spanish; this course assumes the students has completed 3 years of high school Spanish or non-credit Spanish 1 and 2.

Prerequisites: Appropriate Score on World Language Placement Test or Spanish 2 (20-802-212) or two semester of college Spanish.

**Spanish 4 - Liberal Arts Transfer**

20-802-214

4 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: This course reviews and expands upon key grammatical structures needed to communicate effectively in Spanish. It focuses on expanding vocabulary, increasing grammatical accuracy and achieving paragraph-length discourse. Using the target language, students read and discuss culturally centered texts, review and broaden grammatical knowledge, complete oral and written exercises, write compositions and make formal class presentations. Some computer use is required for completing on-line homework assignments.

Prerequisites: Appropriate score on World Language Placement test or Spanish 3 (20-802-213) or three semester of college Spanish.

**Spanish 5**

20-802-215

5 credits

Program: Arts & Sciences associate degree: World Languages college transfer

Description: Spanish 5 focuses on developing accuracy in written communication skills. Building on their experience in Spanish 4, students study Spanish grammar at greater breadth and depth than was required in previous courses, with the ultimate objective of improving their ability to write accurately in Spanish. Students read and analyze literary excerpts as the basis for active class discussion, presentation and composition.

Prerequisites: Appropriate score on World Language Placement Test Placement Test Score (475-975) or Spanish 4 (20-802-214)

**Stagecraft 1**

20-810-235

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Stagecraft 1 is an overview of the backstage elements involved in theatrical production. It provides basic knowledge of scenery, lighting, rigging, sound, props, costumes and stage management. Students have the opportunity to mix classroom with practical experience.

Prerequisites: None

**State Local Government**

20-809-222

3 credits

Program: Arts & Sciences associate degree: Political Science college transfer

Description: State and Local Government addresses the functioning of state and local governments and relates them and their activities to the federal government. Behavioral characteristics of state and local governments in the total decision-making process are stressed. Discussion covers the importance and functioning of political parties, special interest groups, elections, legislatures, courts and executives.

Prerequisites: None

**Statistics for Social Sciences**

20-809-230

3 credits

Program: Arts & Sciences associate degree: Sociology college transfer

Description: This course provides the learner with an introductory understanding of statistics for the social sciences and how statistics are applied to the social world. Learners will build skills in analytical and critical thinking through the application of quantitative knowledge to social questions. Discussion will center on problems of data collection, analysis, interpretation, and reporting. Course components will focus on measuring variables, measures of central tendencies, the utility of descriptive statistics, and introduction to inferential statistics and its predictive nature, the differences between samples and populations, and the increased capacity to read and display statistical information. Learners will develop statistical knowledge and skills through the use of software, SPSS, increasing their technological abilities.

Prerequisites: None

**Survey of Oceanography**

20-806-246

3 credits

Program: Arts & Sciences associate degree: Physical & Earth Science college transfer

Description: This course introduces the student to the ocean sciences. The student will investigate the origin of the oceans, ocean chemistry, ocean circulation, waves, tides, sediments and the biology of the ocean. An emphasis will be on the connections between the ocean and the atmosphere, the structure of the ocean basins and life in the oceans. To reinforce the course concepts, the students will interpret current data and maps during class assignments.

Prerequisites: None

**Swimming 1**

20-807-230

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This course introduces basic aquatic skills including front crawl, backstroke, breast stroke, and sidestroke. It also emphasizes the knowledge and skills necessary in treading water, diving and self rescue.

Prerequisites: None

**Swimming 2**

20-807-231

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Participants should have completed Beginning Swimming or be able to swim 50 yards of front crawl, back crawl, breast stroke and sidestroke. The course will include perfection of basic strokes, fitness training, and safety and rescue skills.

Prerequisites: None

**Swimming for Fitness**

20-807-229

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Swimming for Fitness is designed to help the student achieve and maintain a good fitness level and perfect swimming strokes. Prerequisites:

Prerequisites: Swimming 2 (20-807-231) or ability to swim 500 yards continuously and ability to perform front crawl, back crawl and breast stroke in good form.

**The Anthropology of Globalization & Multiculturalism**

20-809-286

3 credits

Program: Arts & Sciences associate degree: Anthropology college transfer

Description: This course explores the ways that our societies, cultures and experiences have been transformed, in both positive and negative ways, by the political, technological and economic changes brought about by the collapse of the old colonial systems and the continuing growth of all pervasive capitalism, consumerism and militarism.

Prerequisites: Reading of 80+, OR Asset Reading of 40+, OR ACT Reading of 18+ OR have transcripts on file showing a college level English course with a grade of C or better.

**Theory & Practice of Argumentation and Debate**

20-810-202

3 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: This course focuses on the theory and practice of argumentation. On the theoretical level, we will seek to conceive the operations of social and personal transformation that can take place during debate. In particular, we will focus on the means by which arguments can turn on established bases of authority. These sites of commonplace meaning will not only be approached as potential supports for claims, but also as sites in which uncertainty can be created. On the practical level, we will interpret, analyze, and counter present-day arguments. We will also construct arguments of our own and test them in live debates. Finally, we will consider the ways in which the contemporary U.S. government and mass media are actually structured, with an eye to developing pragmatic strategies for effective advocacy.

Prerequisites: English 1 (20-801-201) or English 1B (20-801-206) or Written Communications (10-801-195) or Written Communications 1B (10-801-149)

**Trigonometry**

20-804-213

3 credits

Program: Arts & Sciences associate degree: Math college transfer

Description: Trigonometry includes study of the six trigonometric functions and their inverse functions; solve right and oblique triangles; know and apply basic identities and simplify trigonometric expressions using identities; solve trigonometric equations; graphing trigonometric functions; understand and apply De Moivre's theorem and the nth-root theorem; understand and use complex numbers and polar coordinates; solve application problems that rely on trigonometry.

Prerequisites: College Algebra (20-804-212) with a grade of C or better or appropriate placement score.

**U.S. Latino Literature**

20-801-222

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This course explores U.S. Latino texts, including poetry, fiction, drama, and autobiography by Mexican-American, Puerto-Rican American, Cuban-American and Dominican-American writers. Writers from other Latino groups may also be included. Class discussion examines the rich and varied literary traditions of Latino communities in the United States. Students analyze issues of theme, genre, language, cultural identity and social and political experiences, as reflected in the texts chosen for the course. Classes are conducted in English. All required texts were originally written in English or are offered in English translation.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Vietnam/American-1945-Present**

20-803-229

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: This course will survey the intersection of Vietnamese and American history from 1945 to the present. It will examine the roots of our involvement in Southeast Asia after World War II through the defeat of the French in the 1950's. It will explore the principal causes and effects of the expanded war in the 1960's both in Vietnam and in the United States-upon Americans and upon Vietnamese. It will conclude with a section discussing the legacy of the war exploring continuing issues like U.S./Vietnamese relations, Southeast Asian refugees in the U.S. and the effect of the war on veterans.

Prerequisites: English 1 (20-801-201) or College Reading Strategies (10-808-101) with a C or better, or appropriate reading placement scores.

**Volleyball 1**

20-807-223

1 credit

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: This is an introductory course in power volleyball. It includes skills basic to the power game as well as rules and strategy for the beginner player. Fitness activities specific to volleyball will be included.

Prerequisites: None

**Weather And Climate**

20-806-245

3 credits

Program: Arts & Sciences associate degree: Physical & Earth Science college transfer

Description: This course discusses nature and variability of temperature, precipitation, clouds and wind. Topics include storm systems, fronts, thunderstorms, tornadoes, hurricanes and their predictions, climate, climactic change, seasonal changes, air composition, global winds and special problems related to meteorology.

Prerequisites: None

**Wellness Today**

20-807-266

2 credits

Program: Arts & Sciences associate degree: Physical Education college transfer

Description: Wellness Today is a contemporary approach to the total wellness concept. It covers fitness and exercise, nutrition and stress management, culminating with personal planning toward lifetime wellness

Prerequisites: None

**Western World Literature 2**

20-801-220

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This is a study in the outstanding literary masterpieces of Western literature from the Neoclassic period to modern times. The first semester is not prerequisite of the second.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Western World Literature 1**

20-801-219

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: This course studies Egyptian and Sumerian myths and legends, and the outstanding literary masterpieces of Western literature, from the Old Testament and Homer to the end of the Renaissance (16th century).

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Women In History**

20-803230

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: Women in History introduces students to women's history, specifically the various roles played by and assigned to women in western societies and focusing on the question of how and why women's lives have changed during the past thirty centuries. Students will examine women's experiences and their images in the past by analyzing the lives of selected notable women as well as broad categories of women, e.g. prostitutes, peasant wives, noblewomen, feminists. The traditional historical periods covered include the Ancient (Greece and Rome), the Medieval (Europe) and the Modern (Europe and the U.S. since 1500).

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**Women In Literature**

20-801-250

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: Women in Literature examines women as both subjects and writers of literature. Students read works from a number of genres and eras, studying ways female writers have contributed to, challenged and enlarged the literary tradition. Introduces readers to literary works by and about women and teaches analytical skills, especially feminist literary criticisms. The works are selected to represent varied perspectives in race, class and sexual preference.

Prerequisites: English 1 (20-801-201) or English 2 (20-801-202) or Intro to Literature (20-801-204)

**Women In Society: Social Institutions and Social Change**

20-809-206

3 credits

Program: Arts & Sciences associate degree: Psychology college transfer

Description: Women's status and roles in contemporary U.S. society are investigated by analyzing various disciplines and institutions such as the family, law, medicine, psychology, education, religion and the media as they impact upon the socialization process and the classification of people by gender.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**World In 20th Century**

20-803-225

3 credits

Program: Arts & Sciences associate degree: History college transfer

Description: This course focuses on the emergence of a global society in the twentieth century through a chronological examination of the events and trends, which created a more closely connected world, resulting in a "global society" by the end of the century. The course approaches the history of this century through emphasis on themes of particular significance to the creation of global society. Themes include globalization, the growth of mass culture, technology, ideology/religion, and the varied responses of different cultures to the ideas and events of the century.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-101) OR minimum COMPASS: Reading 80

**World Indigenous Literatures**

20-801-207

3 credits

Program: Arts & Sciences associate degree: English/Communication college transfer

Description: World Indigenous Literatures studies indigenous issues in an international context by comparing literature and film produced by Native American and other indigenous writers and filmmakers in the U.S., Canada, New Zealand, Australia, and the Indigenous Pacific. The selection of authors represents indigenous people who have remained in their homelands as minority nations within First World countries.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195)

**World Issues Journalism**

20-801-252

4 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: Students of the course will engage in news reporting assignments that relate to world issues, such as water, energy, and war. Students will write investigative and interpretive news stories; they will also write news summaries and produce video logs (vlogs), and multimedia presentations. The students' final products will be showcased in an online magazine. In addition to the reporting assignments, students will also study free press issues worldwide, and the journalism practices and traditions that emerge from different parts of the world.

Prerequisites: English 1 (20-801-201) or Written Communications (10-801-195)

**World Musics**

20-805-207

3 credits

Program: Arts & Sciences associate degree: Music college transfer

Description: This course is designed to give students a broad overview of various musics from around the world. Over the course of the semester, students will learn how various societies view, perform, use, and disseminate music and gain respect for these musics through deeper understanding of their materials, processes, and values within their respective cultures. Our goal is to develop acute listening skills in order to identify the geographic origin of musical examples and associate appropriate cultural values with them. As a class, students will explore music from Sub-Saharan Africa, Indigenous American cultures, Latin America, South Asia, East Asia, Southeast Asia, and others. In addition, students will choose an additional music-culture to research individually.

Prerequisites: English 1 (20-801-201) or Written Communication (10-801-195) or College Reading Strategies (10-808-10)1 OR minimum COMPASS: Reading 80

**Writing for New Media - Liberal Arts Transfer**

20-801-262

4 credits

Program: Arts & Sciences associate degree: Speech & Performing Arts college transfer

Description: This course examines the rhetorical and publishing strategies used for innovative new media formats, in particular social media platforms. Students will look at the differences between linear and interactive writing, interactive publishing, and the role of the interactive writer. An emphasis is placed on the skills needed for quality storytelling via social media communication. Students will also learn how social media platforms can be used as researching tools (i.e. crowd sourcing), and they will implement social media research campaigns. Throughout the course, the students' writing and research work will be showcased as text, video, and audio stories published on their own Web/blog sites.

Prerequisites: English 1 (20-801-201) or Written Communications (10-801-195)



## I. INSTRUCTIONS

### Student / Parent

1. Complete all blocks of Section II (use a separate form for each semester); include and indicate any courses that are alternates in case first choice(s) is/are not approved or not available.
2. Review the following *Youth Options Conditions and Assurances*:  
When signing the PI-8700-A, the student (and/or parent, if student is under age 18 or has a legal guardian) assures understanding of and/or compliance with the following conditions:
  - a. Student shall comply with admission criteria for college course(s) taken under the Youth Options Program.
  - b. Student will have completed 10<sup>th</sup> grade and will be in 11<sup>th</sup> or 12<sup>th</sup> grade while in program.
  - c. Participation is not allowable in an Institute of Higher Education if student is currently attending a technical college under this program or under the compulsory school attendance program.
  - d. For enrollment in a technical college, student is in good academic standing and is not a child at risk, as defined in s. 118.153(1)(a), Wis. Stats.
  - e. Participation may be denied by a technical college if the pupil has a record of disciplinary problems.
  - f. Student/parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section IV, sign and date (if student is under 18, parent/guardian must also sign and date).
4. Submit no later than **March 1** for fall semester courses and October 1 for spring semester courses to school board of district in which student is enrolled via the district Youth Options Coordinator.
5. Upon receipt of approved form from district, submit to college in which seeking admission.
6. Upon receipt of completed form from college, submit a copy to the school board.
7. Register for approved classes at the college.

### School District

1. Review form and necessary supporting documents to verify student eligibility under PI 40.04 and determine comparability and that requested course(s) meet requirements under PI 40.07.
2. Take formal action on course request.
3. Complete Section III indicating if district offers a comparable course, if the requested course is approved for high school credit, and the number of high school credits to be granted.
4. Complete Section V including signature.
5. Retain copy of form and return original to student by **May 15** for fall semester requests or **November 15** for spring semester requests.

### College

1. Review form and necessary supporting documents to verify student is eligible to enroll in the requested courses and that those courses are nonsectarian.
2. Complete Section VI including signature.
3. Send a copy of the form to the school district.
4. Retain copy of form and return original to student.

**II. STUDENT INFORMATION**

Student Name <i>First, Middle, Last</i>	Student's <i>Mo./Day/Yr.</i>	Birthdate	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Parent/Guardian Name <i>First, Last</i>			

Address *Street, City, State, Zip*

Student Phone <i>Area/No.</i>	Student Email
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Parent/Guardian Phone <i>Area/No.</i>	Parent/Guardian Email
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High School You Attend	School District
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College to Which You Are Applying for Youth Options	Current Grade <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Previously Earned YO Credits
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Semester for which applying:     Spring     Fall

**III. BOARD ACTION**

Check if Alternate	College Course Name	College Course Number	No. of College Credits	Comparable course offered?		Approved for HS credit	No. of HS Credits
				Yes	No		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**IV. STUDENT & PARENT / GUARDIAN SIGNATURES**

**STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT**, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in number 2 under "Student/Parent Instructions"
- I authorize the high school and college to share course and grade information

Student Signature <b>Required</b>  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**PARENT/GUARDIAN SIGNATURE—Required if student is under 18.**

- I and my child understand and will comply with the assurances and conditions outlined in number 2 under "Student/Parent Instructions"
- I authorize the high school and college to share course and grade information

Parent/Guardian Signature  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**V. SCHOOL BOARD APPROVAL**

Named student is approved to enroll for courses marked "Approved" in Section III:

Yes  No. If no, reason for denial:

Check if student has a record of disciplinary problems *Applies only to Youth Options applications for technical colleges.*

Name of School Board Approval Authority

Phone Area/No.

School Board Approval Authority Signature

Date Signed Mo./Day/Yr.



**VI. COLLEGE APPROVAL**

Name of Course(s) Student Registered to Attend	Course Code(s)/Number(s)	No. of College Credits

Eligible to enroll

**I CERTIFY** that the above named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The college agrees to provide the school district with grade and attendance information upon request.

Not eligible to enroll

**I CERTIFY** that the above named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Name of College Representative

Phone Area/No.

Email

College Representative Signature

Date Signed Mo./Day/Yr.



**VII. APPEALS**

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.