

# Educational Opportunities



## PROGRAMS OF STUDY FOR COLLEGE CREDIT DEGREES AND CERTIFICATES

At press time, degree and certificate information was current. For updates, consult the College website: [www.cod.edu](http://www.cod.edu).

### DEGREES

Nine degrees are granted by College of DuPage:

1. The Associate in Arts degree represents the first two years of study for students who plan to pursue a Bachelor of Arts degree.
2. The Associate in Science degree represents the first two years of study for students who plan to pursue a Bachelor of Science degree.
3. The Associate in Engineering Science degree is intended for students who wish to prepare for transfer to a baccalaureate-granting school in the field of engineering.
4. The Associate in Applied Science degree represents the completion of study in a career and technical education program. Students earning this degree may seek employment following graduation or transfer to a baccalaureate-granting college or university that has articulation agreements with College of DuPage for these programs of study.
5. The Associate in General Studies degree is designed for students who desire to arrange a program of courses to meet their personal interests.
6. The Associate in Fine Arts degree in Art is intended for students who wish to prepare for transfer to a baccalaureate-granting school with a Bachelor in Fine Arts program.
7. The Associate in Fine Arts degree in Music is intended for students who wish to prepare for transfer to a baccalaureate-granting school with a Bachelor in Music program.
8. The Associate in Arts in Teaching Secondary Mathematics is intended for students who wish to prepare for transfer to a baccalaureate-granting school to complete all requirements for a bachelor's degree and teacher certification at the secondary level for mathematics.
9. The Associate in Arts in Teaching Early Childhood Education is intended for students who wish to prepare for transfer to a baccalaureate-granting school to complete all requirements for a bachelor's degree and the Type-04 Teacher Certification for Early Childhood Education.

Degrees are awarded at the close of each semester. However, when a student completes all requirements for a degree, the completion date is recorded on the student's permanent academic record. The requirements for each degree are recommended by the faculty and approved by the president of the College.

### GRADUATION REQUIREMENTS FOR ALL ASSOCIATE DEGREES

Students are subject to the degree requirements that are in effect during the academic year in which they originally enroll, as well as subsequent applicable changes. Some state certification programs may require students to be subject to the most current requirements. It is the responsibility of the student to verify the appropriate degree requirements with a counselor or advisor and the Office of Student Records. Current degree information is also available on the official College of DuPage website, [www.cod.edu/programs/degree\\_programs.aspx](http://www.cod.edu/programs/degree_programs.aspx).

Each candidate for a degree shall:

1. Complete at least 64 credits in courses numbered 1000 or above (or equivalent) as specified for each degree.
2. Possess a minimum 2.00 ("C") average in both College of DuPage coursework and the combined grade point average of all College of DuPage courses numbered 1000 and above and all courses accepted for transfer from other institutions.
3. Complete a minimum of 20 applicable credits toward a degree at College of DuPage.
4. File an Application for Degree or Certificate completion no sooner than one semester before the anticipated completion date. Run a degree audit online to check the progress towards a degree.
5. Satisfy all financial obligations and other specific requirements.
6. Be in good academic standing at the time final credits for the degree are earned.

Note: Students are subject to degree requirements as stated in the College of DuPage Catalog current at the time of original enrollment, as well as subsequent applicable changes, unless enrollment has been broken for more than three consecutive semesters, including summer semester. When enrollment has been broken for more than three consecutive semesters, the student is subject to degree requirements stated in the College of DuPage Catalog current at the time of re-enrollment.

The College reserves the right to award a degree or certificate to eligible students who have completed all requirements, regardless of application.

### CERTIFICATE REQUIREMENTS

Each candidate for a certificate shall:

1. Satisfactorily complete all course requirements for the specific certificate.
2. Possess a minimum of 2.00 ("C") average in both College of DuPage coursework and the combined grade point average of all College of DuPage courses numbered 1000 and above and all courses accepted for transfer from other institutions.
3. Complete a minimum of one-half the applicable credits at College of DuPage.
4. File an Application for Degree or Certificate no sooner than one semester before the anticipated completion date. Run a degree audit online to check the progress towards a certificate.
5. Satisfy all financial obligations and other specific requirements.
6. Be in good academic standing at the time final credit for the certificate is earned.

Note: Students are subject to certificate requirements as stated in the College of DuPage Catalog current at the time of original enrollment, as well as subsequent applicable changes, unless enrollment has been broken for more than three consecutive semesters, including summer semester. When enrollment has been broken for more than three consecutive semesters, the student is subject to certificate requirements stated in the College of DuPage Catalog current at the time of re-enrollment.

## GENERAL EDUCATION

General Education refers to a broad body of knowledge and skills common to all educated people, regardless of their profession. A strong general education curriculum includes courses in the arts; the humanities which include literature, history, philosophy and foreign languages; mathematics, natural sciences and the social sciences. In 2009, College of DuPage faculty ratified the following General Education Student Learning Outcomes for students enrolled in all associate degree programs.

## GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Each of these eight outcomes can be described by a corresponding list of measurable skills. The outcomes should be considered satisfied when each measurable skill has been demonstrated.

### *Critical Thinking*

- Identify and challenge assumptions, including one's own
- Develop and present solutions to problems or issues
- Evaluate practical and ethical implications
- Provide a researched, logically structured argument
- Apply scholarly methodology

### *Information Literacy*

- Explain the need for information
- Develop a plan for finding the needed information
- Locate information effectively and efficiently
- Evaluate information and its sources critically
- Use information effectively, ethically and legally to accomplish a specific purpose

### *Knowledge Integration*

- Evaluate contemporary social issues in scientific, historical, ethical or aesthetic terms
- Make connections between subject areas
- Critically evaluate opinions
- Use interdisciplinary thinking in everyday life

### *Effective Communication*

- Analyze the context of a speaker's or writer's message or argument
- Analyze the language of a text as well as visual and non-verbal elements of a presentation
- Critically evaluate and discuss ideas in speeches and texts
- Formulate coherent, well-supported arguments in speech or writing using appropriate oral and written conventions
- Use language and rhetoric appropriate to the setting, purpose and audience

### *Mathematical Reasoning*

- Discover the validity or invalidity of mathematical arguments
- Employ appropriate strategies to model and find solutions to problems
- Interpret mathematical models and identify their limitations
- Use appropriate terminology to represent and communicate mathematical information

### *Scientific Reasoning*

- Use generally accepted scientific means such as lab or field methods to collect data or conduct controlled experiments
- Use generally accepted scientific procedures and tools to analyze data

- Make inferences by synthesizing analytical results with fundamental concepts and theoretical perspectives or integrate existing knowledge based on scientific evidence
- Use appropriate terminology to clearly communicate solutions to problems

### *Cultural Comprehension*

- Demonstrate an understanding of events, values and ideas rooted in human experience
- Critically analyze issues from a cultural, historical, artistic or philosophical context
- Make informed judgments of works of art

### *Social Awareness*

- Apply historical, ethical and scientific reasoning to social concerns
- Recognize social responsibilities, ethics and individual rights of others in a global society
- Identify causes and variations of social diversity

To meet these aims of general education, some flexibility exists for each student to select courses. The requirements for each associate's degree determine specific choices in each category. General Education requirements for the Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Fine Arts, and Associate in Arts in Teaching degrees are in compliance with the Illinois Articulation Initiative standards.

## CURRICULUM DISTRIBUTION CATEGORIES FOR GENERAL EDUCATION REQUIREMENTS

### **Communication**

Communication includes studies in English and Speech. These disciplines provide an educational framework within which students may develop their abilities to think independently and to express themselves clearly, effectively and creatively. Instructors focus on the skills of communication and the contexts in which human expression occurs. Educational opportunities are provided that:

- develop, through practice, the student's abilities in observing, listening, reading, speaking and writing effectively.
- develop the student's skills in obtaining, interpreting and evaluating information and ideas.
- encourage the student's creative expression.
- enhance the student's awareness of and respect for personal, social and cultural diversity.
- allow for the student's exploration of various methods and technologies in communication.

### **Humanities and Fine Arts**

Humanities and Fine Arts include subject areas that address the meaning of being human. They provide the student with a basis for value judgment and a context for thoughtful action. The study of the humanities frees the student to think beyond personal and cultural limitations, to relate present experiences to human traditions and to consider and choose constructive action in the present and for the future.

Courses in Humanities and Fine Arts are designed to:

- develop the student's skills in study, analysis, synthesis and evaluation.
- provide the student the opportunity to develop original ideas and to create works of art.

- develop the student's understanding of history, philosophy, and the fine and performing arts.
- develop the student's awareness of the nature of being human, social issues and spiritual aspirations.
- develop the student's insight into various cultures through the study of the arts, literature, history and foreign languages.
- develop, through study and participation, the student's insight and abilities in the visual and performing arts.
- provide the framework for an understanding of cultural, political and intellectual heritage.

The subject areas include Foreign Languages (Arabic, Chinese, French, German, Spanish, etc.), certain English and History courses, Humanities, Philosophy, Religious Studies, Art, Theater and Music.

### **Social and Behavioral Sciences**

Social and Behavioral Sciences courses provide students with a broad perspective on human behavior, our cultural heritage, our relationships with others, our social institutions and the environment. The subject areas include Anthropology, Economics, Geography, History, Political Science, Psychology, Social Science and Sociology.

### **Physical and Life Sciences**

Physics, Chemistry and Earth Science deal with natural laws and theories and their application to human needs. Universal phenomena are studied and analyzed. The Life Sciences (Biology, Botany, Anatomy & Physiology, Microbiology and Zoology) examine the components of the living world and their interactions with the physical and chemical world.

### **Mathematics**

Mathematics provides the tools and skills to organize our thoughts and apply problem-solving techniques. The study of mathematics helps students understand the quantitative relationships found in business, technology and the physical, natural and social sciences.

### **Human Relations**

The Human Relations category has been designed in accordance with the requirements of Illinois Public Act 87-581 to include coursework on improving human relations with an emphasis on issues of race, ethnicity, gender and other concerns related to improving human relations. Courses also may focus on non-Western and American diversity.

### **Global/Multicultural Studies**

The College of DuPage faculty has made an educational commitment to international/intercultural studies. The purpose of this category is to enhance student capacity to:

- conceptualize and understand the complexity of an international system (economics, government, politics, etc.)
- understand world cultures and international events.
- appreciate the diversity as well as commonality of human values, beliefs and behaviors.
- understand and apply the principles of intercultural communication.
- broaden student perspective by exposure to a culture different from the student's own.

### **Contemporary Life Skills**

Courses in this category are intended to help students use creative expression, problem solving, interpersonal communication, health and body, computers/ technology, and personal development to function in a changing, technological and complex society.

### **General Education Categories**

For the Associate in Applied Science and Associate in General Studies degrees, general education and elective courses are organized under the following categories of general education. Electives for the A.A.S. degree vary, depending on the program of study. Check with a counselor or advisor for a list of electives.

Any course, 1000 level or higher, can be taken as an elective for the A.G.S. degree.

### **Communication**

English 1101, 1102, 1105  
Speech 1100, 1120, 1150

### **Physical/Life Sciences\* Anatomy and Physiology Biology**

Botany Chemistry Earth Science Microbiology Physics Zoology

\* Course selection must include at least one course with a laboratory component.

### **Mathematics**

Select mathematics course(s) consistent with specific and general degree requirements. Includes Psychology 2280 and Sociology 2205.

### **Humanities/Fine Arts**

Arabic Art Chinese  
English (except 1080, 1101, 1102, 1105, 1110, 1115 and 2100)  
French German  
History (except 1130, 1140, 2210, 2215 and 2260) Humanities  
Italian Japanese Korean Music Philosophy  
Religious Studies Russian  
Spanish  
Speech 1110, 2210 Theater

### **Social and Behavioral Sciences**

Anthropology Economics (except 1110)  
Education 1100, 1101 Geography  
History 1130, 1140, 2210, 2215, 2260  
Political Science  
Psychology (except 1140 and 2280) Social Science  
Sociology (except 2205 and 2290)

### **Human Relations**

Anthropology 1000\*, 1100\*, 1105\*, 1130\* (T) Art 1100\*  
Education 1101, 1105, 1110 (T)

English 1160\*, 1161\*, 1165\* (T) Geography 1130\* (T)  
History 2200, 2237, 2242, 2267 (T)  
Human Services 1113 (C), 1121 (T) Humanities 1110\* (T)  
Management 2220 (C)  
Office Technology Information 2600 (C) Philosophy 1110\*, 1112, 1114, 2010\*, 2011\* (T) Political Science 2230  
Psychology 1150, 2235\*, 2240\* (T) Sociology 1100\*, 1120, 2215\*, 2225, 2290 (T)  
Spanish 1100, 1110 (T)  
Speech 1120 (T), 2200 (T)

(C) Career/Technical Education credit  
(T) General Elective credit

## Global/Multicultural Studies

This list of courses is subject to change at the beginning of each fall semester. Check with the Counseling and Advising Center for an updated Educational Plan at [www.cod.edu/counseling/student\\_planning.aspx](http://www.cod.edu/counseling/student_planning.aspx).

Anthropology 1000\*, 1100\*, 1105\*, 1110\*, 1130\*, 1400\* (T)  
Arabic 1101, 1102 (T)  
Art 1100\*, 2214\* (T)  
Business 2255 (T)  
Chinese 1100, 1101, 1102, 2201, 2202\* (T)  
Economics 2220 (T)  
English 1160\*, 1161\*, 2221\*, 2226\*, 2227\*, 2262\* (T) French 1100, 1101, 1102, 2201, 2202\*, 2251\*, 2252\* (T) Geography 1100\*, 1105\*, 1120\*, 2205, 2235 (T) German 1100, 1101, 1102, 2201, 2202\*, 2251\*, 2252\* (T)  
History 2205\*, 2210\*, 2215\*, 2200, 2220\*, 2225\*, 2230\*, 2235\*, 2237, 2240, 2242, 2267 (T)  
Human Services 1121 (C) Humanities 1105\* (T) Interior Design 1153 (C)  
Italian 1100, 1101, 1102, 2201, 2202\*, 2251\*, 2252\* (T)  
Japanese 1100, 1101, 1102, 2201, 2202\*, 2251\*, 2252\* (T)  
Mass Communication 1120 (T) Korean 1101, 1102, 2201, 2202\* (T)  
Music 1104\*, 1115\* (T) Philosophy 1110\*, 1116\*, 1150\* (T)  
Political Science 2203\*, 2220\*, 2221 (T) Religious Studies 1100\*, 1150\*, 1155\*, 2160\* (T) Russian 1101, 1102, 2201, 2202\* (T)  
Social Science 1110 (T) Sociology 2210\*, 2220\* (T)  
Spanish 1100, 1101, 1102, 1110, 2201, 2202\*, 2251\*, 2252\* (T)  
Speech 2200 (T)

(C) Career/Technical Education credit

(T) General Elective credit

\* Conforms to Illinois Articulation Initiative general education standards.

## Contemporary Life Skills

This list of courses is subject to change at the beginning of each fall semester. Check with the Counseling and Advising Center for an updated Educational Plan at [www.cod.edu/counseling/student\\_planning.aspx](http://www.cod.edu/counseling/student_planning.aspx).

Accounting 1110 (C), 2140 (T)  
Architecture 1100 (C), 1121 (C)  
Art 1101 (T), 1105 (T), 1140 (T), 1151 (T)

Automotive Service Technology 1040 (C), 1110 (C)  
Business 1100 (T)  
Computer and Internetworking Technologies 1100 (C), 1121 (C) Computer Information Systems 1110 (C), 1120 (C), 1130 (C), 1150 (C), 1400 (C)  
Criminal Justice 1100 (T) Culinary Arts 1110 (C)  
Early Childhood Education and Care 1110 (C)  
Economics 1110 (T)  
Education 1100 (T), 1105 (T), 1110 (T), 1115 (T), 2201 (T)  
Electro-Mechanical Technology 1101 (C), 1120 (C), 1130 (C), 1300 (C)  
English 2250 (T), 2251 (T), 2252 (T), 2253 (T), 2261 (T)  
Fashion Studies 1201 (C) Fire Science 1150 (C) Fashion Design 1201 (C) Graphic Design 1102 (C)  
Health Sciences 1110 (C), 1150 (C)  
Heating, Ventilation, Air Conditioning and Refrigeration 1110 (C) Horticulture 1100 (C)  
Hospitality and Tourism 1102 (C)  
Human Services 1113 (C), 1115 (C), 1125 (C)  
Interior Design 1151 (C), 1153 (C) Library Technology 1101 (C)

Manufacturing Technology 1180 (C), 2280 (C)  
Mass Communication 1100 (T), 1105 (T), 1110 (T)  
Mathematics 1100 (T), 1220 (T)  
Motion Picture/Television 1011 (C), 1020 (C), 1220 (C)  
Office Technology Information 1100 (C), 1200 (C), 1210 (C)  
Photography 1100 (C)  
Physical Education 1101 to 1932, except 1800, 1820 and 1840 (T), 2244 (T), 2251 (T), 2254 (T)  
Psychology 1140 (T), 1150 (T)  
Sociology 1205 (T), 2200 (T), 2290 (T)  
Speech 1110 (T), 1120 (T), 1160 (T), 2210 (T)  
Theater 1105 (T), 1111 (T), 2230 (T)  
Any discipline's internship courses

(C) Career/Technical Education credit

(T) General Elective credit

## ELECTIVES

### Associate in Arts and Associate in Science Degrees

In addition to the courses specified as part of the General Education Core Curriculum, students may select electives from the following areas. Students can earn a maximum of 10 credits in career and technical areas for elective credit. Students are strongly advised to consult with a counselor or advisor and/or a transfer institution in selecting elective courses.

Accounting 2140, 2150, 2205, 2206, 2241, 2242, 2251, 2870\*  
Anatomy and Physiology  
Anthropology  
Architecture 1100\*  
Art  
Biology (except 2871)  
Botany  
Business (1100, 1800, 1840, 2210, 2255, 2800, 2870, 2871)  
Business Law (1840, 2205, 2211, 2212)  
Chemistry  
Criminal Justice 1100, 1151, 1152, 1210, 2030, 2150, 2231, 2240  
Culinary Arts 1110\*  
Dance  
Early Childhood Education and Care 1101, 2870\*  
Earth Science  
Economics  
Education  
Engineering  
Economics  
Education  
Engineering  
English (except 2863)  
Fashion 1116, 1151, 1183, 1201, 1202, 1205, 1800, 2200, 2261, 2262\*  
Foreign Language: Arabic, Chinese (except 1800), French, German, Italian, Japanese, Korean, Russian, Spanish  
Geography  
History (except 2270)  
Horticulture 1101, 1110, 1800\*  
Human Services 1121\*  
Humanities  
Interior Design 2870\*  
Mass Communication  
Mathematics (except 1100, 1102, 1104, 1115, 1116)  
Microbiology  
Motion Picture/Television 1111, 2022\*  
Music  
Philosophy

Photography 1105\*  
 Physical Education (except 2863)  
 Physics (except 1800, 1953, 1963, 2800)  
 Political Science  
 Psychology  
 Religious Studies  
 Social Science  
 Sociology  
 Speech (except 1140)  
 Theater  
 Zoology

\* All other courses in this subject are assigned to the career and technical education category.

## REMINDERS

1. When a student breaks enrollment for more than three consecutive semesters, including summer semester, the student is subject to the degree requirements as stated in the College of DuPage Catalog that is current at the time of re-entry, subject to changes.
2. Courses numbered below 1000 represent courses not usually found in the curriculum of a baccalaureate degree-granting institution and, therefore, may not transfer. They do not apply to any College of DuPage degree or certificate.
3. Students are responsible for proper class registration each semester. Selecting courses relevant to future goals and degree requirements is the responsibility of the student.
4. Students should contact a counselor or advisor for advice regarding degree requirements, transfer requirements and achievement of educational goals.
5. All students intending to transfer are encouraged to plan their programs of study according to the requirements of the transfer institution.
6. Degree and major requirements at baccalaureate degree-granting institutions may require more than two academic years of study after completion of an associate's degree at College of DuPage.
7. Some College of DuPage courses have been designed for two-year programs of study. Although they are considered college level, they may not meet the objectives of a bachelor's degree program and, therefore, may not be transferable.

## ELIGIBILITY FOR AWARDING OF A SECOND DEGREE

A student meeting specific qualifications may earn two or more different degrees from College of DuPage. Credits earned for degrees already completed may apply toward subsequent degrees. However, a minimum of 10 additional credits must be earned at College of DuPage for each degree sought after the first degree is awarded.

## CAREER CLUSTERS AT COLLEGE OF DUPAGE

College of DuPage participates in the national initiative of Career Clusters, intended to help states and educational institutions organize their programs and career exploration activities around theme/skill/knowledge-based continuity concerns. This allows students to explore like-kind occupational/vocational and career possibilities with a focus on opportunities. The 16-Cluster format used by the U.S. Department of Education encompasses all 970-plus occupations.

Using the Career Clusters, College of DuPage offers direction to students who may not yet know what they want to do but have an idea of their academic strengths and interests. It allows students, prospective and current, along with the community at-large to see the similarity between different fields. It also focuses on promoting the seamless transition of coursework between areas of studies and progression from high school to College of DuPage and through College of DuPage to a college or university.

### Agriculture, Food and Natural Resources

Horticulture  
 Sustainable Landscapes  
 Hospitality Management Pre-Veterinary  
 Architecture and Construction Architecture  
 Construction Management  
 Heating, Air Conditioning and Refrigeration

### Arts, Audio/Video Technology and Communication

Art  
 Fashion Merchandising and Design  
 Graphic Design  
 Interior Design Sustainable Interiors  
 Motion Picture/Television  
 Music  
 Photography  
 Theater  
 English  
 Mass Communication  
 Technical Communication  
 Speech Communication

### Business Management and Administration

Business  
 Facility Management  
 Management  
 Office Technology Information  
 Administrative Assistant Event Planner

### Education and Training

Humanities  
 Library and Information Technology

### Physical Education Fitness Instructor

Sports Performance Training Teacher Preparation  
 Teaching Online Utilizing Technology Mathematics  
 Teaching-Secondary Mathematics  
 Early Childhood Education and Care  
 Assistant Teacher

### Finance

Accounting

### Government and Public Administration

Political Science

### Health Science

Health Sciences  
 Basic Nursing Assistant (BNA)  
 Medical Assistant  
 Non-Invasive EKG  
 Pharmacy Technician Phlebotomy/EKG  
 Health Information Technology  
 Physician Office Coding and Billing  
 Long-Term Care Administration Practical Nursing (PN)  
 Nursing  
 (ADN)

(Pre-BSN)  
 Physical Therapist Assistant Pre-Physical Therapy  
 Diagnostic Medical Imaging Nuclear Medicine Diagnostic  
 Medical Imaging Sonography  
 Vascular Sonography  
 Diagnostic Medical Imaging Radiography Mammography  
 Computed Tomography Respiratory Care  
 Surgical Technology  
 Central Processing Distribution Technician Speech  
 Language Pathology Assistant  
 Pre-Medicine  
 Pre-Pharmacy  
 Dental Hygiene  
 Pre-Dentistry

### **Hospitality and Tourism**

Culinary Arts  
 Hospitality Management  
 Wine Appreciation and Knowledge  
 Resort Management  
 Travel, Tourism and Event Planning

### **Human Services**

Cosmetology  
 Early Childhood Education and Care  
 Human Services  
 Corrections Counseling  
 Residential Child Care  
 Veterans Counseling  
 Developmental Disabilities  
 Psychology  
 Religious Studies  
 Social Sciences  
 Sociology

### **Information Technology**

Computer Information Systems  
 Computer and Internetworking Technologies

### **Law, Public Safety, Corrections and Services**

Criminal Justice  
 Homeland Security  
 Forensic Criminal Investigations  
 Private Security  
 Fire Science  
 Emergency Medical Technician  
 Paramedic  
 Emergency Management  
 Paralegal Studies

### **Manufacturing**

Manufacturing Technology  
 Manufacturing Skills Standards  
 Integrated Engineering Technology  
 Welding

### **Marketing, Sales and Service**

Fashion Merchandising and Design  
 Marketing  
 Fashion Apparel Production

### **Science, Technology, Engineering and Mathematics**

Electro-Mechanical Technology  
 Advanced Multi-Skilled Technician Certificate  
 Electronics Technology  
 Biomedical Engineering Technology Renewable Energy

Electricity and Electronics Technology Digital  
 Logic Device Programming Integrated  
 Engineering Technology Engineering  
 Mathematics Biotechnology  
 Anthropology  
 Business Anthropology  
 Biology  
 Botany (Biology)  
 Chemistry  
 Clinical Laboratory Science  
 Earth Science  
 Physics  
 Zoology (Biology)  
 History  
 Languages  
 Philosophy  
 Geography  
 Economics

### **Transportation, Distribution and Logistics**

Automotive Service Technology

## **ASSESSMENT OF STUDENT LEARNING IN DISCIPLINES/PROGRAMS**

Faculty in academic disciplines and career and technical education programs administer meaningful, action-oriented assessments of their curricular effectiveness through Academic Program Review. The crux of College of DuPage's Academic Program Review process is a discipline-wide student outcomes assessment project developed by each discipline/program. The type of assessment varies from one discipline/program to another and is reflective of its needs. For example, disciplines/programs with capstone courses may use a portfolio as their project; whereas, those with large-enrollment introductory courses may use a multiple-choice exam that is given to all sections. Additionally, program accreditation bodies may have competency-based instruments that are used by the College to assess student learning. The assessment results are evaluated and used by the discipline/program to develop plans for curriculum updates, student learning and program enhancements.

## **PLACEMENT TESTING FOR MATH, READING AND WRITING**

Tests in the areas of reading, writing, math and English as a Second Language are given to students to determine the appropriate course placement and satisfy course prerequisites. Scores from placement tests are used to prepare an educational plan that will be relevant and meaningful for students as they work toward successful completion of their educational goals. For more information about placement testing, go to [www.cod.edu/testing](http://www.cod.edu/testing).

### **Reading Placement Testing**

The Reading Placement Test assesses a student's readiness for the demands of college-level reading. Upon completion of the test, students will receive a score that places them in one of five categories. These categories are used as prerequisites for most college-level courses at College of DuPage. Students do not need to take this test to qualify as "Reading Category 1" (college-ready) if they meet ONE of the following conditions:

- College-level credit totaling 12 semester hours with at least a "C" average.

- ACT composite score of 20. (Proof of score must be provided.)
- SAT verbal/critical score of 500. (Proof of score must be provided.)
- A score of 550 paper/pencil, 213 computer-based, or 79 Internet-based on the Test of English as a Foreign Language (TOEFL). (Proof of score must be provided.)

### Writing Placement Testing

The Writing Placement Test assesses a student's readiness for college-level writing. To place into English 1101 or 1105, students must fulfill ONE of the following two options:

#### Option 1

ACT Composite Score of 20 or higher or SAT Total score of 950

#### Option 2

1. Reading Category 1 (college ready) AND
2. Writing Category 1

### Mathematics Placement Testing

Students who intend to enroll in Mathematics 0481, 0482, 1100, 1102, 1115, 1218, 1220, 1428, 1431, 1432, 2134 or 2231 as their first math course at College of DuPage are required to take a Math Placement Test before enrolling. This test is one component of placement in an appropriate math course. Verification of successful completion of any prerequisite courses is the second component. (Prerequisites are listed by individual course in the mathematics section of the College Catalog.) For further math advising, contact the Math and Physical Sciences subdivision, (630) 942-2010, the Math Assistance Center, (630) 942-3339, or the Learning Commons - Math Assistance area, (630) 942-3354.

## COLLEGE ARTICULATION AND TRANSFER OPPORTUNITIES

The College Transfer Coordinator works with the Academic Divisions to develop Articulation Agreements and transfer guides to benefit College of DuPage students interested in transferring to colleges and universities to complete the requirements for a bachelor's degree. The number of courses and credits transferable to receiving colleges and universities varies by academic discipline/program of study and institution. The College has Articulation Agreements with public and private colleges and universities in Illinois and other states. A 2+2 Articulation Agreement provides an opportunity for students to complete their first two years of study at College of DuPage before transferring as juniors to another college or university. A 3+1 Articulation Agreement allows students to complete the first three years of study at College of DuPage before transferring as seniors to institutions that award the bachelor's degree. Formal transfer guides identify courses by their official name and number and the specific college credit hours earned for transferring from College of DuPage to other institutions.

The transferability of College of DuPage courses is determined by the receiving college or university. Generally, College of DuPage courses numbered 1100 and above are accepted by other institutions when these courses are part of, or applicable to, a degree at that institution. College of DuPage is also a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows the transfer between participating colleges and universities of selected general education courses and lower-division major courses. For more information on IAI, check the website at [www.itransfer.org](http://www.itransfer.org).

Students may pursue transfer opportunities on their own with bachelor's degree-granting institutions; however, following a formal transfer guide will provide a more efficient and effective

transfer of credits earned at College of DuPage. Students planning to transfer their College of DuPage credits should:

1. Begin early to explore possible transfer institutions that meet their educational goals for a specific program of study.
2. Contact the transfer institution for detailed information regarding specific degree requirements, transfer student policies and procedures, and opportunities for special scholarships available for transfer students.
3. Confer with a College of DuPage Student Success Counselor or Program Advisor concerning transfer plans.

For more information on articulation agreements, transfer guides and special partnerships with baccalaureate degree-granting institutions, check the College of DuPage transfer information website at [www.cod.edu/counseling/advising](http://www.cod.edu/counseling/advising) or contact College of DuPage's Advising and Counseling Services Center at (630) 942-2259. For details of existing or current articulation agreements visit [http://cod.edu/academics/transfer\\_programs/college\\_websites.aspx](http://cod.edu/academics/transfer_programs/college_websites.aspx)

## INTERNSHIPS AND SERVICE LEARNING

### Internship Program

Internships at College of DuPage involve students participating in occupational work experience with onsite supervision. Learning objectives are developed by the student and faculty member, with approval of the employer, to provide appropriate work-based learning experiences. Students can earn college credit for working a minimum of 75 clock hours per semester credit hour up to a maximum of four credit hours. The enrollment criteria for students to register for internship credit are the following:

- A 2.0 cumulative grade point average; and
- 12 semester credits earned in a related field of study.
- The students will work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is requesting to earn credit.

Upon successful completion of the course, a student is expected to demonstrate the following learning outcomes:

- Evidence of increased field of study proficiency;
- Applied academic theory to the world of work;
- Appropriate work skills, including communication, problem solving, decision making, teamwork, self-management, initiative and technical skills.

Students will take the following steps when earning internship credit:

1. The student will be assigned to meet with a full-time faculty member in the program/discipline where the student plans to earn college credit. This faculty member will guide the student through his or her internship experience.
2. Develop written learning goals under the leadership and direction of the full-time faculty member and the employer supervising the internship.
3. In collaboration with the worksite supervisor, complete an initial assessment of student's skills.
4. Work toward accomplishment of the learning goals under direction of the employer supervisor and the full-time faculty member guiding the internship.
5. Keep a log of workplace accomplishments and hours worked.
6. In cooperation with the employer supervisor, complete a final assessment of student skills.



- The student will be evaluated by completion of the agreed upon learning goals established with the full-time faculty member guiding the student, the assessments by the employer/workplace supervisor and completion of required work hours.

Students who are interested in pursuing an academic internship should consult Career Services in the Student Services Center or call (630) 942-2230.

### **Service Learning**

A COD Service Learning course incorporates volunteer service hours at a local community organization, typically a not-for-profit. The service site is a learning lab for application of course content and engages the student in civic and social responsibility. Service activities should meet identified community need(s) and the course instruction and assignments must include reflection of the service activities in such a way that broadens application and understanding of course content and civic responsibility.

For more information about Service Learning, call (630) 942-2230.

### **HIGH SCHOOL PARTNERSHIPS – DUAL CREDIT AND DUAL ENROLLMENT**

Dual Credit is the result of a formal agreement with a high school that allows academically qualified high school students to enroll in a college-level course and, upon successful course completion, earn both college credit and high school credit. Dual Credit course offerings are coordinated by the Office of Academic Outreach Programs. For more information, check the College of DuPage Dual Credit website at [www.cod.edu/academics/ohsp/dualcredits.aspx](http://www.cod.edu/academics/ohsp/dualcredits.aspx) or call (630) 942-2880.

Dual Enrollment permits academically qualified high school students to enroll in college-level courses while still in high school. Upon successful course completion the student exclusively earns college credit. Dual Enrollment eligibility requirements are coordinated by the Admissions Office through the Early Admissions Student Program. For more information, visit [www.cod.edu/early\\_admissions](http://www.cod.edu/early_admissions) or call (630) 942-2380.

### **COOPERATIVE AGREEMENTS FOR INSTRUCTIONAL PROGRAMS**

#### **Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREERS)**

College of DuPage has joint cooperative agreements with other colleges to create educational opportunities for students. The Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREERS) allows students from a participating institution to enroll in an approved program at another participating institution if the program is not available in his/her home district, and will be charged Receiving College's in-district tuition. There is no chargeback to a student's home district. Procedurally, students who wish to enroll at a receiving college will secure from their home college a letter designating them as participants in an approved program. Interested College of DuPage students should contact the Office of Student Registration Services (SSC, Room 2221; Phone: (630) 942-2377; [registration@cod.edu](mailto:registration@cod.edu)).

### **PARTICIPATING INSTITUTIONS**

Black Hawk College  
 Carl Sandburg College  
 College of DuPage  
 College of Lake County  
 Danville Community College  
 Elgin Community College  
 Heartland Community College  
 Highland Community College  
 Illinois Central College  
 Illinois Eastern Community Colleges  
 Illinois Valley Community College  
 John A. Logan College  
 John Wood Community College  
 Joliet Junior College  
 Kankakee Community College  
 Kaskaskia College  
 Kishwaukee College  
 Lake Land College  
 Lewis and Clark Community College  
 Lincoln Land Community College  
 McHenry County College  
 Moraine Valley Community College  
 Morton College  
 Oakton Community College  
 Parkland College  
 Prairie State College  
 Rend Lake College  
 Richland Community College  
 Rock Valley College  
 Sauk Valley Community College  
 Shawnee Community College  
 South Suburban College  
 Southeastern Community College  
 Southwestern Illinois College  
 Spoon River College  
 Waubonsee Community College  
 William Rainey Harper College

### **LEARNING FOR LIFE**

Continuing Education/Extended Learning serves a diverse cross section of District 502 residents through the Youth Academy, Adult Enrichment and Business Solutions (Career and Professional Development) units. Continuing Education offerings begin at 15 months of age in the fully functioning day care and kindergarten and journeys with its learning partners through every phase of life including elementary, middle and high school, professional development programs, business contract training and the Lifelong Learning Institute. Continuing Education seeks to connect the College to the larger community, connect non-traditional students to expert faculty, support innovative teaching and learning, and enhance academic and career pathways through dynamic programs and services. Continuing Education brings value to community members of all ages, partnering with public and private sector organizations to positively contribute to regional economic development and the overall quality of life

