2011-12 Catalog

KCC

Kankakee Community College

2011-12 College Catalog

Kankakee Community College
100 College Drive, Kankakee, IL 60901

815.802.8100

2011-12 catalog • www.kcc.edu

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

KCC is an equal opportunity/affirmative action employer and complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 540 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is the policy of the college that no person on the basis of race, gender, sexual orientation, creed, religion, color, marital or parental status, veteran status, age, national origin, political affiliation and/or beliefs, mental or physical handicap or disability shall be discriminated against. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, educational programs, or activities. Lack of English skills is not a barrier to admission and participation in educational programs.

Inquiries or complaints may be addressed to David Cagle, Affirmative Action officer; Julia Waskosky, Title IX coordinator; or Kim Harpin, Section 504 coordinator; Kankakee Community College, 100 College Drive, Kankakee, IL 60901-6505; 815-802-8100. TTY users may phone 711. Outside of Illinois, dial 1-800-526-0844.

Waskosky, the Title IX coordinator, ensures that the college is in compliance with the federal law by handling complaints, answering questions, organizing information and relevant statistics and staying informed regarding laws which affect these areas.

Harpin, the Section 504 coordinator, coordinates the college's services/programs for disabled student/staff populations that allow access to education.

This catalog does not constitute a contract between Kankakee Community College and its students, either collectively or individually. It represents the college's academic, social, and financial objectives at the time of the catalog's publication. Course and curriculum changes, modifications of tuition or fees, and other changes may occur after the catalog has been printed and before these changes can be incorporated in a later edition. For this reason, the college does not assume a contractual obligation with its students for the contents of this catalog.

The college or a contract employee often photographs and videotapes its students, faculty and staff for use in KCC publications, public relations, marketing, and the website. Anyone who does not want his or her photograph/image used for these purposes should file a written request with the Office of Marketing and Public Relations.

The 2011-12 Kankakee Community College catalog was developed by the college's Office of Marketing and Public Relations. Photography is by the Image Group of Bourbonnais. Printing is by United Graphics of Mattoon.

2011-12 academic calendar

Note: Holidays for students are marked with an asterisk (*).

SUMMER SESSION, 2011

May 20-22	Campus closed.
May 23	Six-week session courses begin.
May 23	Adult Education classes begin.
May 23, 24	Late registration for six-week session courses. Signature required if the class has already met.
* **May 27-30**	Memorial Day weekend – campus closed.
June 3	GED Completion Ceremony.
June 6	Eight-week summer session classes begin.
June 6, 7	Late registration for eight-week summer credit division. Signature required if the class has already met.
June 9	Midterm for six-week session courses.
June 10-12	Campus closed.
June 17-19	Campus closed.
June 20	Last day to withdraw with a grade of "W" for six-week session courses.
June 24-26	Campus closed.
June 30	Last day of six-week session courses.
June 30	Midterm for eight-week session courses.
* **July 1-4**	Independence Day weekend – no classes.
July 8	Last day to withdraw with a grade of "W" for eight-week session courses.
July 14	Fall class schedules available in Student Services.
July 14	Last day for fall semester preregistration. Payment for preregistered courses is due July 21. Registration continues through Aug. 20.
July 15-17	Campus closed.
July 21	Preregistered students (Fall 2011) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. Registration continues.
July 21	The following offices close at 5 p.m.: Accounting, Financial Aid, Student Services.
July 22-24	Campus closed.
July 28	Last day of eight-week session courses.
July 29-31	Campus closed.

FALL SEMESTER, 2011

Aug. 20	Saturday registration date.
Aug. 22	Fall semester classes begin in credit division.
Aug. 22	Adult education classes begin.
Aug. 22	Registration for late starting classes continues.
Aug. 22, 23	Late registration for fall credit division. Signature required if the class has already met.
Aug. 27	Saturday courses begin. See schedule for specific dates for each course.
* **Sept. 3-5**	Labor Day weekend – no classes.
Sept. 16	Midterm for first eight-week session courses.
Sept. 16	Constitution Day observed.
Sept. 23	Last day to withdraw with a grade of "W" for first eight-week session courses.
Oct. 14	Application deadline for Spring 2012 Study Abroad program.
Oct. 14	Midterm for 16-week credit division courses.
Oct. 17	Fall "Second Eight-Week Session" classes begin.
Oct. 17	Online registration for Spring 2012 begins for qualified returning students.
Oct. 21	Spring class schedules available in Student Services.
Oct. 24	Credit division preregistration begins for spring semester. Students are encouraged to meet with their advisors before registering.
Oct. 24	First day to file petitions for December and May graduation.
Oct. 28	Last day to withdraw with a grade of "W" for 16-week session courses.
Nov. 11	Midterm for second eight-week session courses.
* **Nov. 11**	Veterans Day – holiday for faculty and students. Campus is open until 5 p.m.
Nov. 18	Last day to withdraw with a grade of "W" for second eight-week session courses.
Nov. 23	Thanksgiving vacation begins at 5 p.m.
* **Nov. 24-27**	Thanksgiving vacation – campus closed.
Dec. 2	Last day for spring semester preregistration. Payment for preregistered courses is due Dec. 9. Registration continues through Jan. 7.
Dec. 9	Preregistered students (Spring 2012) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. Registration continues.
Dec. 9	Last day of fall semester courses.
Dec. 9	Final day to petition for December graduation.
Dec. 10, 12-15	Final exams.
Dec. 19-21	Campus is open until 5 p.m.
* **Dec. 22 - Jan. 2**	Winter Break – campus closed.

SPRING SEMESTER, 2012

Jan. 3	Campus reopens. Credit division registration resumes.
Jan. 7	Saturday registration date.
Jan. 9	Spring semester classes begin in credit division.
Jan. 9	Adult Education classes begin.
Jan. 9	Registration for late starting classes continues.
Jan. 9, 10	Late registration period for spring credit division. Signature required if the class has already met.
* **Jan. 16**	Dr. Martin Luther King Jr. Day – campus closed.
Jan. 21	Saturday classes begin. See schedule for specific dates for each course.
Feb. 3	Midterm for first eight-week session courses.
Feb. 10	Last day to withdraw with a grade of "W" for first eight-week session courses.
* **Feb. 20**	Presidents Day – holiday for faculty and students. Campus is open until 5 p.m.
March 2	Midterm for 16-week credit division courses.
* **March 5-10**	Spring break. Campus is open March 5 to 9 until 5 p.m.
March 12	Online registration for Summer 2012 begins for qualified returning students.
March 12	"Second Eight-Week Session" classes begin.
March 16	Last day to withdraw with a grade of "W" for 16-week session courses.
March 16	Summer and fall class schedules available in Student Services.
March 19	Registration begins for summer session. Students are encouraged to meet with their advisors before registering.
March 19	2012-13 college catalogs available on campus and online.
March 30	Final date to petition for May graduation.
April 2	Online registration for Fall 2012 begins for qualified returning students.
April 6	Midterm for second eight-week session courses.

April 9	Credit division preregistration begins for fall semester. Students are encouraged to meet with their advisors before registering.
April 13	Application deadline for Fall 2012 Study Abroad program.
April 13	Last day to withdraw with a grade of "W" for second eight-week session courses.
May 4	Last day of spring semester classes.
May 5, 7-10	Final exams.
May 12	Commencement.

SUMMER SESSION, 2012 (Tentative)

May 21	Six-week session courses begin.
May 21	Adult education classes begin.
May 21, 22	Late registration for six-week session courses. Signature required if the class has already met.
* **May 25-28**	Memorial Day weekend – campus closed.
June 4	Eight-week summer session courses begin.
June 4, 5	Late registration for eight-week session. Signature required if the class has already met.
June 7	Midterm for six-week session courses.
June 8-10	Campus closed.
June 14	GED Completion Ceremony.
June 15-17	Campus closed.
June 18	Last day to withdraw with a grade of "W" for six-week session courses.
June 22-24	Campus closed.
June 28	Last day of six-week session courses.
June 28	Midterm for eight-week session courses.
June 29 - July 1	Campus closed.
* **July 4**	Independence Day – no classes.
July 6	Last day to withdraw with a grade of "W" for eight-week session courses.
July 12	Fall class schedule available in Student Services.
July 12	Last day for fall semester preregistration. Payment for preregistered courses is due by July 19. Registration continues through Aug. 18.
July 13-15	Campus closed.
July 19	Preregistered students (Fall 2012) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. Registration continues.
July 19	The following offices close at 5 p.m.: Accounting, Financial Aid, Student Services.
July 20-22	Campus closed.
July 26	Last day of eight-week session courses.
July 27-29	Campus closed.
Aug. 3-5	Campus closed.

Board of trustees

The KCC board of trustees are: (top row, left to right): Tyler Fuller (student representative); College President John Avendano, Ph.D; Richard Frey; Patrick Martin; Robert LaBeau (legal counsel); and Todd Widholm; (front row, left to right) Brad Hove, Hugh Van Voorst, Jerald Hoekstra, and Betty Meents.

Kankakee Community College is governed by a seven-member, locally elected board of trustees which convenes on the second Monday of each month. The board is responsible for establishing institutional policies, approving financial expenditures and appointing the college president.

Hugh Van Voorst of Union Hill was named board chairperson in 1995. Van Voorst has been a board member since 1980. Jerald W. Hoekstra of St. Anne is the board's vice chairperson. He has been a member since 1991. Brad Hove of Bourbonnais, a board member since 2006, serves as secretary.

Other board members and the years they joined the board are: Richard J. Frey of St. Anne, 2001; Patrick Martin of Manteno, 2005; Betty Meents of Watseka, 1976; and Todd Widholm of Clifton, 2010.

Annually, the Student Advisory Council appoints a student representative to the board to represent student interests.

Robert LaBeau of Kankakee serves as legal counsel.

KCC's president is John Avendano, Ph.D.

Historical background

Kankakee Community College was organized in October 1966 by a group of citizens concerned with providing a post-secondary educational resource for the people of the Kankakee area. The college offered its first classes in September 1968. Since that date, it has served as an educational, vocational, and recreational center for residents of Community College District 520, an area encompassing all or part of Kankakee, Iroquois, Ford, Grundy, Livingston, and Will counties and serving a population of approximately 150,000.

From its beginnings in a rented room in the Kankakee Hotel, KCC has grown to an accredited educational institution offering associate degrees and certificates of completion in more than 50 disciplines. In addition, numerous continuing education courses are offered to area residents each semester. The Department of Adult and Community Education offers adult basic education and General Educational Development programs throughout the district for adults wanting to complete their secondary education. It also offers English classes for non-English-speaking students.

KCC plays a key role in workforce development within the college district. The college's Office of Continuing Education and Career Services offers seminars and customized training to the business community, a variety of personal enrichment courses and career-related services such as job fairs and workshops.

The original faculty team of 13 instructors has grown to more than 200 full- and part-time instructors.

The college completed Phase I of its permanent facility in 1972 and Phase II in 1973. Phase I and II, which include the three-story main building and two-story Technology Building, house more than 60 classrooms and laboratories, a Learning Resource Center, College Center, cafeteria, auditorium and administrative offices. The George H. Ryan Activities Center for athletic and recreational programs opened in the fall of 1988. In spring 1993, the one-story Prairie Building opened, connecting the Technology Building to the main building, and a three-story addition was added to the east wing of the main building. The project added eight classrooms plus a conference facility and provided for the expansion of the College Center, food service facilities, and bookstore.

A Workforce Development Center covering 49,900 square feet was completed in 2004. It connects to the main administration building on the southeast wing. The first floor is dedicated to workforce training, including facilities for customized training for local businesses. The second floor includes classrooms and a conference hall and the third floor has additional classrooms and faculty offices.

The newest building on campus is the 41,000 square foot Arts & Sciences Building at the northwest end of the main campus. This building includes science facilities and houses art programs. It opened in January 2007.

Recently, the college renovated the former nursing and science lab into a Health Careers Center for Excellence. The renovated space encompasses 22,000 square feet, and includes smart classrooms, student gathering spaces and several labs equipped with teaching tools specific for health careers programs. The Health Careers Center for Excellence opened in August 2008.

Two of the six original buildings that comprised the college's temporary campus now house a portion of the Workforce Investment Act program, and the Northeastern Illinois Area Agency on Aging.

In 2010, the building at 450 N. Kinzie Ave. in Bradley was donated to KCC by Merlin and Donna Karlock of Bourbonnais. The building is 24,000 square feet and was originally constructed in the 1960s for Volkswagen Corporation. Options for use of this northern extension site were under consideration during the spring of 2011. At the earliest, programs could be offered there in Fall 2011.

Philosophy and mission

Kankakee Community College is committed to one mission: Enhancing quality of life through learning.

KCC is dedicated to providing quality, comprehensive educational programs and services in a fiscally responsible manner. KCC offers a supportive environment for lifelong learning for the development of the individual and the community. KCC provides leadership in identifying the future educational needs of our district as related to the seven general educational and community service goals prescribed by the Illinois Community College Board and listed below:

To provide pre-baccalaureate education consisting of liberal arts, sciences, and pre-professional courses designed to prepare students to transfer to four-year colleges and universities and/or designed to meet individual educational goals.

To provide career education including occupational, vocational, technical and semi-technical training for employment, advancement, or career change, and in so doing meet individual, local and state workforce needs.

To provide general studies including preparatory or developmental instruction, adult basic education, and general education designed to meet individual educational goals.

To provide community education including non-credit, continuing education classes designed to meet individual educational goals.

To provide public service activities of an educational nature, which may include workshops, seminars, forums, studies for cultural enrichment, community needs assessments and use of classroom space for seminars, meetings, etc.

To provide student services which reflect the programmatic development of the institution including, but not limited to, admissions, counseling, testing, tutoring, placement and special assistance for educationally and economically disadvantaged students.

To provide leadership for workforce training and work cooperatively with economic development agencies in the college district.

The college is dedicated to providing learning experiences for living as well as for earning, resulting in a comprehensive academic program designed to give students the personalized attention they need to lead fulfilling lives and have successful careers. Kankakee Community College continuously seeks, collects, and assembles information to aid in identifying District 520 educational needs and searches for ways and means to physically and financially provide programs which will address identified needs.

The college believes in general education as well as specialized studies. The purposes of general education courses in degree curricula are to assist students in becoming contributing members of society, to enhance career goals, and to provide appropriate backgrounds to baccalaureate-oriented students. Through completion of general education requirements, students are expected to synthesize, develop, and internalize personal values; increase awareness and develop a more global perspective of the human condition and one's adaptation to the total human environment; strengthen basic skills in communications and computation; and integrate general and career-specific learning.

Accreditation

Kankakee Community College is accredited by the Higher Learning Commission (HLC) which is a member of the North Central Association of Colleges and Schools. The college is accredited through 2016. Documents supporting the college's accreditation are available at www.kcc.edu/kccdata. Online documents include KCC's Systems Portfolios, HLC Feedback and Compliance Reports, descriptions of AQIP Action Projects, continuous quality improvement efforts, and more.

Additional information about accreditation is available from the vice president for Instructional and Student Success.

You can contact the Higher Learning Commission at: 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, 800-621-7440 or visit www.ncahlc.org.

Educational guarantees

KCC guarantees the transferability of credits in transfer programs and that graduates of career programs are prepared for entry-level positions in fields related to their training. Complete terms and conditions for the guarantees are available in Student Services or by phoning 815-802-8500. To qualify for either guarantee, students must meet with an advisor.

Transfer program guarantee. Students completing the associate in arts, associate in science, associate in fine arts, or associate in engineering science degree are assured that transfer courses, selected with the assistance of a KCC advisor, will transfer to Illinois colleges and universities. If the receiving institution declines to transfer or accept the credit for a guaranteed course, KCC will reimburse tuition and fees for that course.

Occupational program guarantee. This guarantee ensures that graduates of associate in applied science degree or occupational advanced certificate programs have the necessary skills to compete in today's labor market. If a graduate does not have the necessary skills, as defined by the curriculum and determined by his or her employer, the graduate may re-enroll in appropriate courses at no charge.

KCC guarantees graduates will pass any licensing or certifying examination for their particular careers as long as the first attempt is taken within three months of graduation and the second attempt is taken at the next available testing. Graduates who do not pass on the second attempt will be allowed to participate tuition-free in a review opportunity offered by KCC.

Location/service area

KCC's central campus is located on 178 acres on the southern edge of the city of Kankakee. Situated on the tree-lined banks of the Kankakee River, the campus is surrounded by rich, agricultural land and the scenic Kankakee Conservation Area. The main campus is located 10 minutes from downtown Kankakee and is easily accessible from Interstate 57 (Exit 308) and U.S. 45/52.

The KCC Iroquois County Satellite Center is located in Watseka at the County Administration Building and serves the residents of Iroquois County.

The KCC Education and Employment Center is located at 202 N. Schuyler Ave., Suite 201, in Kankakee. It serves adult learners, job seekers and businesses.

The college has other extension centers throughout the district.

Community College District 520

The college district includes all or parts of Kankakee, Iroquois, Ford, Grundy, Livingston and Will counties.

High schools served by KCC District 520 include:

- Bishop McNamara Catholic
- Bradley-Bourbonnais (District 307)
- Central (District 4)
- Crescent-Iroquois (District 252)
- Donovan (District 3)
- Dwight Township (District 230) (Emington only)
- Grace Baptist Academy
- Grant Park (District 6)
- Herscher (District 2)
- Iroquois West (District 10)
- Kankakee (District 111)
- Manteno (District 5)
- Milford (District 233) (Stockland Township only)
- Momence (District 1)
- Pontiac Township (District 90) (Emington and Saunemin only)
- Reed-Custer (District 255U) (Essex only)
- St. Anne (District 302)
- Tri-Point (District 6J)
- Watseka (District 9)

Admissions, Registration, Tuition and Financial Aid

Admissions

High school graduates and non-graduates whose classes have graduated are eligible for admission to Kankakee Community College. It is the college's policy to accept all students for admission; however, some programs have additional admission requirements.

Degree/certificate-seeking students are expected to have a high school diploma or the equivalent of a high school diploma (GED) to be enrolled. High school transcripts must be on file to be eligible for financial aid. Documentation/self-certification of completion of the equivalent of a high school diploma in a home school setting also is acceptable. A GED may be required if acceptable documentation is not provided.

Students enrolling in transfer programs should read information about minimum admission requirements (Illinois Public Act 86-0954) on Page 35.

Students are encouraged to complete the assessment standardized placement COMPASS test before the initial planning meeting with an advisor. The scores are used for counseling purposes and are required for placement in some classes. Admission to KCC may be affected for selective programs. For information, see Page 21. If the applicant has taken the American College Testing (ACT) examination, he or she may request that a copy of the results be sent directly to KCC's Office of Admissions and Registration. These scores do not affect admission to KCC but may be used for advising.

A Social Security number will be requested, though it is not required, to process Admissions Forms of all KCC students in both the College Credit Division and the Continuing Education Division. This number serves as the initial student identification number at the college until a permanent identification number is assigned.

College Credit Division applicants must submit a completed Admissions Form to the Office of Admissions and Registration. Students may be required to file for readmission to the college if they have not taken a class at KCC in more than three years.

Official transcript from all high schools and colleges previously attended must be mailed directly from the high school and/or college or hand-carried in the sealed, original envelope to KCC's Office of Admissions and Registration. **Registration in some programs may be restricted without these records on file. (Non-degree and non-certificate seeking students are not required to provide high school or college transcripts.)**

General Educational Development (GED) certificate holders must request an official copy of GED test scores be placed in their student files even if they tested at KCC's test center.

Health careers applicants must complete an application to the appropriate health careers program and satisfy all specific program requirements.

Full- and part-time enrollment

A student's enrollment status is based on the number of credit hours in which he or she is enrolled.

To be classified as a full-time student, a student must be enrolled in a minimum of 12 hours during a 16-week semester. Nine to 11 hours designates three-fourths time, and six to eight hours designates half-time enrollment during a 16-week semester.

For the summer term, the minimum enrollments are six hours to be considered full-time, five hours to be three-fourths time and three hours to be half-time. For summer, the student's credit hours are added together for an enrollment total including both summer sessions.

Students should consult a KCC advisor regarding individual circumstances.

Many students find it advantageous to enroll full-time. Medical insurance programs, auto insurance programs and student financial aid often provide advantages to full-time students.

Earning college credit for prior learning

Assessment of prior learning is a means of demonstrating that a person has previously acquired college-level knowledge. KCC will provide the opportunity for students to have college personnel review and assess their prior learning to assist them in developing an individual plan to earn college credit which applies to their program.

Students may earn credit through any one or a combination of the following ways:

- Credit-by-Examination
  Advanced Placement (AP)
  College Level Examination Program (CLEP)
  College-sponsored proficiency examination;
- Review of recognized professional license or certificate to advise for potential credit-by-examination possibilities (credit is not advanced based on license or certificate);
- U.S. Armed Forces Institute courses/training recommended by the American Council on Education (military transcript required);
- Transfer credit evaluations for classroom, correspondence, or independent study courses taught at colleges accredited by The Higher Learning Commission and a member of the North Central Association or other regional accrediting associations.

Credits earned at unrecognized post-secondary technical schools and colleges will be reviewed for advisement purposes.

KCC does not award credit for life experience; however, students may want to explore this option for advanced degree programs.

Students or prospective students seeking credit for prior learning may contact an advisor in Student Services or the director of Admissions and Registration for additional information and proper procedures for requesting an evaluation.

Registration

Registration for all classes at KCC is accepted in Student Services, which is open 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Fridays. Offices are closed most Fridays in May, June and July.

Students enrolling at KCC for the first time are encouraged to consult an advisor before registering. For an appointment, call 815-802-8500.

If a student is taking nine or more semester hours, he/she must have the approval and signature of a Student Services or faculty advisor before registering.

Registration by phone

Students enrolling in fewer than nine semester hours who plan to pay their tuition and fees with VISA, Discover, or MasterCard may register by phone during specific times listed in class schedules. This option is available to returning students in good academic standing and new students who have filed an Admissions Form for Admission and received an acceptance letter.

Due to testing requirements, persons registering for math, English and some IAI General Education courses may not be able to register by phone.

Online registration

Returning students may be able to register for classes online through KCConnect at http://connect.kcc.edu/. Courses not available for online registration are marked on the Web site. Phone 815-802-8500 to speak with an advisor to see if you qualify to use KCConnect.

Tuition

Kankakee Community College's tuition for College Credit Division courses for the 2011-12 academic year is currently $97 per credit hour for KCC district residents, plus fees of $10 per credit hour. Out-of-district Illinois resident tuition is $161.61 per credit hour and tuition for out-of-state residents is $439.01 per credit hour.

Since this rate is subject to change, the current rate is published in the class schedule bulletin which is mailed to all district residents prior to the beginning of each semester. KCC reserves the right to change tuition and incidental fees without notice.

Senior citizens (60 years of age or older) residing in Illinois will not be assessed any tuition for credit division courses, provided sufficient tuition-paying students are enrolled in the class to cover the cost of offering it. Senior citizens will be assessed a $10 fee for each credit hour plus any required course fees.

The Educator's Tuition Waiver program allows a tuition waiver for one credit class per fiscal year to teachers, principals, counselors – and others – who work in kindergarten through senior high school districts within KCC district 520. Tuition waivers cannot be used for Corporate and Continuing Education classes. To be eligible, the educator must have current state certification and work for a school licensed by the Illinois State Board of Education. A maximum of 100 tuition waivers will be granted each fiscal year. All course fees are paid by the educator who is enrolling. Tuition waivers are available in KCC's office of Admissions and Registration.

Pursuant to a KCC board of trustees resolution, residents of Benton, Lake, and Newton counties in the state of Indiana are charged the out-of-district Illinois resident rate for tuition. They are not charged out-of-state fees.

Tuition for Continuing Education courses varies. For more information, visit www.kcctrainingsolutions.org.

Additional fees

Students are charged additional fees to defray the costs of student activities, the athletic program and technology services. These fees total $10 per credit hour.

Laboratory fees of $5 to $125 are charged for some courses. (A list of these courses and their fees begins on Page 165.)

Other fees for which students may be responsible include deferred payment fee, tuition payment plan fee, proficiency exam fee, health careers exam fees, graduation fee, and penalty fee for checks returned to KCC for any reason.

Payment of tuition

All tuition costs and fees are payable at the time of registration unless prior arrangements have been made. Failure to pay tuition and fees or non-sufficient-funds check payments will result in a student's registration being canceled.

All tuition costs and fees will be refunded to students whose courses have been canceled due to insufficient enrollment or the unavailability of qualified instructors. Canceled classes are posted in Student Services. An attempt is made to contact students concerning cancellations before the first meeting of the class.

KCC reserves the right to withhold transcripts from students who are in debt to the institution. The affected student has the right to discuss the matter with the dean of Student Services to resolve obligations.

Tuition payment plan

College Credit Division students who incur tuition and fees of $195 or more can enroll in a tuition payment plan. Through FACTS tuition payment plan, tuition and fees are automatically deducted from a designated bank account or credit card. The number of monthly payments depends on the date of enrollment in the plan. A single payment option also is available. There are limited options available during late registration. Payment plan fees apply. Visit www.kcc.edu/facts for more information.

Chargeback program

A resident of KCC District 520 who wants to pursue a certificate or occupational degree program not available at KCC may apply for a chargeback if he/she plans to attend another public community college in Illinois which offers that program, given that KCC does not have a cooperative agreement for the program with another college. If, however, the program has selective admissions with no openings at the cooperative institution(s), residents may still be eligible for a chargeback.

Chargebacks are available only for occupational programs resulting in a degree or certificate and not for individual courses. Remedial and general education courses must be taken at KCC unless KCC does not have an equivalent course or the description for a course in the student's major specifies concurrent enrollment as a prerequisite.

Applicants should file a chargeback request with KCC at least 30 days before the beginning of the semester. If the application is approved, the student is entitled to support for the out-of-district tuition for major courses in his/her program as well as any orientation courses required by the college the student is attending. Repeated courses are not funded by chargebacks.

Residents may file a request with KCC for a cooperative agreement if they plan to enroll in a program not offered at KCC. See Page 63 for a list of these colleges and more information about cooperative programs. If KCC offers the same or a similar program, students must enroll at KCC or pay the out-of-district tuition at the receiving institution. Contact the Department of Student Services at 815-802-8500 for more information on chargebacks or cooperative programs.

Non-residents should petition their local community college for assistance with KCC programs.

Payment options

Registration is not final, and enrollment is not guaranteed in any course, until all costs have been paid in full or payment arrangements have been established. Payments for tuition and fees are accepted at the college Accounting Office.

Payment options include:

1. **Cash**
   Accepted only if you are registering in person. Do not mail cash.
2. **Personal check**
   Make checks payable to Kankakee Community College.

3. **VISA® • Discover® • MasterCard®**
   In person, by telephone, or online.

4. **Tuition payment plan**
   Through FACTS tuition payment plan, tuition and fees are automatically deducted from a designated bank account or credit card. The number of monthly payments depends on the date of enrollment in the plan. A single payment option also is available. Payment plan fees apply. Visit www.kcc.edu/facts for more information.

5. **Online payment plan**
   Payment may be made online through 'Make a payment' at KCConnect (www.kcc.edu/connect). Payments must be made in full with a credit card.

Course withdrawal policy

When it is necessary to withdraw from a course or from the college, a student may do so without receiving a punitive grade any time before the end of the 10th week of the semester (16 weeks) or before 63% of a term has elapsed for classes meeting fewer than 16 weeks.

If circumstances prevent a student from coming to the college to submit a withdrawal form, the student may withdraw by mailing a signed request to the Office of Admissions and Registration by the deadline.

If the college is notified of a withdrawal through the mail, the letter must be postmarked no later than the date of the last day on which withdrawals are allowed for a particular semester.

Mail withdrawals received over the weekend that are postmarked on or before the last date to withdraw will be honored.

No withdrawals will be accepted by telephone. All withdrawal requests must be in writing and signed and dated by the student.

Courses dropped can be exchanged for Academic Skills Center classes within certain times without an additional tuition charge, however, additional fees may apply. The withdrawal and addition must be completed at the same time and both courses must be in the same semester. This exchange of tuition charges also applies to College Credit Division courses as long as the withdrawal/addition occurs before the mid-term of the course from which the student is withdrawing.

Questions can be answered by the Office of Admissions and Registration at 815-802-8523.

Refunds

Tuition refunds for students withdrawing from College Credit Division courses will be based on the date of withdrawal.

Students who officially withdraw before a class begins will receive a 100 percent refund.

Withdrawing students will receive a 100 percent tuition refund through 10 percent of the duration of the course. If the final day for a refund falls on a weekend or on a date when the campus is closed, the refund deadline is the last business day before that date.

Participants may withdraw and receive full refunds, minus a $3 service fee, from a Continuing Education class until two working days before the first session of class. After that point, no refund will be given. Withdrawals are accepted by phone at 815-802-8200 between 8 a.m. and 5 p.m. Monday through Friday. Offices are closed most Fridays in May, June and July.

Students who complete registration and then withdraw from a high school credit course no later than the Friday following the first class meeting will be refunded all tuition and fees minus a service charge.

Course cancellations

In most cases, if fewer than 12 students enroll in a course, the course will be canceled. The college will make every attempt to notify students of cancellations. Students who were enrolled in a canceled course will receive a 100 percent refund of tuition and fees for the canceled course unless the student transfers to another class. In those cases, the tuition may be applied to the new course.

Repeating courses

Students may repeat any course one time if they received a grade of D or F. However, credit only will be given for the latter enrollment. Students may not repeat for credit any courses in which they earned grades of A, B, or C unless the course catalog specifically states in the course description that the course may be repeated. Exceptions may be allowed for career programs where there is a considerable time lapse. Contact the dean of instruction for approval.

Note: Students planning to transfer to another college are cautioned that some colleges include all grades earned to compute grade point averages even if a class has been repeated.

Auditing classes

KCC does allow students to audit classes.

Auditing allows a student to acquire knowledge in a subject without the pressure of grades for exams, term papers, and homework. Auditing is especially helpful to students who prefer to explore a particular course in a non-graded situation. No credit is earned for audited courses. Audited courses do not count toward a student's enrollment status.

Registration for audited classes is during the "late registration" period. Regular tuition and fees are charged.

Alternate credit option

Students have the option of earning continuing education credit for some courses. Similar to auditing a course, students who choose this enrollment option do not receive college degree credit and do not have the pressure of earning a letter grade. Students who choose continuing education credit receive either a "satisfactory" or "unsatisfactory" grade, which does not affect their college grade point averages. Courses with an alternate credit option are noted in the class schedule bulletin.

Financial Aid

KCC's financial aid program provides assistance to students in meeting college expenses. Aid is available to qualified students enrolled both full- and part-time in associate degree, advanced certificate or certificate programs. Students are advised to refer to admissions requirements under section 2.0 of the Code of Campus Affairs and Regulations, beginning on Page 168. All applicable academic transcripts must be received and evaluated before a student is eligible to receive financial aid.

For more information, phone 815-802-8550.

Financial aid process

The four major types of financial aid available through KCC are scholarships, grants, loans, and part-time student employment. Students may receive financial aid for up to 150 percent of the hours required to complete their program.

The first step for any student seeking financial aid is to complete a Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.gov.

The completed form is submitted by the student to the processing center online. Paper FAFSAs are available by phoning 800-433-3243. Inquire at the Office of Financial Aid for details. Within 72 hours, the processing center will provide the student a Student Aid Report (SAR).

The student then receives the forms from the KCC Office of Financial Aid to process his/her request for financial aid.

Students interested in obtaining a student loan must complete a FAFSA, receive a KCC award letter and complete a loan packet (obtained at the Financial Aid walk-in desk).

To receive financial aid, a student must be a high school graduate or have a GED certificate. Official documentation of high school graduation or GED completion must be in a student's academic file before he/she is eligible to receive financial aid.

Meeting financial aid requirements

To be eligible to receive financial aid at KCC, a student must be in good academic standing and make measurable academic progress toward the completion of his/her course of study. Measurable progress is defined as having earned two-thirds of the credit hours the student has attempted cumulatively at KCC. Satisfactory progress standards are available in the Office of Financial Aid.

Students who fail to make academic progress by the end of a semester will be placed on financial aid warning. While on financial aid warning, a student may continue to receive aid.

A student on financial aid warning who fails to make academic progress will be placed on financial aid suspension and will not be eligible to receive aid.

To be removed from financial aid suspension and regain financial aid eligibility, a student must fund his/her own enrollment until he/she is making minimal satisfactory progress. The student then will be able to renew his or her eligibility for financial aid the following semester. Work completed in the summer is applicable toward financial aid satisfactory progress.

A student may appeal a suspension by addressing the Office of Financial Aid in writing and supplying evidence to support the written appeal. Appeals will be reviewed by the Financial Aid Satisfactory Progress Appeals Committee. A Financial Aid Appeal form can be obtained from the Office of Financial Aid.

Types of financial aid

Federal Work-Study

Federal Work-Study is a Title IV program designed to help the student defray indirect educational expenses by working part-time. The maximum amount that can be earned is based on demonstrated financial need, academic load, and requirements of the supervisor for the position. Federal work-study also is available for community service, such as reading and math tutors.

ISAC – Illinois Incentive for Access (IIA) Program

This program provides a one-time $500 grant for freshmen students who have a $0 Expected Family Contribution (EFC), calculated on the Student Aid Report (SAR). Illinois students who have filed the Free Application for Federal Student Aid (FAFSA) are automatically considered for the IIA Program.

ISAC – Merit Recognition Scholarship Program

This program provides a one-time $1,000 scholarship for educational expenses at approved Illinois institutions to Illinois high school graduating seniors who rank in the top 5 percent of their class at the end of the seventh semester. Financial need is not a factor in determining winners of the Merit Recognition Scholarship. During some years, this program has been reduced by the state legislature.

ISAC – Monetary Award Program (MAP)

This program provides tuition and mandatory fees assistance to Illinois residents who meet standards of satisfactory academic progress, who demonstrate financial need and who meet the state residency requirements. Illinois students who have filed the Free Application for Federal Student Aid (FAFSA) are automatically considered for a MAP award.

Pell Grant Program

This federal grant program provides assistance with educational expenses based on financial need and academic load. Students must meet standards of satisfactory academic progress to remain eligible. Students who have filed the Free Application for Federal Student Aid (FAFSA) are automatically considered for a Pell Grant.

PLUS Loan Program

This loan program provides fixed-interest-rate loans for parents who want to borrow to help pay for their children's education. This loan is made by the federal government through the Direct Loan program. A need analysis application must be completed by the student to determine eligibility. A PLUS Loan application and Master Promissory Note must be completed by the parent. Information and application materials are available in the Office of Financial Aid.

Student Loan Program

The formal title of this program is the Federal Stafford Student Loan Program. Students who demonstrate financial need, are enrolled at least half-time, and meet standards of satisfactory academic progress may be eligible to borrow. No loan will be granted in an amount that exceeds the established educational expenses, minus any other scholarships, grants, other loans, and student work programs. Stafford loans are made by the federal government through the Direct Loan program. Information and application materials are available in the Office of Financial Aid.

Supplemental Educational Opportunity Grant

This program is available to students attending at least half-time who demonstrate exceptional financial need, and who otherwise would be unable to continue their education. Only students with low Expected Family Contributions (EFC) who are eligible for the Pell Grant Program will be considered.

Veterans and Military Service Benefits

KCC offers full education benefits under specific federal and state laws which provide education and training for qualified veterans and the children of deceased or disabled veterans. Federal and state-affiliated educational programs currently administered include:

Chapter 30 (Montgomery GI Bill)
Chapter 31 (VA Vocational-Rehabilitation)
Chapter 32 (VEAP)
Chapter 33 Post 9/11 GI Bill
Chapter 35 (Dependents' Education)
Chapter 1606 (National Guard/Selected Reserve GI Bill)
Chapter 1607 (National Guard/Selected Reserve GI Bill)
Illinois Veterans Grant
Illinois National Guard Grant
MIA/POW Scholarship

For information on eligibility and the application process for available benefits under these and other programs, contact the veterans coordinator in the Office of Financial Aid.

Foundation Scholarship Program

Since 1969, the Kankakee Community College Foundation has sponsored a scholarship program which recognizes the academic excellence, financial need, and outstanding achievements of KCC students. The current scholarship program provides financial assistance to more than 250 students. Scholarships are applicable to educational expenses.

Scholarship awards are normally divided equally between the fall and spring semesters.

Scholarship descriptions and applications are available in the Office of Financial Aid, KCC Foundation Office, from high school counselors and online at www.kcc.edu/scholarships. Applicants must reside in the KCC district unless otherwise specified.

Student Services, Learning Services and Sustainability

Department of Student Services

Student Services at KCC provides assistance to students in attaining their educational and personal goals. Realizing that many times the desire to learn is not all that is needed for students to succeed, Student Services offers a wide array of services to help students deal with the barriers which may impede progress toward their educational goals. These services are listed on the following pages.

Student Services staff are committed to enhancing and facilitating the educational opportunities available to those who utilize the resources of the college. People with concerns, suggestions, or requests relative to Student Services functions should contact the dean of Student Services, whose office is located on the second floor of the east wing of the main building.

For further information, phone 815-802-8500 or visit www.kcc.edu.

Academic advisement

Students enrolling at KCC are encouraged to make an appointment and meet with an academic advisor in Student Services.

The advisor's role is to assist the student with educational and career-related concerns, planning an appropriate program of study, and scheduling classes. The advisor can provide guidance concerning specific program requirements, available services and information on general college requirements and procedures.

All degree/certificate-seeking students are assigned an advisor who specializes in advisement for that student's curriculum. The student will keep the same advisor throughout his/her time at KCC unless the student changes into a curriculum outside of that advisor's area of specialization.

Returning students enrolled in a specific vocational/technical curriculum may request to meet with a faculty advisor in that curriculum area.

It is the student's responsibility to make an appointment with his or her advisor by phoning 815-802-8500.

Students pursuing a degree or certificate are strongly urged to meet periodically with their advisors.

For further information on advisement services, visit Student Services, access the advisement webpage at www.kcc.edu, or phone 815-802-8500.

Accounting Office

All student tuition, fees, obligations and fines are paid in the Accounting Office, located on the second floor of the east wing of the main building. Accounting Office hours are 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Fridays. Offices are closed most Fridays in May, June and July. For information, phone 815-802-8140.

Admissions and Registration

The Office of Admissions and Registration is located on the second floor of the Workforce Development Center building. This office provides assistance to students registering for both the college credit and continuing education courses. In addition, it assists students transferring to four-year colleges and processes GED records, changes in schedules, student petitions, transcript requests, transfer credit evaluations, military credit evaluations, graduation transactions and requests for interpretation of academic records. For information, call 815-802-8526.

Baccalaureate Scholars program

The Baccalaureate Scholars program is a competitive-entry, two-year program for academically talented students who plan to transfer to selective colleges and universities. Baccalaureate Scholars pursue challenging programs of study that meet their educational goals and the requirements of the four-year college or university to which they plan to transfer. The refinement of skills in writing, research, problem solving and critical thinking is emphasized. By providing challenging intellectual content and enriching cultural activities, scholars receive an enhanced educational experience. Personalized assistance with course planning and academic advising is an integral part of the Baccalaureate Scholars program.

Participants are expected to be enrolled full-time at KCC for two years, maintain grade point averages of 3.25 or higher, and participate in Baccalaureate Scholars events. All educational costs – tuition, fees, and books – are waived for students selected for the program.

For more information on the Baccalaureate Scholars program, visit www.kcc.edu/scholars; phone 815-802-8208; or e-mail slamore@kcc.edu.

Campus security

Kankakee Community College wishes to maintain a safe and secure campus for students, visitors, and staff. The college employs a security service which patrols parking areas, campus buildings, and grounds. The college also has a Physical Plant Department staff and college administration dedicated to maintaining campus safety and security.

Emergencies are to be reported to Student Services at 815-802-8500 during the day, and to the campus evening administrator at 815-802-8100 between 5 and 10 p.m. on weekdays. Incidents or conditions leading to unsafe or insecure circumstances should be reported in the same manner as emergencies.

Incidents relative to security should be reported in writing. Incident Report forms are available in Student Services. Campus security personnel locks some campus doors at 6 p.m. weekdays. All doors are locked by 11 p.m. Monday through Thursday and by 7 p.m. Fridays. On Saturdays, doors are locked depending on when classes and events are finished.

Parking lots are normally lighted one hour beyond the last scheduled activity on campus.

The college's security personnel has the authority to contact the Kankakee Police Department which has the authority to make arrests on college property and at college-sponsored activities as necessary.

The college also has a policy on drug and alcohol violations by students, staff, and visitors on college property. The policy on drug and alcohol abuse is available in pamphlet form from Student Services and from the Human Resources Office. It also is printed on Page 180 of this catalog.

The Campus Safety and Security Committee is responsible for reviewing topics and concerns relative to campus security. It welcomes suggestions on security and topics for programs on security awareness and crime prevention. The college also recommends that all students, staff, and visitors intensify their awareness and take responsibility for locking vehicles, being consciously aware of personal belongings, and identifying and reporting unsafe conditions. Should the college become aware of potential dan-

gers, it will communicate those conditions via public postings on campus. Campus security personnel also provide an escort service from campus buildings to campus parking lots when requested.

KCC has had good experience relative to a safe and secure campus environment and wishes to continue these favorable conditions through these policies and procedures and the cooperation of our students, staff, and visitors.

The college's complete policy on campus security is on file in the President's Office and in Student Services.

Career Development Center

The Career Development Center provides students with career exploration services and resources to identify a career goal and/or college major that fits their interests, abilities, personality, and values. In addition, the center's staff can provide additional information about a chosen occupation for students who want to learn about a specific college major or career goal.

Some services provided by the Career Development Center:

- One-on-one career advisement. This service is offered by appointment.
- Job shadowing. These experiences help students explore their career interests first-hand, observing what a day in the life of a person in a particular occupation is really like.
- iMac touch screen "Bullzi" & Career Cruising – computer-based tools. These computers and applications help students access local, state and national occupational outlook information. Bullzi provides an interest inventory that students can use to match careers to their interests. Bullzi also offers video clips of workers in various occupations to help with career exploration.
- Inventory tools – Career Assessment Inventory (CAI) and the Myers-Briggs Type Indicator (MBTI), are excellent tools that help students to understand their natural interests and personality types.
- Economic modeling tools – Information about the local job market as well as the projected growth of a given occupation are available.
- Library – Books are available on a wide array of career exploration topics.

For information on services provided by the Career Development Center or to schedule an appointment, phone 815-802-8575 or visit www.kcc.edu/careerdevelopment.

Career Services

The Office of Continuing Education and Career Services assists students through a process of career exploration. Each year, two job fairs and a number of workshops on resumes, interviewing and job readiness are offered.

Complete details are in the Continuing Education and Career Services section, on Page 28.

Child Development Center

KCC operates a Child Development Center on the first floor of the main building.

The center is open to the community with priority given to students and staff.

As a full-service preschool, the center offers a stimulating environment, highly qualified instructors and nutritious meals and snacks. To accommodate students' needs, the Child Development Center has convenient drop-off parking and flexible scheduling.

The center is open 6:30 a.m. to 6 p.m. Monday through Friday when the KCC campus is open.

Children ages 2 through 7 years old can be enrolled. Cost is published in the class schedule mailed to district residents' homes. Hourly rates are available.

Students interested in enrolling a child in the center are encouraged to phone 815-802-8506 early, since enrollment is limited.

College Center

The College Center, located on the first floor of the main building, serves as a meeting place for students and staff.

The center includes a food service, dining area, auditorium and the Cavalier Room, which is used frequently for special programs. A receptionist, located at the entrance to the College Center, provides information to students and visitors. Daily newspapers also are available for purchase.

Commencement

Commencement is held annually at the end of the spring semester. Students are encouraged to file a petition to graduate and pay the graduation fee at least one semester before the graduation date. Students may petition to graduate during any semester/term. Students who will meet graduation requirements by the end of the summer term should petition by the spring deadline to participate in the ceremony in May.

Counseling

Many times, it would be nice to have someone to listen; someone who will work with you in solving personal problems, or who will provide unbiased feedback. This is the key role of the KCC counselor. Your counselor can help you address:

- Difficulty adjusting to college
- Personal issues
- Depression/anxiety
- Academic difficulties
- Problem-solving issues
- Improving relationships
- Low self-esteem

Sessions are available by appointment. Day and evening appointments available. They are solution-focused and short-term in nature. Confidentiality will be maintained within the limits of the law. Community service agency information/referrals also available.

To make an appointment, phone Meredith Purcell at 815-802-8514 or Student Services at 815-802-8500.

Dual enrollment/credit programs

KCC offers dual enrollment programs for students who wish to enroll in college-level courses and earn college credit before graduating from high school.

To earn credit, students who are at least 16 years of age can enroll in any KCC course for which they meet admission requirements (specific age and records criteria for students to earn dual credit are found in section 2.10 of the Code of Campus Affairs and Regulations, Page 169). They must meet the same course requirements as other college students. Credits can be applied toward a degree at KCC. If transfer-level courses are taken for credit, the credits can be transferred to a four-year college or university. It is important that students consult with an advisor before enrolling in transfer courses.

Dual credit is an opportunity for high school students to earn both college credit and high school credit by taking KCC courses on campus or high school courses approved by KCC as college-level. KCC offers various dual credit courses at area high schools each semester. Students have the opportunity to complete one or more courses each semester.

The KCC Foundation offers a variety of scholarships for students in this program.

Students should contact their high school guidance counselor or phone 815-802-8508 for more information.

Food service

KCC's food service provides dining and vending services in the College Center and in the Hammes Cafe. Each day a varied breakfast menu and hot luncheon specials are offered. For menus, operating hours and more information, visit www.kcc.edu/facultystaff/departments/foodservice. Hours may be abbreviated in the summer and at times when classes are not in session.

KCC Education and Employment Center

The Grundy Livingston Kankakee Workforce Board and KCC have joined forces to create the KCC Education and Employment Center – an Illinois workNet Center – a one-stop employment and labor information site which serves employers, job seekers, and students preparing for careers.

Job seekers can utilize the center to prepare a resume, look for a job and learn about the interview process. Also available are take-home and online resources with listings of "hot jobs," salary information and information on the local economy. Current job openings are posted.

Those entering the workforce for the first time or changing careers can receive career guidance and planning, along with information on Illinois WorkNet, apprenticeship opportunities and other services.

Services to employers include using the center to conduct applicant searches and finding data such as current average wages and projected labor demand.

The Education and Employment Center is funded in part by the Grundy Livingston Kankakee Workforce Board.

It is located at 202 N. Schuyler Ave., Suite 201 in Kankakee, is open 8 a.m. to 5 p.m. Monday, Wednesday and Friday, and 8 a.m. to 7 p.m. Tuesdays and Thursdays. Offices are closed most Fridays in May, June and July.

For more information, phone 815-802-8964 or e-mail mmartyn@kcc.edu.

KCC Hammes Bookstore

Located east of the College Center, the campus bookstore sells required textbooks, school supplies, greeting cards, magazines, and gift items including KCC clothing.

The store is open 8:30 a.m. to 7 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. Fridays. Offices are closed most Fridays in May, June and July.

Textbooks and other course materials also can be ordered online at www.kankakee.bkstr.com. Textbooks ordered online are chosen by using KCC course numbers.

At the beginning of each semester, students who have decided not to take a course for which they have purchased a book may return the textbook by the scheduled return deadline to the bookstore. Students will receive a full refund if the books are still in excellent condition (no marks, including student's name) Packaged diskettes sold with textbooks are not returnable if the wrapping has been removed from the software diskette.

All returns must be accompanied by a cash register receipt and I.D.

During final exams, some textbooks may be sold back for a percentage of the original cost.

Lost and found

Missing articles should be reported to Student Services, through the Reception Desk in the College Center. Notices of the loss will be posted by the college.

Found articles should be turned in at the Receptionist Desk in the College Center or to the dean of Student Services. Items should be marked with information about the location where it was found, the person discovering the item(s), the date, and any other helpful information.

Articles may be claimed by providing proper identification. Articles remaining in the lost and found will be awarded to the finder if claimed on the last day of classes for the semester in which the article was found. Articles not claimed will be donated to local charities.

Orientation

The Department of Student Services provides an orientation process for new KCC students. Students are given a comprehensive review of services at the college. The course is intended to help students succeed academically as well as personally at the college.

Because the course is offered at various times throughout the year, students are encouraged to contact Student Services, 815-802-8500, for registration information.

Student identification cards

KCC photo identification cards must be obtained by all KCC students, staff and faculty members. Photo IDs are necessary to use the Learning Resource Center, the Fitness Center and for admission to student activities, including athletic events. Cards can be obtained in the Learning Resource Center. A $5 fee will be assessed for the first replacement card, and a $10 fee is charged for each subsequent card. Lost or stolen cards should be reported to the Admissions Office.

Student Right-to-Know Act

The federal Student Right-to-Know Act requires institutions to compile and make available to current and prospective students information on the completion or graduation rate of certificate- or degree-seeking, full-time students at the institution.

This information is available from the Office of Career Services in Student Services, on the second floor of the main building.

Students with disabilities

To accommodate the needs of students with disabilities, KCC provides that any student who has a physical disability that prevents him or her from accessing a classroom for a particular course has the right to petition the staff of the Disability Services Office to have the meeting place for that course relocated. Phone 815-802-8632 for assistance.

Parking spots have been designated in several areas on campus for students with disabilities. Use is restricted to those who have a handicap license plate or the state of Illinois handicap parking permit.

Through the Office of Disability Services, support services are available for students who can be considered to have a disability or special need that presents a barrier to learning. See Page 20 of this catalog.

Parking/traffic information

To accommodate all the students, visitors, and staff who drive to the college and need to park their vehicles, regulations have been established in accordance with the Illinois Community College Act.

Copies of KCC's parking regulations and maps are available in Student Services. Ignorance of the regulations is not reason for exemption.

Students and visitors – No special parking permit is required in non-designated lots.

Disabled – To accommodate the needs of disabled persons, designated parking is available.

Vehicles must display a handicap license plate or the state of Illinois handicap parking permit.

Temporarily disabled – Parking permits for temporarily disabled persons are available in the office of the dean of Student Services, 815-802-8500.

Motorcycles – Space is provided in designated lots.

Bicycles – Bicycles are to be parked in bike racks near building entrances.

Speed limit – Parking lots: 15 mph.; roadways: as posted.

Violators are subject to fines in accordance with state law. Campus roadways and lots are patrolled by the campus security force and the Kankakee City Police Department.

Fines – Tickets will be issued and fines assessed for violations of parking regulations. Fines must be paid within the time specified on the ticket. Students' final grade reports will be withheld, and registration will be prohibited until fines are paid in full.

For further information concerning fines, appeals, and motorist assistance, consult the Campus Map and Parking Regulations brochure available in Student Services.

In addition, athletic events, concerts, and construction on campus may directly affect specific parking areas. In these cases, alternate parking options will be provided.

Transfer Services

Students planning to transfer from KCC to a four-year college or university to complete their baccalaureate degrees can receive special assistance through Student Services.

A transfer information center – the Transfer Center Annex – is located in the College Center (cafeteria). It is used by representatives of four-year colleges to directly answer transfer students' questions. Schedules of upcoming college visits are posted there and at other locations on campus. They also are available at www.kcc.edu/transfer.

A Bachelor's Degree Completion Center also has been established in the Transfer Center in Student Services. It is used by representatives from four-year colleges and universities to meet with students interested in transferring to those schools. Students can walk in or make an appointment. Check with your transfer advisor to make an appointment.

KCC participates in U.Select Illinois, a program that allows its students to check course equivalencies for KCC courses with other Illinois four-year colleges and universities. Go to www.itransfer.org and choose U.Select Illinois to find out how your courses transfer.

Through these programs, KCC enhances the transfer advising service provided to students. Our goal is to increase the number of students who complete degree requirements at KCC and successfully transfer to complete a bachelor's degree.

The Transfer Services website (www.kcc.edu/transfer) contains useful information about transferring to four-year colleges and universities as well as a schedule of transfer events on KCC's campus. Links to many colleges and universities are also available on the Transfer Services Web site.

For more information, go to www.kcc.edu/transfer. The transfer coordinator can be reached at 815-802-8208 or slamore@kcc.edu.

TRIO Talent Search program

KCC has been designated the administrator of the TRiO Talent Search program sponsored by the U.S. Department of Education. TRiO Talent Search is an outreach program of information, educational enhancement, and support. This program assists low-income, first generation potential college-bound students in grades six through 12. Services include academic and career counseling, college visits, tutoring and life skills services, financial aid presentations, information about college admissions requirements and available scholarships, and exposure to cultural events.

The TRiO Talent Search offices are in Student Services. For more information, phone 815-802-8570.

Upward Bound program

KCC provides a program to assist potentially college-bound high school students who are low-income, first generation, within the college district to overcome barriers and pursue a postsecondary education. This program is funded by the U.S. Department of Education and allows KCC to work cooperatively with select area high schools. The program provides an academic year enrichment aspect as well as a summer component for the students to live and study in residence at Eastern Illinois University in Charleston.

For information on the Upward Bound program, phone 815-802-8560.

Workforce Investment Act program

KCC has been designated as the service provider for the federal Workforce Investment Act (WIA) in Kankakee and Livingston counties. The primary goal of WIA is to help people realize their potential by providing employment and training opportunities with guidance, encouragement, and support.

Persons who are either unemployed, underemployed, or affected by business closures or layoffs may be eligible for the WIA program.

Services available at no charge to qualified WIA clients include skills assessment, vocational counseling, classroom training, job search skills training, on-the-job training and job placement. Funds also are available to help off-set child care and pre-employment expenses.

During the last fiscal year, approximately 700 persons received training, and more than 1,000 individuals were assisted in their job searches. Approximately $1.5 million in federal job training funds were expended to provide workforce services to area businesses and residents.

Another primary goal of WIA is to help businesses solve employment-related problems, thus resulting in increased profitability and productivity. The WIA program provides employer services in four areas: recruitment, training, retention, and financial incentives. The WIA On-the-Job Training program reimburses local employers up to 50 percent of employee wages during training when they hire a WIA client.

For more information on KCC WIA programs, phone 815-802-8964 or e-mail mmartyn@kcc.edu. WIA programs are funded by the Grundy Livingston Kankakee Workforce Board.

Youth Program Services program

Youth Program Services is designed to support and encourage economically disadvantaged youths ages 14 through 21 to complete their secondary education by graduating from high school or a GED program. Part of the Workforce Investment Act program, Youth Program Services offers tutoring and study skills training, alternative secondary school offerings, and career exploration activities, as well as assistance finding summer employment, internships and job shadowing experiences.

In addition, Youth Program Services provides mentoring, academic counseling, occupational skill training, and workshops on leadership and teamwork. For more information, phone 815-802-8268.

Youth Program Services is funded by the Grundy Livingston Kankakee Workforce Board.

Learning Services

Learning Services are provided to all students who want to better understand how they learn and who want to go beyond the classroom to improve and refine their learning skills.

The department of Learning Services is dedicated to providing a high standard of academic instruction and outstanding support services designed to assist and empower all students to be successful in their academic and personal development.

Additionally, KCC's Learning Resource Center, Learning Lab and Learning Assistance Center provide instructional equipment and materials to support student learning.

For further information, phone 815-802-8450 or visit www.kcc.edu/.

Tutorial assistance

Free tutorial services are available on a walk-in basis to support students enrolled at KCC in a wide range of college courses and individual skill development activities.

The Math, Science and Accounting Lab is in Room L335 and the Writing Lab is in Room L317. In addition, specialized tutors are available in the Health Careers and Technology divisions.

Tutorial services for MyMathLab and Mastering Chemistry students are available in Room L347. A complete schedule of these services is available in the Learning Services office (Room L331), on bulletin boards at KCC and at www.kcc.edu/tutoring/.

Learning Laboratory

The Learning Lab, located in Room L329, uses instructional technology to provide individualized learning for students enrolled at KCC. In the lab, students can review and practice math, writing, reading, basic sciences, study skills, word processing, and other basic skills. Students and instructors use the instructional equipment and networks to supplement learning for a variety of college courses.

Adaptive equipment also is available for disabled students.

Students should consult the Learning Services office in Room L331 for assistance to use the lab.

Office of Disability Services

According to federal law, the Office of Disability Services provides legally mandated accommodations and facilitates equal access to students with disabilities.

Goals of the Office of Disability Services are:

- To assist students in access and using academic accommodations.
- To equip students with disabilities with the technical resources that help them reach their educational goals.
- To foster an environment that encourages personal and academic growth and encourages self-advocacy.
- To provide resources regarding disabilities for the students, faculty and staff of KCC.

The office does not perform diagnostic assessments. The office also does not offer personal devices or aids including wheelchairs, eyeglasses, hearing aids, transportation, personal assistants, personal tutors, readers, scribes or typists for personal study.

Students must contact the Office of Disability Services four to six weeks prior to the beginning of each semester to arrange for timely, reasonable accommodations. Regardless of disability and accommodations, all students must meet the same academic standards.

Current, qualifying documentation must be provided, including the diagnosis and nature of the disability, the major life functions affecting the functional limitations of the disability, and the prognosis.

TTY users in Illinois may contact the office by phoning Illinois Relay at 711. Outside of Illinois, the toll-free number is 800-526-0844.

For further information, phone 815-802-8632.

Study skills assistance

Study skills workshops are designed to help participants succeed in college courses. They teach strategies that help students make the most efficient and effective use of study time. Instructors and staff will meet with individual students or small study groups by appointment.

Study skill topics include time management, textbook reading, critical thinking, test taking, note taking, avoiding procrastination, memory and specific study techniques for technical courses.

Developmental advisement

The instructional support staff will review learning deficiencies with students and advise individuals about recommended support services which are available. These recommended study skill and learning strategies are designed to help students succeed.

Testing Center

Placement testing – Placement testing, which includes sections on English, reading, and mathematics, is required for most new students..

The purpose of placement testing is to help the student start college with courses which will offer the greatest potential for academic learning and success.

All students planning to register for English, mathematics, or an IAI General Education course and all students who intend to enroll for nine semester hours or more at KCC will be required to have their COMPASS scores on file for registration advisement. ACT scores are accepted at certain levels. COMPASS, ASSET and ACT scores are valid for four years. One retest is allowed for a fee after seeing an advisor. High school transcripts need to be submitted to KCC before retest and initial registration advisement. Transfer students may use appropriate coursework in place of the COMPASS test, or only test in the area(s) where a deficiency exists

Testing is available throughout the year, but is offered more frequently during registration for each semester/term.

Students who have taken the ACT examination should have those scores on file at KCC.

For more information, phone the Testing Center at 815-802-8530.

Career planning – Testing instruments for career planning are available at a modest fee in Student Services. The following tests/assessments are frequently administered for career planning:

Career Assessment Inventory (CAI) – This test draws a profile of the person's main interests and compares them to persons who are in a variety of occupations. It is useful for the person who wants to focus on interests and personality style. No appointment is needed to take this test. Free interpretation workshops are offered to those who have completed the test.

Phone 815-802-8530.

Myers-Briggs Type Indicator (MBTI) – This test reflects personality style: approach to work, social interactions, and learning. It provides a general idea of the type of occupation that might be attractive and rewarding to persons with a particular profile. Appointments are needed both to take the test and for the interpretation. Phone 815-802-8530.

If a potential student wishes to know the results of these inventories before deciding on an educational objective, it is recommended that the entire process take place several weeks prior to enrolling.

Other testing services – Learning Services also administers the following:

- American College Testing (ACT) assessment, a national achievement test required for admission to many colleges and universities;
- Nurse Aide Training Competency Evaluation Program (NATCEP), which is required for certification by the Illinois Department of Public Health for nurse aides who have completed an approved nurse aid course;
- North American Board of Certified Energy Practitioners (NABCEP) test, which is required for the Entry Level Certificate of Knowledge for students who complete photovoltaic courses. KCC is one of only three testing sites in Illinois.
- General Educational Development (GED) exam for students seeking a GED certificate, which is the equivalent of a high school diploma; and
- Correspondence and online tests by appointment.

Test dates and fees vary. Information on specific tests is available from the Testing Center at 815-802-8530.

Special accommodations for persons with documented disabilities can be made by contacting the Office of Disability Services at 815-802-8632.

TRIO Student Support Services program

KCC has been selected by the U.S. Department of Education to administer a TRiO Student Support Services program. This program assists low-income, first-generation or disabled students who seek to earn an associate degree and transfer to a four-year institution to complete a baccalaureate degree. Services include academic advising, educational planning, tutoring, and exposure to cultural events and volunteer opportunities.

Students also receive assistance completing the admission and financial aid processes for transferring to a four-year college or university. The TRiO offices are on the third floor. For information, phone 815-802-8472 or visit www.kcc.edu/trio.

Learning Resource Center (LRC)

KCC students and staff are encouraged to use the extensive services and facilities available in the Learning Resource Center (LRC), located west of the College Center.

The LRC's collection includes 42,000 volumes of curriculum-based monographs and more than 100 periodical subscriptions. Books on CD and VHS/DVD recordings are available. Full-text electronic magazines and journals number more than 3,500. E-journals are available off-campus with a valid KCC student or staff ID.

The LRC has an online public access catalog and access to the Internet. To access LRC information online, visit www.kcc.edu/library.

Interlibrary loans give students and faculty borrowing privileges from remote libraries throughout Illinois and the world. Also, the LRC staff provides bibliographic and research assistance in using electronic and printed library materials.

KCC students and faculty are offered free library cards. Residents within the KCC district may obtain a library card for $5. Replacement cost for lost or stolen cards is $5. Report lost or stolen cards to the Admissions Office.

Visit www.kcc.edu/library for hours of operation.

Copyright Policy – KCC is committed to educating its faculty, staff, and students on issues of copyright and fair use. The Copyright Act of 1976 and its amendments, the Digital Millennium Copyright Act (DMCA), and the Technology, Education, and Copyright Harmonization (TEACH) Act dictate policy as to how institutions may use the works of others. It is KCC's intent to comply with these intellectual property, copyright, and fair use guidelines. The incorporation of copyright compliance protects the ideas and products that KCC's faculty, staff, and students create as well as outside materials which are used for academic purposes.

For more information, log on to www.kcc.edu/copyright/.

Sustainability

KCC's sustainability vision is to "be a model of sustainability [and] a leader in sustainability education, preparing students to successfully negotiate inevitable challenges and to live happy and constructive lives that serve the betterment of humanity and future generations."

KCC's sustainability goals are to:

- Achieve carbon neutrality for the KCC campus by involving faculty, staff, and students, and creating and maintaining a campus culture that embodies the ideals of sustainability.
- Expand KCC's curricula to support sustainability and the growing renewable energy industry.
- Create models that illustrate sustainability and share these models locally and across Illinois.
- Create partnerships between KCC and other community organizations.

A process is underway to identify KCC courses and programs which incorporate sustainability concepts.

Three ways students can become involved are through joining the Campus Sustainability Advisory Committee, utilizing the KCC Sustainability Center and contributing to the recycling program.

The Campus Sustainability Advisory Committee works to advance sustainability on the KCC campus and to provide input on initiatives to support our vision and accomplish our sustainability goals. Students are encouraged to join the committee.

The KCC Sustainability Center, located in the Learning Resource Center, has sustainability related print and internet-based materials, newsletters, announcements, and energy efficiency tips.

Recycling collection containers are placed around the campus, and students are encouraged to participate in reduce, reuse, and recycle events.

For more information about sustainability efforts at KCC, or to share ideas, visit www.kcc.edu/sustainability or phone 815-802-8243.

Student Activities

Student Advisory Council
Sponsor: Lindsey Fritz

The Student Advisory Council at KCC is the liaison between the students and the college's administration and board of trustees.

The council carries out all business concerning the student association. It is responsible for utilizing the student activities fee, assisting in the formation of campus clubs, and appointing students to campus committees.

One of the Student Advisory Council's most visible functions is the planning and implementation of student activities on campus. The Student Advisory Council strives to develop a broad range of programs to serve KCC's diverse student population. Activities include concerts, guest lecturers, exhibits, and general entertainment.

Any KCC student enrolled in six or more semester hours who has a 2.25 cumulative grade point average or higher may petition for selection to the Student Advisory Council. Students may serve up to two one-year terms.

Contact: Lindsey Fritz, Room L116 (next to the auditorium), 815-802-8628, lfritz@kcc.edu.

Alumni Association
Executive Director: Becky Wilder

Membership in the Alumni Association is open to all persons who have earned associate degrees or certificates or have completed 32 or more college credit hours at KCC.

The association annually selects individuals for two awards that will be named at a later date.

Contact: Becky Wilder, 815-802-8251, rwilder@kcc.edu.

Brother 2 Brother
Sponsors: Joseph Lightfoot, Ken Crite, Dan Harris, and Leonard Porter

The Student African-American Brotherhood (B2B) organization was established specifically to assist our participants in excelling academically, socially, culturally, professionally, and in the community. B2B primarily includes male students who strive for academic excellence and who are committed to planning and implementing programs which benefit the community at-large. We encourage participants to embrace leadership by being positive examples for each other through a strong commitment to academic achievement, brotherhood, and community service. We provide weekly study sessions, weekly developmental seminars for students of all ages, business meetings, social and religious activities, and work with various non-profit service agencies (i.e., Habitat for Humanity, Big Brothers and Big Sisters, Boys Club, etc.).

Contacts: Joseph Lightfoot, 815-802-8563, jlightfoot@kcc.edu; Ken Crite, 815-802-8222, kcrite@kcc.edu; Dan Harris, 815-802-8311.

Cavalier C.H.E.S.S. Organization
Sponsors: John Babich and Bob Ling

The Cavalier Helping to Educate Students in Strategy – C.H.E.S.S. – organization is open to all students who are interested in organized play and competition. The purpose of the organization is to help students develop their analytical thinking and deductive reasoning skills. In order to maintain active membership, a member must participate in at least 10 matches with a minimum of five different Cavalier C.H.E.S.S. members.

Contacts: John Babich, 815-802-8666, jbabich@kcc.edu; Bob Ling, 815-802-8764, bling@kcc.edu.

Horticulture Club
Sponsor: Scott Stewart

The KCC Horticulture Club is open to those interested in horticulture, including those currently enrolled in the Horticulture Technology Program, other college programs, and alumni. The purpose of the Horticulture Club is to increase interest in the horticultural industry, and to provide opportunities to learn about and enjoy horticulture by organizing trips to gardens, parks, and horticulture conventions. The club also seeks to promote good relations among horticulture program students, educators, and local growers. The club holds a number of fundraisers throughout the year, including on-campus farmer's markets and flower sales.

Contact: Scott Stewart, 815-802-8859, sstewart@kcc.edu.

The Image Makers Club
Sponsors: Darla Jepson and Mendy Corbett

The Image Makers Club is open to students in the KCC Radiography Program. The purpose of the Image Makers is to educate and raise community awareness of diagnostic screenings, imaging procedures, and radiation safety for the public. Members have numerous opportunities for professional growth and preparation for being health care ambassadors in the community. Members are encouraged to attend the annual Illinois State Society of Radiologic Technologists Conference and to compete in the annual state Student Academic Bowl.

Contacts: Darla Jepson, 815-802-8832, djepson@kcc.edu; Mendy Corbett, 815-802-8830, mcorbett@kcc.edu.

Lambda Epsilon Chi National Honor Society in Paralegal/Legal Assistant Studies
Sponsor: Kristine Condon

Lambda Epsilon Chi is a nationally known academic honor society for paralegal students. Sponsored by the American Association for Paralegal Education (AAfPE), the society offers students national scholarship opportunities, participation in regional, state, and local conferences, and networking opportunities with other legal professionals.

Candidates for membership in Lambda Epsilon Chi must be in good academic standing at KCC and have completed at least two-thirds of their paralegal coursework. Candidates also must have a cumulative GPA of 3.5 or higher and a minimum GPA of 3.75 in paralegal courses. Other membership requirements also apply; membership application sessions are regularly conducted as part of the Paralegal Internship course (PLAS 2413).

Contact: Kristine Condon, 815-802-8216, kcondon@kcc.edu.

Latino/Hispanic Heritage Club
Sponsor: Jessica Greminger and Brad Logsdon

Through the Latino/Hispanic Heritage Club (LHC), KCC students, their families and community members support each other. The LHC encourages community awareness of cultural traditions and philosophies, as well as leadership, education, and promotion opportunities available for these communities at KCC. Families are welcome. Scholarship opportunities are available.

Contacts: Jessica Greminger, 815-802-8774, jgreminger@kcc.edu.; Brad Logsdon, 815-802-8752, blogsdon@kcc.edu.

Motorsports Club
Sponsor: Chris Spracklin

The KCC Motorsports Club is open to students in Automotive Technology classes, with special membership allowed to KCC alumni. The purpose of the Motorsports Club is to encourage student participation in community activities and to nurture contacts with automotive employers, organizations and industry leaders. The club is looking to reconstruct an automobile for local and statewide college competitions.

Contact: Chris Spracklin, 815-802-8866, cspracklin@kcc.edu.

Philosophy and Film Club
Sponsor: Ken West

KCC's Philosophy and Film Club creates educational opportunities for students interested in the intersection of philosophy and film. The group typically will select a theme to discuss throughout each semester, e.g., luck and its relationship to happiness. The Philosophy and Film Club also engages in meaningful service to the college and community.

Contact: Ken West, 815-802-8734, kwest@kcc.edu.

Phi Theta Kappa
Sponsors: Susan LaMore, Frances Hebert, and Meredith Purcell

Phi Theta Kappa is an international academic honor society for community college students. The KCC chapter, Alpha Delta Eta, is committed to more than just academic achievement. Chapter projects continue throughout the year with activities such as the Honors Study Topic, chapter meetings, and state and international conventions.

Each candidate for membership must have completed 12 semester hours of credit division coursework with a minimum GPA of 3.5. Candidates must have earned at least six semester hours of credit division coursework during the semesters of their eligibility and must be enrolled in at least one three-semester-hour credit course during the semester of induction. A GPA of 3.25 must be maintained. Other membership requirements apply.

Contacts: Susan LaMore, 815-802-8208, slamore@kcc.edu; Frances Hebert, 815-802-8757, fhebert@kcc.edu; and Meredith Purcell, 815-802-8514, mpurcell@kcc.edu.

Prairie Fire
Sponsor: Deborah Renville

Each spring KCC publishes the Prairie Fire literary anthology titled *Prairie Fire*. A showcase for literary works by KCC students, the publication contains poems, short stories, plays, and nonfiction essays. Copies of the anthology are available in each academic division office and the Learning Resource Center. New contributors to the anthology and members of the editorial staff are welcome.

Contact: Deborah Renville, literary editor, 815-802-8728, drenville@kcc.edu.

Rotaract Club
Sponsor: Susan LaMore

Open to all KCC students, the purpose of the Rotaract Club is to promote better relations among people of all nationalities through a framework of friendship and service, personal development, and education. As part of an international organization, the KCC Rotaract Club is sponsored by the Rotary Club of Kankakee.

Contact: Susan LaMore, 815-802-8208, slamore@kcc.edu.

Sister Circle
Sponsors: Oshunda Carpenter Williams and Dana Washington

This new campus organization focuses on women's empowerment. All female students are encouraged to get involved and explore leadership, social awareness, health, careers, education and other important issues. Topics for discussion will include issues that affect members, available resources and types of assistance available to help members with educational planning.

Contacts: Oshunda Carpenter Williams, 815-802-8513, ocarpenterwilliams@kcc.edu; Dana Washington, 815-802-8162, dwashington@kcc.edu.

Student Activities Board
Sponsor: Lindsey Fritz

It is the mission of the Student Activities Board to provide well-organized activities, events and programs for the students and faculty of KCC. These experiences are designed to be fun, educational, cultural, diverse, engaging and entertaining.

Contact: Lindsey Fritz, 815-802-8628, lfritz@kcc.edu.

Student Nurses' Association
Sponsor: Sheri Sikma

The Kankakee Community College Student Nurses' Association (KCC-SNA) serves all nursing students by promoting the activities and missions of the National Student Nurses' Association and the Illinois Student Nurses' Association. KCC-SNA is a leader and a partner in providing academic, social and emotional support to nursing students. In an attempt to create a sense of community and pride for all members, KCC-SNA provides student activities and peer support accessible to all nursing students. The goal of KCC-SNA is to increase students' awareness of their responsibility as learners in the nursing profession. The club's focus is to actively involve members in community service projects in an attempt to further their educational goals and objectives.

Contact: Sheri Sikma, 815-802-8826, ssikma@kcc.edu.

Ventilator Society
Sponsors: Nancy Ozee and Kelli Jandura

The Ventilator Society is open to all students enrolled in the Respiratory Therapist program. The purpose of this organization is to educate and raise community awareness of respiratory therapy as a profession. In addition, this organization will raise funds for professional activities. Members of the club are encouraged to attend conferences and participate in student-related activities at the state and national levels.

Contacts: Nancy Ozee, 815-802-8842, nozee@kcc.edu; Kelli Jandura, 815-802-8844, kjandura@kcc.edu.

Veterans Club

Sponsor: James A. Ryan

To the veterans of KCC, whether students, faculty or staff, the club acts as a gateway to knowledgeable veteran points of contact within the veterans service organizations of Kankakee County (American Legion, VFW, Disabled American Veterans, et al) that will assist KCC veterans in obtaining access to their benefits by cutting through the 'red tape' and dealing directly with the operators of the Veterans Administration, the Illinois Department of Veterans Affairs and our local agencies. Our outreach ability puts the KCC veteran in direct contact with the 'old soldier' who knows the ropes and the people who are the action agents that get things done.

Contact: James A. Ryan, jar-ryconserv@sbcglobal.net.

Athletics

KCC athletic programs are open to all students enrolled in 12 or more credit hours who meet NJCAA eligibility requirements.

Men's basketball

Coach: Joseph Lightfoot
Assistant coaches: Richard Baker, Steve Whitlow, and Scott Deatherage

The Cavaliers men's basketball program has not had a losing season in 41 straight years. The program has won 14 regional championships and has participated in the NJCAA National Tournament seven times, finishing second in the nation two times. The program has consistently been one of the top 25 NJCAA Division I programs. The Cavaliers also have produced 21 junior college All-Americans and numerous Division I, Division II, and NAIA players.

The Cavaliers finished the 2009-10 season with a record of 29-5. The team peaked with a ranking of No. 7 in the country, and finished the season ranked No. 10.

Home games are played in the George Ryan Gymnasium in the college's activities center. For more information, call Joseph Lightfoot at 815-802-8563 or e-mail jlightfoot@kcc.edu.

Women's basketball

Coach: Donnie Denson
Assistant coaches: Dan Denton, Maggie Sillar, and Walt Shipman

The 2009-10 Lady Cavaliers concluded the season with a record of 31-4 and finished in fourth place in the NJCAA National Tournament. The Lady Cavaliers have won the Region IV Championship 17 times in the last 21 years, each time advancing to the national tournament. The Lady Cavaliers won the national championship in 1995, and finished as national runner-up in 1993, 1996, 2007 and 2008. The Lady Cavaliers have produced 19 NJCAA All-Americans and two Kodak All-Americans and have sent numerous players on to the Division I, II and III levels.

Home games are played in the George Ryan Gymnasium in the college's activities center. For more information, call Donnie Denson at 815-802-8614 or e-mail ddenson@kcc.edu.

Men's baseball

Coach: Todd Post
Assistant coach: Luke Barrett

The 2010 Cavaliers finished the season with a 47-14-1 record. Overall, the baseball team holds six Region IV championships and has made four trips to the NJCAA World Series. The team claims 19 professional players and 14 All-Americans from its ranks.

Seventy-nine former Cavaliers have been selected for all-region honors and 85 have continued their collegiate careers at four-year colleges. The program includes a fall practice and game schedule and spring season with a spring trip to Panama City, Fla. in March.

Home games are played on KCC's baseball diamond, just east of the activities center. For more information, call Todd Post at 815-802-8616 or e-mail tpost@kcc.edu.

Men's soccer

Coach: Machel Cromwell
Assistant coaches: Jose Smith

The Cavaliers soccer team will play its eighth season in the fall of 2011. The season begins with practice in August and runs through the end of October.

For more information, call Ted Petersen at 815-802-8602 or e-mail tpetersen@kcc.edu.

Women's softball

Coach: Dennis Clark
Assistant coaches: Bill Wendling and Jim Grimes

KCC's women's softball team ended the 2010 season with a 61-7 record, which is a new school record for most wins. In 2010, the team won the Region IV championship for the 15th time in 17 years and advanced to the national tournament, finishing as the runner-up. The Cavaliers softball program has produced 31 NJCAA All-Americans and 16 NJCAA Academic All-Americans. The program includes a fall exhibition season and a spring schedule, with play in several tournaments.

Home games are played on KCC's softball diamond, just southeast of the activities center. For more information, call Dennis Clark at 815-802-8606 or e-mail dclark@kcc.edu.

Women's volleyball

Coach: Gary Sien
Assistant coach: Meghann Bonty

The Cavaliers volleyball team has won the Region IV championship 13 times in the last 24 years and has made 12 national tournament appearances. With a 1,045-393 record since 1977, the Cavaliers are a dominant team in Region IV. Twenty-three Cavaliers have been selected for All-American honors.

The Cavaliers play their home matches in the George Ryan Gymnasium in the activities center.

Practice will begin Aug. 1. For further information on the volleyball program, call Gary Sien at 815-802-8608 or e-mail gsien@kcc.edu.

George H. Ryan Activities Center

The George H. Ryan Activities Center, located southeast of the main building, includes regulation-size basketball court/volleyball courts with a seating capacity of 1,200 spectators and is the home for the KCC Cavaliers men's and women's athletic teams.

It also provides the college with a large, attractive facility for recreational classes, cultural events, and commencement programs.

Fitness center

The KCC Fitness Center is located in the OAK Orthopedic Sports Arena.

The 3,500 square-foot facility is carpeted and air-conditioned, and features all new equipment from LifeFitness, the No. 1 brand of fitness equipment in health clubs worldwide. Treadmills, bicycles, elliptical cross trainers and stair climber machines, as well as resistance strength training equipment and a free weight area offer a full range of options for various training goals.

Enrollment in the Fitness Center is open to members of the community. Modern locker rooms are available, including showers and spacious changing areas.

The KCC Fitness Center is open six days a week, Monday through Thursday, 6 a.m. to 8:30 p.m.; Fridays 6 a.m. to 6 p.m.; and Saturdays, 8 a.m. to noon.

To enroll in the Fitness Center, register and pay tuition in KCC's Department of Student Services, then phone 815-802-8610 or stop by the Fitness Center to schedule a 90-minute personal orientation and testing session. At the time of registration, there are two enrollment options – credit class with a grade and credit class with pass/fail option.

The fitness center located in the Ice Valley Sports Arena remains available to KCC's athletes as part of their training.

For more information about the Fitness Center, phone 815-802-8610.

Continuing Education

Continuing Education and Career Services

The KCC Office of Continuing Education and Career Services is designed to respond to the specialized training and staff development needs of business, industry, public service and governmental agencies as well as providing personal enrichment courses for the community.

The Office of Continuing Education and Career Services:

- Develops and implements customized training programs to keep businesses and their employees in step with changing technology.
- Offers short-term and long-term employee development programs dealing with topics such as management techniques, organizational procedures, and skill enhancement.
- Designs continuing education programs to meet the licensing/certification needs of various professional groups, i.e. nursing assistants, accountants, social workers, nursing home administrators, teachers, and respiratory care practitioners.
- Offers programs during the day, in the evening, or on weekends at the employer's site or on the KCC campus.
- Provides highly qualified instructors from KCC or contracts with special consultants.
- Offers programs at a very reasonable price compared with other training sources, including in-house training.
- Offers classrooms equipped with presentation technology for meetings and trainings. Nominal fees apply. Catering is available.
- Offers a wide variety of short-term personal enrichment courses on topics such as computing, health and wellness, home and garden, culinary, languages, hobbies, creative arts, and home and finances.

For more information, phone 815-802-8202.

Career Services

The Office of Continuing Education and Career Services assists students through a process of career exploration. In addition, we teach students about successfully searching for a job and preparing effective resumes that appeal to employers.

Listed below are the many free services provided by career services:

- Annual spring Job Fair.
- Annual Veterans Job Fair.
- Computers with software to create resumes, search employment opportunities, conduct online career interest assessments and more.
- Job readiness presentations/workshops.
- Resume and cover letter workshops.
- Interviewing skills workshops.
- More than 500 employment opportunities are posted annually on campus and at www.collegecentral.com/kcc.

For employers, KCC's Office of Continuing Education and Career Services allows free job-opening advertisements, and access to space on campus for recruiting potential employees.

For more information on services provided by the Office of Continuing Education and Career Services or to schedule an appointment, phone 815-802-8202 or www.kcc.edu/careerservices/.

Illinois Small Business Development Center at KCC

The Office Continuing Education and Career Services also operates the Illinois Small Business Development Center (SBDC) at KCC, which is sponsored by the U.S. Small Business Administration and the Illinois Department of Commerce and Economic Opportunity.

The SBDC is designed to meet the management assistance needs of small business. The program offers one-on-one confidential business counseling at no cost, workshops providing low-cost business education fundamentals, and access to an extensive library of business resources. Assistance also is provided to start-ups and existing businesses.

For more information, visit www.kcctrainingsolutions.org or call 815-802-8222.

Adult Education programs

KCC offers courses and services to provide area residents an opportunity to further personal development, explore vocational interests, obtain a high school equivalency (GED) and prepare for entry to college credit courses and associate degree programs. These courses are preparation for college work, but do not apply as credits toward a degree.

Practice tests and counseling are available at most sites for students who need information to predict success on the GED exam or in a high school credit or college class.

The classes and services are provided at no cost to the student.

Adult education courses are identified with the numbers 3000-8999 (for example, ENGL 3403 or ABEC 6211).

Adult Basic Education (ABE)

These courses provide students with basic reading, writing and math skills necessary to bring them to the eighth-grade level. They are offered on campus and at other locations throughout the district.

Call 815-802-8300 or 815-802-8304 for information on Adult Basic Education.

General Educational Development (GED)

These courses teach students the reading, writing, math, social studies, natural science, and state and federal constitution information necessary to pass the GED examinations. Classes are held on the KCC campus and at other locations throughout the district. Students are pretested to determine their skill levels so they may be placed in the class best suited to their abilities. When students have completed studies, they take the GED test at the KCC testing center located in the Department of Student Services.

KCC also offers online GED instruction for students who prefer this method of instruction. Online students must be registered in the Adult Education program.

Call 815-802-8300 or 815-802-8304 for information on the GED program.

English as a Second Language (ESL)

The ESL program provides non-native adults an opportunity to develop English speaking, listening, reading and writing skills. There is no tuition charge for these classes. Assessment of language skills is conducted before entering class. ESL classes are held at the Lisieux Pastoral Center in Kankakee, Momence City Hall, and Immaculate Conception Church in Gilman.

Call 815-929-9158 or 815-802-8300 for information on English as a Second Language.

High School Level, Adult Secondary Education (ASE)

High school-level Adult Secondary Education (ASE) classes are offered in the evening at KCC and area high schools for persons wishing to earn credits toward completion of a traditional high school diploma.

Credit is granted by the student's resident high school district. Interested persons should contact their hometown high school principal or advisor for admission to the program.

Classes for which high school credit is granted are identified in the class schedules published for each semester.

For information about Adult Secondary Education, call 815-802-8305.

Literacy and community education

ALIVE – Adult Literacy Initiative Volunteers Expanded

KCC's Adult Literacy Initiative Volunteers Expanded program (ALIVE) provides individual, classroom, and small group tutoring to improve the literacy skills of adults 16 years and older.

Trained ALIVE volunteer tutors serve students at many sites throughout the KCC district. Meeting times and places are arranged at the convenience of the student. The student and tutor work together a minimum of two hours per week.

Services are free to the student.

To volunteer or to receive tutorial help with reading skills, call 815-802-8307.

ALIVE – Family Literacy

Baby Talk, a program for new mothers, is offered at local hospitals. For additional information, call 815-802-8307.

Adult Parenting Program

Adult Parenting Programs are designed to build parenting skills by focusing on self-esteem, communication techniques and stress management. Specialized courses, workshops, support groups, and home visits to participants are offered. There also are special events to promote family unity, such as picnics and other outings. For more information, call 815-802-8311.

Remedial/developmental education

Individuals wanting to improve basic reading, writing and math skills or correct deficiencies in other subjects may enroll in remedial/development courses offered at KCC and high school extension centers.

Development of vocational skills – A number of vocational courses are offered which give students the opportunity to investigate various careers or upgrade their current job skills. Although vocational skills courses do not necessarily lead to an associate degree, some courses may be applied toward a high school diploma and used for job entry.

The college also offers classes to improve students' job-seeking skills. Job-search classes also help students become aware of their interests and abilities so they can match personal traits with available jobs.

General studies/community education – A number of courses, mini-courses, workshops, and seminars are offered for personal and community growth and development. They can be customized to the needs of individuals and the community.

These activities are not for degree credit. For more information, call 815-802-8200.

College Programs

Degree listing chart

This chart shows all KCC programs arranged by career area. It includes transfer programs for those pursuing four-year bachelor's degrees (curricula listings on Pages 38 to 62) and occupational programs for more immediate entry into the workforce (curricula listings on Pages 67 to 115). Additional occupational programs are offered to KCC students at other area community colleges through cooperative agreements (see Page 63). The most current list of programs is available at www.kcc.edu/.

	Associate Degree (Type)	Advanced Certificate	Certificate	Sem. hrs.*	Page for program requirements
Arts and Sciences					
Art	A.F.A.			65	41
Biological Sciences	A.S.			64	42
Chemistry	A.S.			64	44
Engineering Science	A.E.S.			68	49
English	A.A.			64	50
General Studies	A.G.S.			64	115
General Transfer - A.A.	A.A.			64	38
General Transfer - A.S.	A.S.			64	39
History	A.A.			64	51
Mass Communications	A.A.			64	52
Mathematics	A.S.			64	54
Physics	A.S.			63	55
Political Science	A.A.			64	56
Psychology	A.A.			64	57
Sociology	A.A.			64	60
Visual Arts	A.A.			64	62
Agricultural Science					
Agriculture	A.S.			64	40
Horticulture	A.A.S.	•		64/33	86
Business and Information Technology					
Business	A.S.			64	43
Business	A.A.S.	•		61/30	70-71
Accounting I			•	15	71
Accounting II			•	27	71
Business			•	15	71
Computer Graphic Design	A.A.S.	•		67/39	78
Office Professional	A.A.S.			61	100
Office Assistant		•		38	101
Microsoft Office Suite Applications			•	9	101
Supply Chain Management			•	14	112
Global Supply Chain			•	29	112
Education					
Child Development—Director/Administrator Option	A.A.S.			64	72
Child Development – Education Option	A.A.S.	•		64/33	73-74
Early Childhood Education	A.A.T.			65	47
Elementary Education	A.A.			64	48
Special Education	A.A.T.			61	61
Paraprofessional Educator/Teacher's Aide	A.A.S.	•		61/30	106-107
Secondary Education	A.A.			64	58
Secondary Mathematics	A.A.T.			64	59
Health Careers					
Emergency Medical Technician – Basic (EMT-B)			•	7	85
Emergency Medical Technician – Intermediate (EMT-I)			•	25	85
Emergency Medical Technician – Paramedic (EMT-P)			•	30	85
Medical Assistant	A.A.S.	•		61/42	90-91
Coding Specialist			•	23	91

	Associate Degree	Advanced Certificate	Certificate	Sem. hrs.*	Page for program requirements
Health Careers (cont.)					
Medical Laboratory Technology	A.A.S.			70	92 & 93
Medical Laboratory Assistant			•	11	94
Nursing—Registered	A.A.S.			69	95, 96 & 97
Nursing—Practical		•		37	98
Nursing Assistant			•	12	98
Paramedic	A.A.S.			69	104
Phlebotomy			•	6	94
Physical Therapist Assistant	A.A.S.			71	108
Radiography	A.A.S.			72	109
Respiratory Therapist	A.A.S.			69	110 & 111
Human and Public Service					
Criminal Justice	A.A.			64	46
Law Enforcement	A.A.S.	•		64/30	87
Basic Law Enforcement Principles			•	6	88
Laws & Evidentiary Procedures			•	6	88
Relationships & Juveniles			•	6	88
Crime, Criminals & Corrections			•	9	88
Investigation & Organization			•	12	88
Private Security			•	9	88
Paralegal/Legal Assistant Studies	A.A.S.	•		66/36	102-103
Industry and Technology					
Air Conditioning & Refrigeration	A.A.S.	•		69/34	67
Automotive Technology	A.A.S.		•	69/28	68-69
Advanced Drivetrains/Powertrains			•	17	69
Heating & Air Conditioning			•	3	69
Brakes & Alignment			•	6	69
Drivelines			•	6	69
Computer-Aided Drafting	A.A.S.		•	66/24	76-77
Technical Drafting			•	8	77
Mechanical Drafting			•	16	77
Architectural Drafting			•	16	77
Construction Craft Laborer		•		44	79
Concrete Specialist			•	10	79
Construction Management	A.A.S.	•		65/35	80-81
Materials and Methods			•	6	81
Building Systems			•	10	81
Electrical Technology	A.A.S.	•		66-71/37	82-83
Industrial Motor Controls			•	14	84
Pneumatic and Hydraulic Power			•	14	84
Programmable Logic Controllers			•	14	84
Residential & Industrial Wiring			•	14	84
Entry-Level, Solar-Thermal Technology			•	21	84
Entry-Level, Small-Wind Energy Technology			•	21	84
Entry-Level, Solar-PV Technology			•	21	84
Machine Tool Technology		•		34	89
Tower Construction & Maintenance			•	5.5	112
Welding Technology	A.A.S.	•		64/32	113-114
Shielded Metal-Arc Welding All Positions			•	8	114
Tungsten Inert Gas & Metallic Inert Gas			•	8	114
Pipe Welding			•	12	114
Maintenance Welding			•	12	114

***When two numbers are listed, the first is semester hours to complete the associate degree and the second number is semester hours to complete the certificate.**

General Education

The requirements for an associate's degree (A.A., A.S., A.A.S., A.A.T., A.E.S., or A.F.A.) consist of a minimum of 61 credit hours taken from three components: (1) general education core, (2) courses taken in the major/minor field and (3) electives.

Course work in the general education core:

- Assumes there are some commonalities expected of an "educated person" in terms of what he or she knows and is able to do.
- Provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world.
- Consists of a core of intellectual, aesthetic and cultural experiences which will introduce students to essential knowledge, skills and values, and encourages them to make connections across disciplines.

For transfer students (A.A., A.S., A.A.T., or A.F.A.), the general education core ranges from 38 to 41 credit hours; for transfer students pursuing an Engineering degree, the A.E.S. requires 28 credit hours of general education; and for career students (A.A.S.), it requires at least 15 credit hours, depending on the program of study. Transfer students who complete their degree will fulfill all of the general education core requirements defined by the Illinois Articulation Initiative (IAI) for the first two years of a baccalaureate program.

The general education requirements are distributed among the five traditional divisions of knowledge.

a. Communication
b. Mathematics
c. Life and Physical Sciences
d. Humanities and Fine Arts
e. Social and Behavioral Sciences

The specific courses in each division will vary with the student's degree or program. Students can contact an advisor in Student Services to determine the exact requirements.

While accurate information and advising assistance is always available regarding the general education core requirements, the major responsibility of getting a purposeful general education rests on each individual student. Thus, you should also familiarize yourself with the General Education Goals and Objectives in the next section that identify the traits of a generally educated person. By understanding these goals and objectives, you can begin to make informed selections of course work.

General Education Goals and Objectives

The general education program at KCC is designed to enable students to write, read and listen critically; to investigate, analyze and think independently; to communicate clearly and effectively; to make informed decisions; to respect the diversity in human values and cultural orientation; to understand and appreciate facts, concepts and perspectives within the fundamental areas of knowledge; and to foster intellectual curiosity and lifelong learning.

The specific objectives of the general education program are to develop in each student the following traits and abilities:

Communication: demonstrate the ability to read with comprehension; to listen, speak, and write critically, clearly, and effectively; to interact respectfully with others.

Computational skills: demonstrate the ability to interpret and communicate quantitative data, solve routine and non-routine problems, and recognize valid logic.

Critical thinking: demonstrate the ability to think critically by separating fact from opinion, drawing logical inferences, and arriving at informed judgments.

Access information: demonstrate the ability to locate, evaluate, and synthesize material in an appropriate and responsible manner.

Cultural awareness/diversity: demonstrate an awareness and appreciation of the varied perspectives that emerge locally, nationally, or internationally, with respect to cultures, ethics, genders, races, classes, and experiences.

Scientific literacy: demonstrate the ability to distinguish between empirical and non-empirical evidence, demonstrate an understanding of the scientific method, and make informed judgments regarding the credibility of scientific claims.

Technology: demonstrate competency in the basic use of computers by using computer technology in solving problems, communicating, and acquiring information.

Transfer admission requirements

Students enrolling in transfer degree programs at KCC must meet minimum admission requirements as directed by Illinois Public Act 86-0954.

Specific requirements are based on the student's high school record.

Students must complete at least 15 units of high school coursework from the following five categories:

1) Four years of English (emphasizing written and oral communications and literature);
2) Three years of social studies (emphasizing history and government);
3) Three years of mathematics (introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming);
4) Three years of science (laboratory sciences); and
5) Two years of electives in foreign language, music, vocational education or art; except that up to three of the 15 units of coursework required may be distributed by deducting no more than one unit each from the categories of social studies, mathematics, sciences, and electives and completing those three units in any of the five categories.

A deficiency may be satisfied through assessment testing and/or completion of specified remedial/developmental or college-level courses. Students meeting the prerequisite and assessment requirements for transfer-level courses will satisfy admissions requirements.

Students must meet assessment requirements regardless of whether or not they meet the high school course-specific requirements. Student will be assessed in English, mathematics, and reading to assist them with placement in courses appropriate to their academic abilities.

Students who have successfully completed 24 semester hours of transfer-level course work at an accredited college or university will be considered having the equivalent of the required high school course work shown above.

Transfer programs

At KCC, students can begin the first two years of study for virtually any bachelor's degree program.

The sample transfer majors described in this section include statewide recommended courses typically taken by freshmen and sophomores who wish to gain a solid academic foundation and transfer credits toward specific bachelor's degrees at Illinois four-year colleges and universities. These transfer major recommendations, identified through the Illinois Articulation Initiative (IAI), are meant for students who are undecided about their intended transfer institution. The recommended courses build upon the IAI general education core curriculum by identifying prerequisite courses and courses in the major that students my need to complete to transfer as a junior.

Students who already know where they will transfer and students interested in a major not included in this section should contact a KCC advisor for assistance in obtaining the information needed to develop an appropriate educational plan.

Students planning to transfer should refer to Page 37 of this catalog for Illinois Articulation Initiative (IAI) general education requirements.

TRANSFER PROGRAM INFORMATION

The following information applies to all transfer programs:

- To satisfy requirements for a transfer degree, the first digit in the KCC course number must be a 1 or a 2, and the second digit must be either a 5, 6, 7, 8, or 9.
- Non-specific electives can be any course with a transfer number, including those without an Illinois Articulation Initiative code (see details below).
- The maximum number of physical education activity credits which can be applied to an associate in arts or associate in science degree is four (4) for non-physical education majors and seven for physical education majors.
- Students are encouraged to take ORIN 1501 - College Success Skills during the first semester of enrollment.
- Exceptions to all degree requirements must be approved by petitioning the Graduate Review Committee.
- It is the responsibility of the student intending to transfer to a baccalaureate college/university to familiarize him/herself with admissions and lower division requirements of the particular institution. Resources for many senior institutions are available in the Office of Transfer Services in Student Services and at www.kcc.edu/transfer.

Illinois Articulation Initiative

Sponsored by the Illinois Board of Higher Education and the Illinois Community College Board, the Illinois Articulation Initiative (IAI) ensures that completion of the general education core curriculum at any participating institution in Illinois transfers to meet lower division (freshman and sophomore) general education core requirements at more than 100 participating Illinois colleges and universities.

The agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 and thereafter.

General Education Core

The IAI General Education Core requirements are outlined on Page 37. An IAI course number followed by:

L designates a laboratory course;
N designates a non-Western culture course; and
D designates a diversity course.

The General Education Core courses also are identified by code at the end of the individual course descriptions (Pages 120-164). Those codes include:

IAI: Communications
IAI: Mathematics
IAI: Fine arts
IAI: Physical science
IAI: Humanities
IAI: Social and behavioral science
IAI: Life science

Major-Specific courses

The Illinois Articulation Initiative panels have designated some courses as major-specific within curriculums. While the IAI General Education Core specifies elective choices, IAI Major-Specific courses clarify which courses are appropriate for transfer into the selected major at a four-year institution.

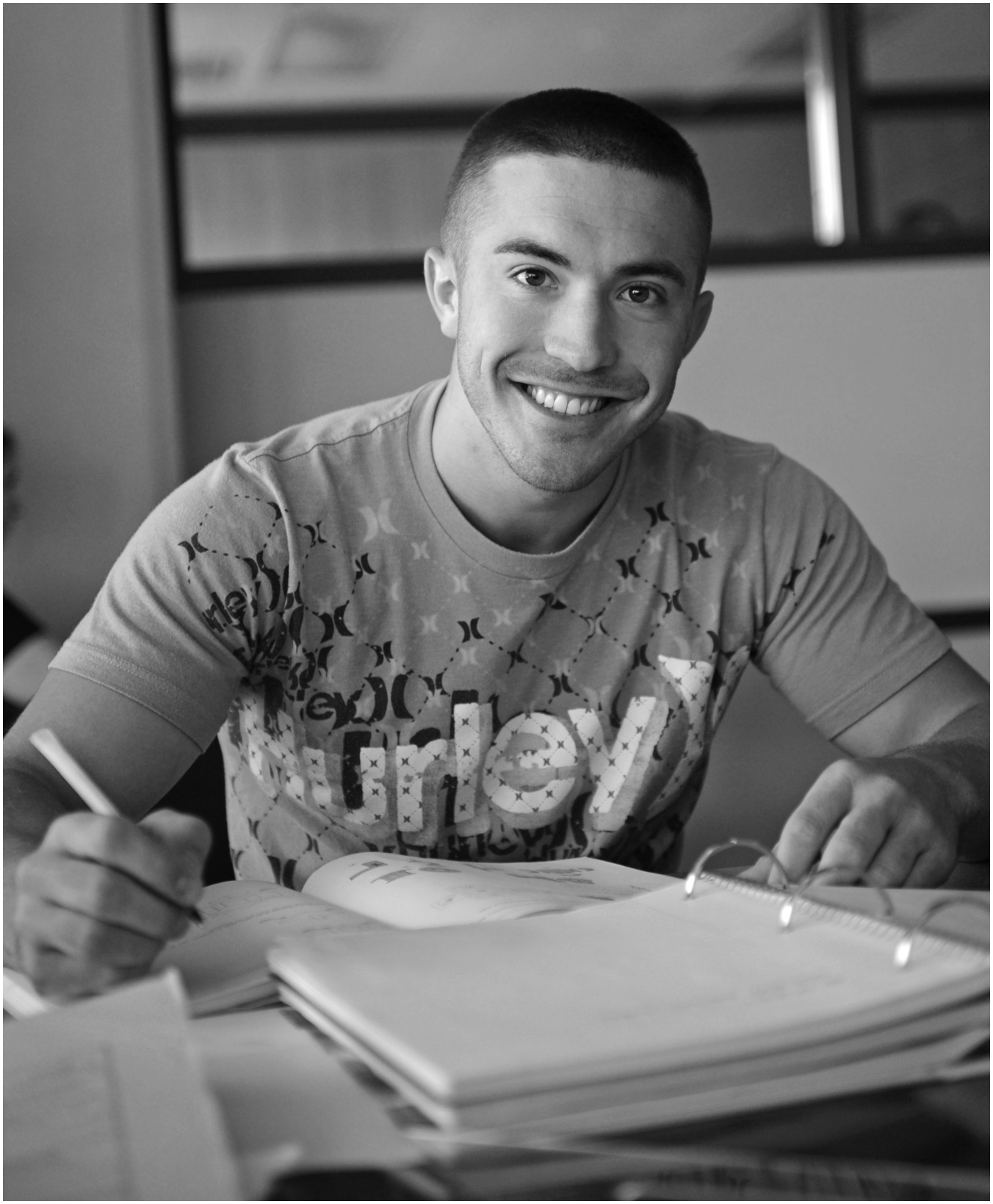
A notation is included at the end of course descriptions for IAI Major-Specific courses (Pages 120-163).

IAI information

For the latest information on IAI requirements, visit the IAI Internet site: http://www.itransfer.org.

Use www.transfer.org as a guide

To see how your courses transfer, log on to U.Select at www.transfer.org. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.



IAI General Education Core

The following requirements are mandatory for all students who enter a KCC transfer program in summer 1998 and thereafter.

Communications – 9 credit hours

Three courses, including a two-course sequence in writing (six credit hours) and one course (three credit hours) in oral communications. Both writing courses must be completed with a grade of C or better.

*ENGL 1613 - English I (IAI: C1 900)
*ENGL 1623 - English II (IAI: C1 901R)
*SPCH 1553 - Introductory Speech (IAI: C2 900)

Laboratory Science – 8 credit hours

Two courses, with one course selected from the life sciences and one course from the physical sciences. At KCC, all of the following are laboratory courses.

Life science

*BIOL 1514 - General Biology I (IAI: L1 900L)
*BIOL 1554 - Human Biology (IAI: L1 904L)
*BIOL 1584 - Environmental Biology (IAI: L1 905L)

Physical science

*CHEM 1514 - General Chemistry I (IAI: P1 902L)
*PHYS 1514 - General Physics I (IAI: P1 900L)
*PHYS 2614 - Physics I (IAI: P2 900L)
*PSCI 1514 - Introduction to Physical Science (IAI: P1 900L)
*PSCI 1524 - Earth Science & Astronomy (IAI: P1 905L)

Mathematics – 3 to 6 credit hours

One or two courses.

*MATH 1623 - Mathematics for Elementary Teachers II[1] (IAI: M1 903)
*MATH 1704 - Contemporary Mathematics (IAI: M1 904)
*MATH 1713 - Finite Mathematics (IAI: M1 906)
*MATH 1774 - Statistics/*BSNS 2514 - Business Statistics (IAI: M1 902)
*MATH 1833 - Calculus for Business & Social Science (IAI: M1 900-B)
*MATH 2515 - Calculus and Analytic Geometry I (IAI: M1 900-1)
*MATH 2523 - Calculus and Analytic Geometry II (IAI: M1 900-2)
*MATH 2535 - Calculus and Analytic Geometry III (IAI: M1 900-3)

[1]MATH 1623 fulfills the IAI transferable general education core curriculum requirements only for students seeking state certification as elementary teachers and who are following the Elementary Education Associate in Arts curriculum guide. MATH 1623 does not meet the KCC general math requirements for other Associate in Arts or Associate in Science degrees. Consult your advisor.

Humanities – 9 credit hours

Three courses, with at least one course selected from general humanities and at least one course from the fine arts or interdisciplinary categories. Courses with an IAI code ending in a "D" or an "N" may meet the non-Western Culture or Diversity requirement of some majors.

General Humanities

*ENGL 1713 - Introduction to Poetry (IAI: H3 903)
*ENGL 1743 - Introduction to Literature (IAI: H3 900)
*ENGL 1853 - Introduction to Shakespeare (IAI: H3 905)
*ENGL 2613 - Ancient & Medieval World Literature (IAI: H3 906)
*ENGL 2623 - Modern World Literature (IAI: H3 907)
*ENGL 2723 - American Literature Up to 1864 (IAI: H3 914) (Pending approval)
*ENGL 2733 - American Literature from 1865 to Present (IAI: H3 915)
*HIST 1513 - History of Western Civilization to 1648 (IAI: H2 901)
*HIST 1533 - History of Western Civilization 1648 to Present (IAI: H2 902)
*HIST 1643 - Middle East History 600 to Present (IAI: H2 903N)
*HUMS 2613 - World Religions (IAI: H5 904N)
*PHIL 2513 - Introduction to Philosophy (IAI: H4 900)
*PHIL 2523 - Ethics (IAI: H4 904)
*PHIL 2533 - Logic (IAI: H4 906)
PHIL 2713 - Introduction to Religion (IAI: H4 905)
*SPAN 2524 - Intermediate Spanish II (IAI: H1 900)

Fine arts

*ARTS 1553 - Art Appreciation (IAI: F2 900)
*ARTS 1613 - Survey of Art I (Caves to Cathedrals) (IAI: F2 901)
*ARTS 1623 - Survey of Art II Renaissance to Rococco (IAI: F2 902)
*ARTS 1633 - Survey of Art III (1800 to Present) (IAI: F2 902)
*ENGL 1723 - Introduction to Film Art (IAI: F2 908)
*MUSC 1513 - Music Appreciation (IAI: F1 900)

Interdisciplinary

*HUMS 1513 - Introduction to Humanities (IAI: HF 900)
*HUMS 1813 - African-American Cultural Expression (IAI: HF 906D)

Social and Behavioral Science – 9 credit hours

Three courses selected from at least two different prefixes. Courses with an IAI code ending in a "D" or an "N" may meet the non-western culture or diversity requirement of some majors.

*ANTH 1713 - Introduction to Anthropology (IAI: S1 900N)
*ANTH 1743 - Introduction to Archaeology (IAI: S1 903)
*ECON 1553 - Principles of Macroeconomics (IAI: S3 901)
*ECON 1563 - Principles of Microeconomics (IAI: S3 902)
*GEOG 1513 - World Regional Geography (IAI: S4 900N)
*HIST 2513 - History of the United States to 1877 (IAI: S2 900)
*HIST 2523 - History of the United States from 1877 to Present (IAI: S2 901)
*HIST 2533 - Latin American History (IAI: S2 911N)
*PLSC 1513 - American Government (IAI: S5 900)
*PLSC 1523 - State & Local Government (IAI: S5 902)
*PLSC 2613 - Introduction to International Relations (IAI: S5 904N)
*PSYC 1813 - Introduction to Psychology (IAI: S6 900)
*PSYC 2553 - Lifespan Developmental Psychology (IAI: S6 902)
*PSYC 2773 - Social Psychology (IAI: S8 900)
*SOCY 2513 - Sociology (IAI: S7 900)
*SOCY 2523 - Contemporary Social Problems (IAI: S7 901)
*SOCY 2543 - Race and Ethnic Relations (IAI: S7 903D)
*SOCY 2553 - Marriage and the Family (IAI: S7 902)

*Course has prerequisite.

Associate in Arts
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit Hours**
*ENGL 1613	3
*Laboratory Science course	4
*Mathematics course	3
*Social and Behavioral Science course	3
*Humanities course	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*Laboratory Science course	4
*Social and Behavioral Science course	3
*Humanities course	3
Fall semester	
*Social and Behavioral Science course	3
*Humanities course	3
*Electives	10
Spring semester	
*Electives	16

ADDITIONAL PROGRAM INFORMATION

KCC offers the general education courses required for nearly every college major, including those not found in this catalog. Courses in this curriculum satisfy lower division requirements (first two years) toward a bachelor's degree in numerous fields. Consult your adviser to review course selections and transfer plans.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

GEN.AA.B50

The Associate in Arts degree provides the first two years of study toward a bachelor of arts degree. It is ideal for students who have not yet decided what their major will be or for students who have selected a major for which KCC does not offer a specific transfer curriculum. Associate in Arts emphases available at KCC include Criminal Justice, Elementary Education, English, History, Mass Communications, Political Science, Psychology, Secondary Education, Sociology, and Visual Arts; those curricula are listed on Pages 46, 48, 50, 51, 52, 56, 57, 58, 60 and 62. The guidelines below are suggested minimums in each category. Students enrolling in this curriculum are urged to meet with an academic adviser each semester to review course selections and transfer plans.

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3**

CHOOSE ONE IAI mathematics courses from the following five choices:

- * MATH 1704 - Contemporary Mathematics
- * MATH 1713 - Finite Mathematics
- * MATH 1774 - Statistics
- * MATH 1833 - Calculus for Business and Social Sciences
- * MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Electives (7-12 courses) **Credit hours: 26**

CHOOSE 26 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Note: Consult your transfer university to determine appropriate electives. Some bachelor of arts degree programs require the equivalent of two years of study of a foreign language at the college level. Students are advised to complete this requirement before transferring. In most cases, each year of high school foreign language may be substituted for one college semester.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Science Degree

GEN.AS.B70

The Associate in Science degree, emphasizing the sciences and mathematics, provides the first two years of study toward a bachelor of science degree. It is ideal for students who have not yet decided what their major will be or for students who have selected a major for which KCC does not offer a specific transfer curriculum. Associate in Science emphases available at KCC include Agriculture, Biological Sciences, Business, Chemistry, and Mathematics. An Associate in Engineering Science transfer degree also is offered. Those curricula are included on Pages 40, 42, 43, 44, and 54. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Laboratory Science General Education (2 courses) **Credit hours: 8**
CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (2 courses) **Credit hours: 6**
CHOOSE TWO IAI mathematics courses from the following six choices:
- * MATH 1704 - Contemporary Mathematics
- * MATH 1713 - Finite Mathematics
- * MATH 1774 - Statistics
- * MATH 1833 - Calculus for Business and Social Sciences
- * MATH 2515 - Calculus and Analytic Geometry I
- * MATH 2523 - Calculus and Analytic Geometry II

Communications General Education (3 courses) **Credit hours: 9**
A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * SPCH 1553 - Introductory Speech

Humanities General Education (3 courses) **Credit hours: 9**
CHOOSE THREE IAI humanities courses with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

IAI Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Elective Credits (6-11 courses) **Credit hours: 23**
CHOOSE 23 credit hours from any elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Science
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit Hours**
*ENGL 1613	3
*Laboratory Science course	4
*Mathematics course	3-5
*Humanities course	3
*Social and Behavioral Science course	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*Laboratory Science course	4
*Mathematics course	3-5
Humanities course	3
Fall semester	
*Humanities course	3
*Social and Behavioral Science course	3
*Electives	10
Spring semester	
*Social and Behavioral Science course	3
*Electives	13

ADDITIONAL PROGRAM INFORMATION

KCC offers the general education courses required for nearly every college major, including those not found in this catalog. Courses in this curriculum satisfy lower division requirements (first two years) toward a bachelor's degree in numerous fields. Consult your advisor to review course selections and transfer plans.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Agriculture
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit Hours
*ENGL 1613	3
*CHEM 1514	4
Agriculture course	4
*Humanities elective	3
Elective	3
Spring semester	
*ENGL 1623	3
*Mathematics elective	3-4
*Social and Behavioral Science elective	3
*Humanities elective	3
Elective	4
Fall semester	
*BIOL 1514	4
Agriculture courses	8
*Social and Behavioral Science elective	3
Spring semester	
*SPCH 1553	3
*Mathematics elective	3-4
*Humanities elective	3
*Social and Behavioral Science elective	3
Elective	4

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Science Degree

Agriculture

The Agriculture curriculum is designed to satisfy the basic lower division requirements for agriculture majors at most senior institutions. Students enrolling in this curriculum are urged to meet with an advisor at the senior institution to review course selections and transfer plans.

Agriculture Major (3 courses) **Credit hours: 12**

CHOOSE THREE courses from the following five options.

- * AGRC 1624 - Soil Science
- AGRC 1704 - Animal Science
- AGRC 1724 - Plant Science
- AGRC 1734 - Agriculture Economics
- HORT 1514 - Introduction to Horticulture Science

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * SPCH 1553 - Introductory Speech

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE courses from the following four options.

- * ECON 1553 - Principles of Macroeconomics
- ECON 1563 - Principles of Microeconomics
- * PSYC 1813 - Introduction to Psychology
- * PLSC 1513 - American Government

Mathematics General Education (2 courses) **Credit hours: 6-7**

CHOOSE TWO courses from the following three options:

- * MATH 1713 - Finite Mathematics
- * MATH 1774 - Statistics
- * MATH 1833 - Calculus for Business and Social Sciences

Laboratory Science General Education (2 courses) **Credit hours: 8**

- * CHEM 1514 - General Chemistry I
- * BIOL 1514 - General Biology I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Electives (3-4 courses) **Credit hours: 11**

CHOOSE ELEVEN (11) credit hours of courses from any elective area. Credit hours may come from additional agriculture major courses. COSC 1513 - Introduction to Information Processing and CHEM 1524 - General Chemistry II are recommended.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Fine Arts Degree

Art – ARTS.AFA.B24

The Associate in Fine Arts degree in Visual Arts provides first- and second-year art and general education courses leading to the bachelor of art or the bachelor of fine arts degree. It is intended for students planning a career in such fields as commercial design (architecture, graphic, industrial, interior, fashion, film, theater support), fine art (painting, sculpture, printmaking, textiles, crafts) and a wide range of photography-related disciplines. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Fine Arts (9 courses) **Credit hours: 27**

Complete all three sub-requirements:

1. Art - 15 credit hours
   - ARTS 1503 - Basic Drawing
   - ARTS 1513 - Two-Dimensional Design
   - ARTS 1603 - Drawing II
   - ARTS 1813 - Three-Dimensional Design
   - *ARTS 2613 - Figure Drawing
2. Art Electives - 9 credit hours
   CHOOSE THREE courses from the following nine options. In addition, a portfolio review is generally required by transfer institutions for studio courses in individual media.
   - ARTS 2513 - Painting
   - *ARTS 2523 - Painting II
   - ARTS 2713 - Introduction to Sculpture
   - ARTS 2553 - Photography
   - *ARTS 2563 - Photography II
   - ARTS 2573 - Introduction to Printmaking
   - *ARTS 2583 - Color Photography
   - *ARTS 2623 - Figure Drawing II
   - *ARTS 2643 - Computer Art
3. Humanities Elective - 3 credit hours
   CHOOSE ONE IAI humanities course (see Page 37).[1]

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

- *ENGL 1613 - English I
- *ENGL 1623 - English II
- *SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3**

CHOOSE ONE IAI mathematics courses from the following five options:

- *MATH 1704 - Contemporary Mathematics
- *MATH 1713 - Finite Mathematics
- *MATH 1774 - Statistics
- *MATH 1833 - Calculus for Business and Social Sciences
- *MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (4 courses) **Credit hours: 12**

- *ARTS 1613 - Survey of Art (Caves - Cathedrals)[2]
- *ARTS 1623 - Survey of Art (Renaissance - Rococo)[2]
- *ARTS 1633 - Survey of Art (1800 - Present)[2]

In addition, CHOOSE ONE of the following two courses:

- *HIST 1513 - History of Western Civilization to 1648
- *HIST 1533 - History of Western Civilization 1648 to Present

Social and Behavioral Science General Education (2 courses) **Credit hours: 6**

CHOOSE TWO IAI social and behavioral science courses from at least two different prefix areas (see Page 37).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 65

*Course has prerequisite.

[1]ARTS 1553 is not a recommended course for art majors because it may not transfer as a fine arts humanities elective.

[2]May not also be used to meet general education requirements at some institutions.

Art
Associate in Fine Arts—Art Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
ARTS 1503	3
ARTS 1513	3
*ARTS 1613	3
*ENGL 1613	3
*Laboratory Science course	4
Spring semester	
ARTS 1603	3
ARTS 1813	3
*ARTS 1623	3
*ENGL 1623	3
*Social and Behavioral Science course	3
Fall semester	
*ARTS 1633	3
*ARTS 2613	3
*HIST 1513	3
*Social and Behavioral Science course	3
*Mathematics course	3
Art elective	3
Spring semester	
*SPCH 1553	3
*Laboratory Science course	4
*Humanities course	3
Art electives	6

ADDITIONAL PROGRAM INFORMATION

The Associate in Fine Arts – Art Degree is designed so that transfer students will fit in with the native students at the transfer school, taking the remainder of their studio courses (no more than two per semester) along with the remaining general education courses.

Completion of the Associate in Fine Arts degree does not fulfill the requirements of the IAI General Education Core. Students need to complete the general education requirements of the institution to which they transfer or take an additional social and behavioral science course to meet IAI general education requirements before transferring. However, the Associate in Fine Arts degree satisfies IAI studio requirements for a Bachelor of Fine Arts degree.

Students in this program should expect to take additional general education courses as required by the transfer institution and may be required to submit a portfolio for transfer placement.

KCC also offers an Associate in Arts in Visual Arts. See Page 62.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Biological Sciences
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit Hours**
*BIOL 1514	4
*CHEM 1514	4
*ENGL 1613	3
*Mathematics course	4-5
Spring semester	
*BIOL 1524	4
*CHEM 1524	4
*ENGL 1623	3
*Humanities course	3
*Social and Behavioral Science course	3
Fall semester	
*SPCH 1553	3
*Biological Science Major course	4
*Mathematics course	3-5
*Humanities course	3
*Social and Behavioral Science course	3
Spring semester	
*Biological Science Major course	4
*Humanities course	3
*Social and Behavioral Science course	3
*Electives	5

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Science Degree

Biological Sciences

The following curriculum is designed to satisfy the basic lower division requirements for biological sciences majors at senior institutions. Potential majors at senior institutions for students who earn an Associate in Science degree and follow the recommendations below include botany, genetics and ecological, evolutionary, molecular, or general biology. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Laboratory Science General Education (2 courses) **Credit hours: 8**

* BIOL 1514 - General Biology I
* CHEM 1514 - General Chemistry I

Biological Science courses **Credit hours: 16**

IAI Major (2 courses)

* BIOL 1524 - General Biology II
* CHEM 1524 - General Chemistry II

Additional Biological Science (2 courses)

CHOOSE TWO courses from the following six options:

* CHEM 2714 - Organic Chemistry I
* CHEM 2724 - Organic Chemistry II
* PHYS 1514 - General Physics I
* PHYS 1524 - General Physics II
* PHYS 2614 - Physics I
* PHYS 2624 - Physics II

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Mathematics (2-3 courses) **Credit hours: 8-9**

CHOOSE BOTH IAI mathematics courses from one of the following sequences:

1. *MATH 1774 - Statistics and *MATH 2515 - Calculus and Analytic Geometry I
2. *MATH 2515 - Calculus and Analytic Geometry I and *MATH 2523 - Calculus and Analytic Geometry II

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Electives (2-5 courses) **Credit hours: 5**

CHOOSE five (5) credit hours from any elective area. A maximum of four (4) credit hours can come from physical education activity courses. Note: Select a biological science (BIOL prefix) or *MATH 2523 - Calculus and Analytic Geometry II. Note: Courses such as *BIOL 2714 - Microbiology and *BIOL 2644 - Anatomy and Physiology I sometimes can be transferred to a four-year school for credit for health career majors, but seldom transfer as credit for biology majors. Consult transfer university to determine appropriate electives.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Science Degree

Business

The Business Transfer curriculum is designed for students who plan to transfer to four-year institutions to pursue bachelor's degrees in any of the following fields of business: accounting, advertising, business administration, business education, computer services, economics, finance, information systems, management, marketing, and sales. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Business courses **Credit hours: 20**

IAI Major (4 courses)
- ACCT 1514 - Financial Accounting
- *ACCT 1523 - Managerial Accounting
- *BSNS 2514 - Business Statistics
- *COSC 1513 - Introduction to Information Processing

Additional Business (2 courses)
- BSNS 1553 - Introduction to Business
- BSNS 1663 - Legal and Social Environment of Business[1] or BSNS 1653 - Business Law[1]

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
- *ENGL 1613 - English I
- *ENGL 1623 - English II
- *SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**

CHOOSE ONE IAI mathematics course from the following two options:
- *MATH 1833 - Calculus for Business and Social Sciences
- *MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37). PHIL 2523 - Ethics is strongly recommended.

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
- *PSYC 1813 - Introduction to Psychology or *SOCY 2513 - Sociology
- *ECON 1553 - Principles of Macroeconomics
- ECON 1563 - Principles of Microeconomics

Electives (2-5 courses) **Credit hours: 6**

CHOOSE SIX (6) credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Note: If business education major, PHED 1512 - Health Education should be taken. Undecided business majors might find courses such as MKTG 1553 - Principles of Marketing, and BSNS 2553 - Principles of Management helpful in determining their major. These courses will be accepted for credit by bachelor's degree colleges/universities, but may not meet the specific requirements of a bachelor's degree in business. Students should consult with the transfer institution for specific information about how business courses will transfer.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]Consult transfer institution to determine appropriate course.

Business
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit Hours**
ACCT 1514	4
BSNS 1553	3
*BSNS 2514	4
*ENGL 1613	3
*Laboratory Science course	4
Spring semester	
*ACCT 1523	3
*ENGL 1623	3
*PSYC 1813	3
*Humanities course	3
*Laboratory Science course	4
Fall semester	
*ECON 1553	3
*SPCH 1553	3
*Mathematics course	3-5
*Humanities course	3
*Elective	3
Spring semester	
BSNS 1663 or BSNS 1653	3
*COSC 1513	3
ECON 1563	3
*Humanities course	3
*Elective	3

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Chemistry
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit Hours
*CHEM 1514	4
*ENGL 1613	3
*MATH 2515	5
*Humanities course	3
Spring semester	
*CHEM 1524	4
*ENGL 1623	3
*MATH 2523	3
*PHYS 2614	4
*Social and Behavioral Science course	3
Fall semester	
*SPCH 1553	3
*PHYS 2624	4
*Humanities course	3
*Social and Behavioral Science course	3
*Chemistry major course	4-5
Spring semester	
*Life Science course	4
*Humanities course	3
*Social and Behavioral Science course	3
*Chemistry major course	4-5

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Science Degree

Chemistry

The following curriculum is designed to satisfy the basic lower division requirements for chemistry majors at senior institutions. Potential majors at senior institutions for students who earn an Associate in Science degree and follow the recommendations below include: biochemistry, chemistry, and chemistry education. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Laboratory Science General Education (2 courses) **Credit hours: 8**

* CHEM 1514 - General Chemistry I

In addition, CHOOSE ONE IAI Life Science course from the following three options:

* BIOL 1514 - General Biology I
* BIOL 1554 - Human Biology
* BIOL 1584 - Environmental Biology

Chemistry courses **Credit hours: 20-21**

IAI Major (1 course)

* CHEM 1524 - General Chemistry II

Additional chemistry (4 courses)

* PHYS 2614 - Physics I
* PHYS 2624 - Physics II

CHOOSE both courses from one of the following sequences[1]:

* CHEM 2714 - Organic Chemistry I and *CHEM 2724 - Organic Chemistry II[1]
* MATH 2535 - Calculus and Analytic Geometry III and *PHYS 2634 - Physics III

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Mathematics General Education (2 courses) **Credit hours: 8**

* MATH 2515 - Calculus and Analytic Geometry I
* MATH 2523 - Calculus and Analytic Geometry II

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]Some transfer institutions are specific about the selection of these courses. Consult your academic adviser. Students who choose CHEM 2714 and CHEM 2724 must complete one more credit hour to obtain the 64 hours required for graduation.

Criminal Justice
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit Hours**
LAWF 1513	3
*PSYC 1813	3
*ENGL 1613	3
*Mathematics course	3-5
*Laboratory science course	4
Spring semester	
LAWF 1713	3
*ENGL 1623	3
*COSC 1513	3
Social and Behavioral Science course	3
*Laboratory Science course	4
Fall semester	
LAWF 2723	3
LAWF 2513	3
*SPCH 1553	3
*SOCY 2513	3
*Humanities course	3
Spring semester	
LAWF 1753	3
LAWF elective	3
*Humanities courses	6
*Electives	5

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

Criminal Justice

The Criminal Justice curriculum is designed for students who plan to transfer to four-year institutions to pursue careers in law enforcement, the courts, corrections, juvenile justice, private security, criminal behavior, and other aspects of crime and criminal justice. KCC also offers a Law Enforcement program, see Page 87. Students should see the criminal justice/law enforcement coordinator to determine which program best suits their needs. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Criminal Justice courses **Credit hours: 21**

IAI Major (4 courses)
- LAWF 1513 - Introduction to Criminal Justice
- LAWF 2723 - Introduction to Corrections
- LAWF 2513 - Criminology
- LAWF 1753 - Juvenile Delinquency

Additional Criminal Justice (3 courses)
- * COSC 1513 - Introduction to Information Processing
- LAWF 1713 - Basic Criminal Law

In addition, CHOOSE ONE course from the following seven options:
- LAWF 1613 - Police Operations and Services
- LAWF 1623 - Traffic Administration
- LAWF 1723 - Criminal Evidence and Procedures
- LAWF 1733 - Criminal Investigation
- LAWF 2623 - Organization and Administration
- LAWF 2713 - Community-Oriented Policing
- LAWF 2733 - Private Security

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**

CHOOSE ONE IAI mathematics course from the following five options[1]:
- * MATH 1704 - Contemporary Mathematics
- * MATH 1713 - Finite Mathematics
- * MATH 1774 - Statistics
- * MATH 1833 - Calculus for Business and Social Sciences
- * MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
- * PSYC 1813 - Introduction to Psychology
- * SOCY 2513 - Sociology

In addition, CHOOSE ONE IAI Social and Behavioral Science course (see Page 37). *PLSC 1513 - American Government is the recommendation for this requirement.

Electives (2-5 courses) **Credit hours: 5**

CHOOSE five (5) credit hours of courses from any elective area. A maximum of four (4) credit hours can come from physical education activity courses (see Pages 151-152). Consult transfer institution to determine appropriate courses to support degree or minor. Some universities require PHED 1512.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Art in Teaching Degree

Early Childhood Education - EDUC.AAT.B28

This program fulfills the first two years of most early childhood education bachelor's degrees. Students should check individual school requirements prior to transfer and before completing the curriculum as outlined. It includes general education, professional education, and early childhood education courses. These courses encompass the 11 Illinois Professional Teaching Standards, the Core Technology Standards, the Core Language Arts Standards, and all pertinent Early Childhood Education Standards. Students entering this program are advised to complete this degree prior to transfer.

Early Childhood Education Major (6 courses) **Credit hours: 18**

CDEV 1513 - Child Growth & Development
* CDEV 2523 - Introduction to Early Childhood Education
* CDEV 2633 - Health, Nutrition and Safety
* CDEV 2543 - Child Study and Observation
* CDEV 2533 - Early Childhood Curriculum Development
* CDEV 2513 - Child, Family & Community Relations

Professional Education (2 courses) **Credit hours: 6**

EDUC 1713 - Introduction to Public Education
EDUC 1763 - Technology in Education

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Mathematics General Education (2 courses) **Credit hours: 6**

* MATH 1613 - Mathematics for Elementary Teachers I
* MATH 1623 - Mathematics for Elementary Teachers II

Physical and Life Sciences General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Humanities General Education (3 courses) **Credit hours: 9**

* ARTS 1553 - Art Appreciation
* MUSC 1513 - Music Appreciation
* HUMS 1513 - Introduction to Humanities

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE courses from the following four options.
* PLSC 1513 - American Government
* PSYC 1813 - Introduction to Psychology
* HIST 2513 - History of the United States to 1877
* HIST 2523 - History of the United States from 1877 to Present

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION: 65

*Course has prerequisite.

Early Childhood Education
Associate in Arts in Teaching Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*ENGL 1613	3
CDEV 1513	3
*SPCH 1553	3
*MATH 1613	3
*Physical and Life Science course	4

Spring semester	Credit hours
*ENGL 1623	3
EDUC 1713	3
*CDEV 2523	3
*MATH 1623	3
*Social/Behavioral Science course	3
*Humanities/Fine Arts course	3

Fall semester	Credit hours
*CDEV 2633	3
*CDEV 2543	3
EDUC 1763	3
*Social and Behavioral Science course	3
*Humanities course	3

Spring semester	Credit hours
*CDEV 2513	3
*CDEV 2533	3
*Humanities course	3
*Physical and Life Science course	4
*Social and Behavioral Science course	3

ADDITIONAL PROGRAM INFORMATION

Students must be certified by the state of Illinois that they have passed the Illinois Basic Skills test and must have a portfolio reflecting the Illinois Professional Teaching Standards to earn the AAT in Early Childhood Education degree.

Admission into baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these courses alone does not guarantee admission.

Elementary Education
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*ENGL 1613	3
EDUC 1713	3
*MATH 1613	3
*PLSC 1513	3
*Laboratory Science course	4
Spring semester	
*ENGL 1623	3
*MATH 1623	3
*PSYC 1813	3
*SPCH 1553	3
*Laboratory Science course	4
Fall semester	
*HIST 2513 or *HIST 2523	3
*EDUC 1833	3
*EDUC 2613 or *PSYC 2553	3
*Non-Western culture humanities course	3
*Humanities course	3
*Elective	2
Spring semester	
EDUC 1763	3
*Laboratory Science course	4
*Humanities course	3
*Electives	5

ADDITIONAL PROGRAM INFORMATION

Students planning to transfer to a university are encouraged to complete the Illinois Basic Skills test at the beginning of their sophomore year at KCC. Testing dates, registration and study guides can be found at: www.icts.nesinc.com

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

Elementary Education

The following curriculum is designed to satisfy the basic lower division requirements for elementary education majors at senior institutions. Students are encouraged to complete their Associate in Arts degree with an emphasis in Elementary Education prior to transfer. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Elementary Education (5 courses) **Credit hours: 15**

EDUC 1713 - Introduction to Public Education
EDUC 1763 - Technology in Education[1]
* EDUC 1833 - Students with Disabilities
* EDUC 2613 - Educational Psychology[1], CDEV 1513 - Child Growth & Development or *PSYC 2553 - Lifespan Developmental Psychology[1]
* MATH 1613 - Mathematics for Elementary Teachers I

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (3 courses) **Credit hours: 12**

CHOOSE THREE IAI courses with at least one from physical science and at least one from life science (see Page 37). The third course must complete either a physical science or a life science laboratory sequence. BIOL 1514 - General Biology I is recommended by some universities.

Mathematics General Education (1 course) **Credit hours: 3**

* MATH 1623 - Mathematics for Elementary Teachers II

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37). ENGL 2613 - Ancient and Medieval World Literature or ENGL 1743 - Introduction to Literature is recommended as one of these courses.

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

* PLSC 1513 - American Government
* PSYC 1813 - Introduction to Psychology
* HIST 2513 - History of the United States to 1877 or *HIST 2523 - History of the United States from 1877 to Present[2]

Electives (2-3 courses)[1] **Credit hours: 7**

CHOOSE seven (7) credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Depending on the transfer institution, PHED 1512 - Health Education or HLTH 1513 - Nutrition is recommended. A non-Western culture course is required. Courses in diversity such as EDUC 2513 - Diversity in Schools are recommended. CDEV 1513 - Child Growth and Development, EDUC 2533 - Foundations of Reading, PSYC 2553 - Lifespan Developmental Psychology or EDUC 2613 - Educational Psychology are recommended. See Page 37 of this catalog for a list of available courses. Note: It is recommended that students use these elective hours to complete professional education core courses required in an elementary education degree or pursue an area of concentration.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]Consult transfer institution to determine appropriate course(s).

[2]Some universities require HIST 2513 instead of HIST 2523.

Associate in Engineering Science Degree

Engineering Science – (Pending ICCB approval of change to credit hours) ENGR.AES.B09

The Engineering Science transfer curriculum is intended for students planning a career in an engineering field. In general, the first year of study is common to all fields. The second year involves some divergence of course work, particularly in the fields of electrical and chemical engineering, but a high degree of similarity remains among courses in other engineering fields. Students who earn the Engineering Science associate degree may choose one of the following specific fields of engineering at a senior institution: aeronautical, astronautical, ceramic, chemical, civil, computer, electrical, industrial, mechanical, and metallurgical engineering. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Engineering Science (8-9 courses) **Credit hours: 31**

Complete all four sub-requirements:

1. Computer Science - 3 credit hours
   - * COSC 2613 - Computer Programming for Science and Engineering
2. Engineering Specialty courses - 8 credit hours

   CHOOSE at least 8 credits from the following list:
   - * CHEM 2714 - Organic Chemistry I
   - * CHEM 2724 - Organic Chemistry II
   - * ENGR 1513 - Engineering Graphics
   - * ENGR 1613 - Statics
   - * ENGR 1623 - Dynamics
   - * ENGR 2613 - Electrical Circuits and Networks
3. Mathematics - 8 credit hours
   - * MATH 2535 - Calculus and Analytic Geometry III
   - * MATH 2613 - Differential Equations
4. Physics - 12 credit hours
   - * PHYS 2614 - Physics I
   - * PHYS 2624 - Physics II
   - * PHYS 2634 - Physics III

Communications General Education (2 courses) **Credit hours: 6**

Both courses must be completed with a grade of C or higher.

- * ENGL 1613 - English I
- * ENGL 1623 - English II

Laboratory Science General Education (2 courses) **Credit hours: 8**

- * CHEM 1514 - General Chemistry I
- * CHEM 1524 - General Chemistry II

Mathematics General Education (2 courses) **Credit hours: 8**

- * MATH 2515 - Calculus and Analytic Geometry I
- * MATH 2523 - Calculus and Analytic Geometry II

Humanities General Education (2 courses) **Credit hours: 6**

CHOOSE TWO IAI humanities courses (see Page 37). Some transfer institutions are specific about the selection of this course. The student should seek advisement from the four-year engineering college he/she plans to attend.

Social and Behavioral Science (2 courses) **Credit hours: 6**

CHOOSE TWO IAI social and behavioral science courses (see Page 37). *ECON 1553 - Principles of Macroeconomics and ECON 1563 - Principles of Microeconomics are recommended. Some transfer institutions are specific about the selection of these courses. Students should seek advisement from the four-year engineering college he or she plans to attend.

Elective (1 course) **Credit hours: 3**

CHOOSE ONE of the following options: an engineering specialty course listed above, or an IAI social and behavioral science course, or an IAI humanities course.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 68

*Course has prerequisite.

Engineering Science
Associate in Engineering Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*CHEM 1514	4
*ENGL 1613	3
*MATH 2515	5
*Social and Behavioral Science course	3
Spring semester	
*CHEM 1524	4
*ENGL 1623	3
*MATH 2523	3
*PHYS 2614	4
*COSC 2613	3
Summer session	
*Humanities course	3
Fall semester	
*Engineering Specialty course	4
*MATH 2535	5
*PHYS 2624	4
*Humanities course	3
*Social and Behavioral Science course	3
Spring semester	
*MATH 2613	5
*PHYS 2634	4
Elective	3
*Engineering Specialty course	4-6

ADDITIONAL PROGRAM INFORMATION

Students are encouraged to select one course in either the Humanities and Fine Arts or the Social and Behavioral Sciences that emphasizes non-Western cultures or minority cultures within the United States.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

English
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
*ENGL 1613	3
*Laboratory Science course	4
*Mathematics course	3-5
*Social and Behavioral Science course	3
*Foreign language course/elective	4
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*Laboratory Science course	4
*Social and Behavioral Science course	3
*Foreign language course/elective	4
Fall semester	
*Social and Behavioral Science course	3
*Humanities courses	6
*Foreign language course/elective	4
*Elective	3
Spring semester	
*ENGL 2733	3
*Humanities course	3
*Foreign language course/elective	4
*Electives	4

USE THE TRANSFER GUIDE

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Associate in Arts Degree

English

The following curriculum is designed to satisfy the basic lower division requirements for English majors at senior institutions. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

English Major (1 course) **Credit hours: 3**
* ENGL 2733 - American Literature from 1865 to Present

Communications General Education (3 courses) **Credit hours: 9**
A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**
CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3**
CHOOSE ONE IAI mathematics courses from the following five choices:
* MATH 1704 - Contemporary Mathematics
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Sciences
* MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**
CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Electives (6-11 courses) **Credit hours: 23**
CHOOSE 23 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university and KCC adviser to determine appropriate electives. If appropriate to intended program, students may complete *ENGL 1713 or *ENGL 2813. Four semesters of college-level study in a single foreign language is required. In most cases, each year of high school foreign language maybe substituted for one college semester. Courses to fulfill this requirement include: *SPAN 1514, *SPAN 1524, *SPAN 2514, *SPAN 2524, *FREN 1514, *FREN 1524, *FREN 2535, *FREN 2625.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Arts Degree

History

The following curriculum is designed to satisfy the basic lower division requirements for history majors at senior institutions. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

History Major (4 courses) **Credit hours: 12**

* HIST 1513 - History of Western Civilization to 1648
* HIST 1533 - History of Western Civilization 1648 to Present
* HIST 2513 - History of the United States to 1877
* HIST 2523 - History of the United States from 1877 to Present

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**

CHOOSE ONE IAI mathematics courses from the following five options:

* MATH 1704 - Contemporary Mathematics
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Sciences
* MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Electives (4-6 courses) **Credit hours: 14**

CHOOSE 14 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

History
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*HIST 1513	3
*ENGL 1613	3
*Laboratory Science course	4
*Social and Behavioral Science course	3
*Humanities course	3
Spring semester	
*HIST 1533	3
*ENGL 1623	3
*SPCH 1553	3
*Laboratory Science course	4
*Social and Behavioral Science course	3
Fall semester	
*HIST 2513	3
*Social and Behavioral Science course	3
*Foreign language course/elective	4
*Mathematics course	3-5
*Humanities course	3
Spring semester	
*HIST 2523	3
*Foreign language course/elective	4
*Humanities course	3
*Electives	6

ADDITIONAL PROGRAM INFORMATION

Competency through the second, third, or fourth semester of a single foreign language is required for a B.A. in history at some schools and for all majors in the college of arts and sciences at other schools. Ask about the language requirement of the college you are considering and complete the required foreign language courses before transfer.

Since schools divide historical periods differently across courses, students should complete course sequences at the same school. Additional history courses – such as third-world or non-Western civilization – may transfer either for history major credit or as general education credit, depending on the school. Students should select courses in consultation with an adviser.

Students who have decided upon a minor field are encouraged to complete one or more courses in the minor. Students planning to seek high school (6-12) teacher certification are encouraged to complete one or more professional education courses. Courses should be selected in consultation with an advisor.

USE THE TRANSFER GUIDE

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Mass Communications
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*ENGL 1613	3
*Social and Behavioral Science course	3
*Laboratory Science course	4
*Mathematics course	3-5
*Elective	3
Spring semester	
*ENGL 1623	3
JOUR 1653	3
*SPCH 1553	3
*Laboratory Science course	4
*Humanities course	3
Fall semester	
JOUR 1673	3
JOUR 1683	3
*Social and Behavioral Science course	3
*Humanities courses	6
Spring semester	
*Social and Behavioral Science course	3
*Electives	14

ADDITIONAL PROGRAM INFORMATION

Visit www.itransfer.org or a KCC academic advisor for more information.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

Mass Communications

This curriculum is designed to satisfy the basic lower division requirement for mass communications majors at senior institutions. For this specialty, the recommended coursework includes nine semester credits in journalism and 37-41 semester credits from the Illinois Articulation Initiative (IAI) General Core Curriculum. The remaining credits to complete an associate degree (a minimum of 64 semester credits) should be chosen with the assistance of an academic advisor.

Mass Communications Major

IAI Major (3 Courses) **Credit hours: 9**

JOUR 1653 - Introduction to Journalism
JOUR 1673 - Introduction to Mass Communication
* JOUR 1683 - Introduction to Radio Production

Communication General Education: (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Social and Behavioral Sciences General Education (3 Courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Humanities General Education (3 Courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Laboratory Science General Education (2 Courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**

CHOOSE ONE IAI mathematics course from the following five options:

* MATH 1704 - Contemporary Mathematics
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Science
* MATH 2515 - Calculus and Analytic Geometry I

Electives (3-6 courses) **Credit hours: 17**

CHOOSE 17 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Mathematics
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*MATH 2515	5
*ENGL 1613	3
*Humanities course	3
*Laboratory Science course	4
Spring semester	
*MATH 2523	3
*ENGL 1623	3
*Laboratory Science course	4
*Humanities course	3
*Social and Behavioral Science course	3
Fall semester	
*MATH 2613	3
*SPCH 1553	3
*Humanities course	3
*Social and Behavioral Science course	3
*Elective	4
Spring semester	
*MATH 2535	5
*COSC 2613	3
*Social and Behavioral Science course	3
*Electives	6

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Science Degree

Mathematics

This curriculum is designed to satisfy the basic lower division requirements for mathematics majors at senior institutions. Potential majors at senior institutions for students who earn an Associate in Science degree and follow the recommendations below include: actuarial science, computer science, mathematics, mathematics education, and statistics. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Mathematics General Education (1 course) **Credit hours: 5**

* MATH 2515 - Calculus and Analytic Geometry I

Mathematics courses (4 courses) **Credit hours: 14**

IAI Major (3 courses)

* MATH 2523 - Calculus and Analytic Geometry II
* MATH 2613 - Differential Equations
* MATH 2535 - Calculus and Analytic Geometry III

Additional Mathematics (1 course)

* COSC 2613 - Computer Programming for Science and Engineering

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37). PHYS 2614 - Physics I is strongly recommended as the physical science course.

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Electives (3-6 courses) **Credit hours: 10**

CHOOSE 10 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Science Degree

Physics

The following curriculum is designed to satisfy the basic lower division requirements for physics majors at senior institutions. Potential majors at senior institutions for students who earn an Associate in Science degree and follow the recommendations below include: physics, engineering physics, and physics education. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Laboratory Science General Education (2 courses) **Credit hours: 8**

* CHEM 1514 - General Chemistry I

In addition, CHOOSE ONE IAI Life Science course from the following two options:

*BIOL 1514 - General Biology I

*BIOL 1584 - Environmental Biology

Physics courses (5 courses) **Credit hours: 20-21**

IAI Major (3 courses)

* PHYS 2614 - Physics I
* PHYS 2624 - Physics II
* PHYS 2634 - Physics III

Additional physics (2 courses)

* MATH 2535 - Calculus and Analytic Geometry III

In addition, CHOOSE ONE course from the following two options:[1]

* CHEM 1524 - General Chemistry II
* MATH 2613 - Differential Equations

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1533 - Introductory Speech

Mathematics General Education (2 courses) **Credit hours: 8**

* MATH 2515 - Calculus and Analytic Geometry I
* MATH 2523 - Calculus and Analytic Geometry II

Humanities General Education (3 courses) **Credit hours 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION: 63

* Course has prerequisite.

[1]Most physics bachelor's degrees require both *CHEM 1524 and *MATH 2613. Students should seek advisement from the transfer institution he/she plans to attend.

Physics
Associate in Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit Hours
*CHEM 1514	4
*ENGL 1613	3
*MATH 2515	5
*Social and Behavioral Science course	3

Spring Semester	Credit hours
*ENGL 1623	3
*MATH 2523	3
*PHYS 2614	4
*SPCH 1533	3
*Social and Behavioral Science course	3

Fall semester	Credit Hours
*MATH 2535	5
*PHYS 2624	4
*Humanities courses	6
*Social and Behavioral Science course	3

Spring semester	Credit hours
*CHEM 1524 or *MATH 2613	3-4[1]
*PHYS 2634	4
*BIOL 1514 or *BIOL 1584	4
*Humanities course	3

Political Science
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*PLSC 1513	3
*ENGL 1613	3
*Laboratory Science course	4
*Mathematics course	3-5
*Elective	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*Laboratory Science course	4
*Social and Behavioral Science course	3
*Humanities course	3
Fall semester	
*Social and Behavioral Science course	3
*Humanities course	3
PLSC 2613	3
*Electives	7
Spring semester	
*Social and Behavioral Science course	3
*Humanities course	3
*Electives	10

USE THE TRANSFER GUIDE

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Associate in Arts Degree

Political Science

The following curriculum is designed to satisfy the basic lower division requirements for political science majors at senior institutions. Baccalaureate programs in political science may specialize in such areas as public administration, public law, international relations, comparative politics, political behavior, political philosophy, and U.S. government. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Political Science Major (2 courses) **Credit hours: 6**

* PLSC 1513 - American Government
* PLSC 2613 - Introduction to International Relations

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**

CHOOSE ONE IAI mathematics courses from the following five choices:

* MATH 1704 - Contemporary Mathematics
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Sciences
* MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Electives (6-10 courses) **Credit hours: 20**

CHOOSE 20 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Arts Degree

Psychology

The following curriculum is designed to satisfy the basic lower division requirements for psychology majors at senior institutions. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Psychology Major (1 course) **Credit hours: 3**
* PSYC 2513 - Abnormal Psychology[1]

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
* PSYC 1813 - Introduction to Psychology
In addition, CHOOSE TWO IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Communications General Education (3 courses) **Credit hours: 9**
A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**
CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**
CHOOSE ONE IAI mathematics courses from the following four choices. MATH 1774 - Statistics is the recommended course.
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Sciences
* MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**
CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Electives (6-11 courses) **Credit hours: 23**
CHOOSE 23 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Note: Consult your transfer university to determine appropriate electives. IAI recommends students take no more than three psychology courses beyond Introduction to Psychology (such as *PSYC 2553 - Lifespan Developmental Psychology and *PSYC 2773 - Social Psychology) at the community college.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Psychology
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
*PSYC 1813	3
*ENGL 1613	3
*Laboratory Science course	4
*Mathematics course	3-5
*Elective	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*Laboratory Science course	4
*Social and Behavioral Science course	3
*Humanities course	3
Fall semester	
*Social and Behavioral Science course	3
*Humanities course	3
*Electives	10
Spring semester	
*Humanities course	3
*PSYC 2513	3
*Electives	10

USE THE TRANSFER GUIDE

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Secondary Education
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*ENGL 1613	3
*PSYC 1813	3
EDUC 1713	3
*Laboratory Science course	4
*Humanities course	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*PLSC 1513	3
*EDUC 1833	3
*Laboratory science course	4
Fall semester	
*EDUC 2613	3
*Non-Western culture Social Science course	3
*Humanities course	3
*Mathematics course	3-5
*Elective	4
Spring semester	
*EDUC 1763	3
*Humanities course	3
*Laboratory science course	4
*Electives	6

ADDITIONAL PROGRAM INFORMATION

Because of new IAI mandates for secondary education majors, students are encouraged to contact their transfer institutions as soon as possible during their college enrollment.

Students planning to transfer to a university are required to complete the Illinois Basic Skills test at the beginning of their sophomore year at KCC.

Testing dates, registration and study guides can be found at: www.icts.nesinc.com

Among required courses in this curriculum, one course meets Illinois Articulation Initiative Major-Specific requirements for secondary-education majors. Visit www.itransfer.org or a KCC academic adviser for more information.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

Secondary Education

The following curriculum is designed to satisfy the basic lower division requirements for secondary education. Students are encouraged to complete their Associate in Arts degree with an emphasis in secondary education prior to transfer. Since secondary education is not a major at the baccalaureate level, students need to select a content area major and minor from among those disciplines taught in high school. Courses in the major and minor should be selected in consultation with an advisor. Students also are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Secondary Education Major (4 courses) **Credit hours: 12**

EDUC 1713 - Introduction to Public Education
* EDUC 1763 - Technology in Education
* EDUC 1833 - Students with Disabilities
EDUC 2613 - Educational Psychology

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (3 courses) **Credit hours: 12**

CHOOSE THREE IAI laboratory science courses, with at least one course from physical science and at least one course from the life science category (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**

CHOOSE ONE IAI mathematics courses from the following five options. Consult your transfer university to determine the appropriate course.
* MATH 1704 - Contemporary Mathematics
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Sciences
* MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37). ENGL 2613 - Ancient and Medieval World Literature is recommended as one of the courses.

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

* PSYC 1813 - Introduction to Psychology
* PLSC 1513 - American Government

In addition, CHOOSE ONE of the following six options:
* ANTH 1713 - Introduction to Anthropology
* GEOG 1513 - World Regional Geography
* HIST 2513 - History of the United States to 1877
* HIST 2523 - History of the United States from 1877 to present
* HIST 2533 - Latin American History (Independence to Present)
* SOCY 2513 - Sociology

Electives (4-7 courses) **Credit hours: 10**

CHOOSE 10 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses, such as PHED 1512. EDUC 2533 - Foundations of Reading and EDUC 2513 - Diversity in Schools are recommended.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Arts in Teaching Degree

Secondary Mathematics – EDUC.AAT.B26

The Associate in Arts in Teaching – Secondary Mathematics emphasis fulfills the first two years of a four-year degree in secondary education with a mathematics concentration. The program consists of general education, professional education, and mathematics courses. These courses encompass the 11 Illinois Professional Teaching Standards, the Technology Standards, and the Core Language Arts Standards for all teachers. Students are encouraged to complete their Associate in Arts in Teaching: Secondary Mathematics prior to transfer. Students are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Mathematics Major (3 courses) **Credit hours: 13**
- * MATH 2515 - Calculus & Analytical Geometry I
- * MATH 2523 - Calculus & Analytical Geometry II
- * MATH 2535 - Calculus & Analytical Geometry III

Professional Education (2 courses) **Credit hours: 6**
EDUC 1713 - Introduction to Public Education
In addition, CHOOSE ONE course from the following three options:
- * EDUC 2613 - Educational Psychology
- EDUC 1763 - Instructional Technology
- * PSYC 2553 - Lifespan Developmental Psychology

Communications General Education (3 courses) **Credit hours: 9**
A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**
CHOOSE TWO IAI laboratory science courses, with one course from physical science and one course from the life science category (See Page 37).

Mathematics General Education (1 course) **Credit hours: 3-4**
CHOOSE ONE IAI mathematics course from the following three options. Consult your transfer university to determine the appropriate course.
- * MATH 1704 - Contemporary Mathematics
- * MATH 1713 - Finite Mathematics
- * MATH 1774 - Statistics

Humanities General Education (3 courses) **Credit hours: 9**
CHOOSE TWO IAI humanities courses, with one course from general humanities and one course from the fine arts or interdisciplinary category (see Page 37).
In addition, CHOOSE ONE course from the following three options:
- * HIST 1643 - Middle East History 600 to Present
- * HUMS 1813 - African-American Cultural Expression[1]
- * HUMS 2613 - World Religions

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
- * PSYC 1813 - Introduction to Psychology

In addition, CHOOSE TWO IAI social and behavioral science courses (see Page 37). Both cannot have a PSYC prefix. Recommended courses:
- * PLSC 1513 - American Government
- * HIST 2513 - History of the United States to 1877
- * HIST 2523 - History of the United States from 1877 to present
- * ANTH 1713 - Introduction to Anthropology[1]
- * GEOG 1513 - World Regional Geography[1]
- * HIST 2533 - Latin American History (Independence to Present) [1]
- * PLSC 2613 - Introduction to International Relations[1]
- * SOCY 2543 - Race and Ethnic Relations[1]

Electives (2-3 courses) **Credit hours: 7**
CHOOSE 7 credit hours of coursework from any elective area. It is recommended that students choose EDUC 1833 - Students with Disabilities, LRCS 1512 - Library and Information Literacy and/or SPAN 1514 - Elementary Spanish I.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION – 64

*Course has prerequisite.
[1] Course fulfills the global diversity and multiculturalism requirement. One such course must be completed. PHIL 2613 - World Religions can be substituted to fulfill this requirement.

Secondary Education—Mathematics Emphasis
Associate in Arts in Teaching Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
EDUC 1713	3
*ENGL 1613	3
*HUMS 1513 - (Humanities elective)	3
*PSYC 1813	3
*MATH 2515	5
Spring semester	
*ENGL 1623	3
*MATH 2523	3
*SPCH 1553	3
*Social and behavioral science course	3
*Laboratory science course	4
Fall semester	
*Laboratory science course	4
*Social and behavioral science course - multiculturalism course	3
*Mathematics course	3
Education course	3
Elective	3
Spring semester	
*MATH 2535	5
*Humanities electives	6
*Electives	4

ADDITIONAL PROGRAM INFORMATION

Students must be certified by the state of Illinois that they have passed the Illinois Basic Skills test to earn the AAT degree.

Upon enrollment at KCC, students choosing this major must indicate it on the enrollment form. An advisor will meet with each student during the enrollment process, and the education major coordinator will oversee each student's educational advancement and portfolio.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Sociology
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
*ENGL 1613	3
* SOCY 2513	3
*Laboratory Science course	4
*Mathematics course	3-5
* Elective	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
* SOCY 2523	3
* Laboratory Science course	4
*Humanities course	3
Fall semester	
* SOCY 2543	3
* SOCY 2553	3
*Social and Behavioral Science course	3
*Humanities courses	6
Spring semester	
*ANTH 1713 or Social and Behavioral Science course	3
*Electives	14

ADDITIONAL PROGRAM INFORMATION

Visit www.itransfer.org or a KCC academic adviser for more information.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

Sociology

The following curriculum is designed to satisfy the basic lower division requirements for sociology majors at senior institutions. Students are urged to first consult with an academic advisor and to continue to review their course selections and transfer plans with that advisor.

Sociology Major (3 courses) **Credit hours: 9**
* SOCY 2523 - Contemporary Social Problems
* SOCY 2543 - Race & Ethnic Relations
* SOCY 2553 - Marriage & The Family

Communications General Education (3 courses) **Credit hours: 9**
A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**
CHOOSE TWO IAI Laboratory Science courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3-5**
CHOOSE ONE IAI mathematics courses from the following five options. (It is recommended that students choose *MATH 1713 or *MATH 1774.)
* MATH 1704 - Contemporary Mathematics
* MATH 1713 - Finite Mathematics
* MATH 1774 - Statistics
* MATH 1833 - Calculus for Business and Social Sciences
* MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**
CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 37).

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
* SOCY 2513 - Sociology
In addition, CHOOSE TWO IAI social and behavioral science courses from at least two different prefixes (see Page 37). *ANTH 1713 - Introduction to Anthropology is recommended as one of the three courses.

Electives (3-6 courses) **Credit hours: 17**
CHOOSE 10 credit hours of courses from any elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer institution to determine appropriate electives. Please note: students must achieve competency in a single foreign language. Four semesters of college-level study in a single foreign language is required. In most cases, each year of high school foreign language may be substituted for one college semester.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Associate in Arts in Teaching Degree

Special Education – EDUC.AAT.B27

This program fulfills the first two years of a bachelor's degree in education with a special education concentration. It consists of courses in general and professional education. These courses encompass the 11 Illinois Professional Teaching Standards, the Technology Standards, and the Core Language Arts Standards for all teachers. Students are encouraged to complete their Associate in Arts in Teaching--Special Education degree prior to transfer. Students are urged to meet with the coordinator of education and an academic advisor each semester to review course selections and transfer plans.

Professional and Special Education (6 courses) **Credit hours: 18**

CHOOSE SIX courses from the following seven options.

EDUC 1713 - Introduction to Public Education
EDUC 1763 - Technology in Education
* EDUC 1833 - Students with Disabilities
* EDUC 2613 - Educational Psychology
* EDUC 2513 - Diversity in Schools
EDUC 2533 - Foundations of Reading
* PSYC 2553 - Lifespan Developmental Psychology

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI laboratory science courses, with one course from physical science and one course from the life science category (See Page 37).

Mathematics General Education (2 courses) **Credit hours: 6**

* MATH 1613 - Mathematics for Elementary Teachers I
* MATH 1623 - Mathematics for Elementary Teachers II

Humanities General Education (3 courses) **Credit hours: 9**

* HUMS 1513 - Introduction to Humanities
* ENGL 2613 - Ancient & Medieval World Literature or *ENGL 2623 - Modern World Literature

In addition, CHOOSE ONE course from the following four options. This course fulfills the global diversity and multiculturalism requirement.

ARTS 1553 - Art Appreciation
ARTS 1613 - Survey of Art Caves to Cathedrals
ARTS 1623 - Survey of Art 1800 to Present
ENGL 1723 - Introduction to Film Study

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**

* PSYC 1813 - Introduction to Psychology
* PLSC 1513 - American Government
* HIST 2513 - History of the United States to 1877 or *HIST 2523 - History of the United States from 1877 to present

Electives **Credit hours: 3**

CHOOSE THREE (3) credit hours of coursework from any elective area. Recommended courses are LRCS 1512 - Library and Information Literacy and/or SPAN 1514 - Elementary Spanish I.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION – 61

*Course has prerequisite.

Special Education
Associate in Arts in Teaching Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit Hours
*ENGL 1613	3
*PSYC 1813	3
EDUC 1713	3
*HUMS 1513	3
*MATH 1613	3
Spring semester	
*ENGL 1623	3
*SPCH 1553	3
*MATH 1623	3
*EDUC 1833	3
*Laboratory science course	4
Fall semester	
*EDUC 2613	3
*HIST 2513 or HIST 2523	3
*Humanities elective	3
*PSYC 2553	3
*Laboratory science course	4
Spring semester	
*Education elective	3
EDUC 1763	3
*Elective	3
*PLSC 1513	3
*ENGL 2613 or *ENGL 2623	3

ADDITIONAL PROGRAM INFORMATION

Students must be certified by the state of Illinois that they have passed the Illinois Basic Skills test to earn the AAT degree.

Upon enrollment at KCC, students choosing this major must indicate it on the Admissions Form. An advisor will meet with each student during the enrollment process, and the coordinator of education will oversee each student's educational advancement and portfolio.

A completed background check and all relevant transcripts must be on file prior to official admission into the program. Students must have completed all required remedial course work before being admitted to the AAT in Special Education. A completed health form also may be requested. Students who complete a clinical observation may be asked to sign a mandated reporter form.

Visual Arts
Associate in Arts Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
ARTS 1503	3
ARTS 1513	3
*ARTS 1613	3
*ENGL 1613	3
*Laboratory Science course	4
Spring semester	
ARTS 1603	3
ARTS 1813	3
*ARTS 1623	3
*ENGL 1623	3
*Social and Behavioral Science course	3
Fall semester	
*ARTS 1633	3
*PLSC 1513	3
*HUMS 1513	3
*Humanities course	3
*Social and Behavioral Science course	3
*Mathematics course	3-5
Spring semester	
*SPCH 1553	3
*Laboratory Science course	4
*Humanities course	3
Art elective	3
*Elective	3

ADDITIONAL PROGRAM INFORMATION

This curriculum includes more of the required general education courses than the Associate in Fine Arts degree. It should be pursued by those who are interested in an art education major and those who are undecided as to the direction they want to pursue within the field of art.

The Associate in Arts in Visual Arts fulfills the IAI lower-division General Education Core, but students entering certain fine arts fields may be required to take two or more additional studio courses to meet the requirements of the transfer institution.

KCC also offers an Associate in Fine Arts degree in Art. See Page 41.

USE THE TRANSFER GUIDE

To see how your courses transfer, log on to U.Select (formerly CAS), at **www.transfer.org**. U.Select is an online tool that will help you view program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Associate in Arts Degree

Visual Arts

The Associate in Arts degree in Visual Arts provides first- and second-year art and general education courses leading to the bachelor of arts degree. It is intended for students planning a career in art education, museum or gallery work, reporting and writing about art, and the numerous careers supplying services by and for artists such as art dealer, art consultant, art insurance agent or lawyer, commercial printer, typographer, and art therapist. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Visual Arts (8 courses) **Credit hours: 24**

Complete all three sub-requirements:

1. Art - 18 credit hours
   - ARTS 1503 - Basic Drawing
   - ARTS 1513 - Two-Dimensional Design
   - ARTS 1603 - Drawing II
   - ARTS 1813 - Three-Dimensional Design
   - *ARTS 1623 - Survey of Art (Renaissance - Rococo)[1]
   - *ARTS 1633 - Survey of Art (1800 - Present)[1]
2. Art Elective - 3 credit hours
   CHOOSE ONE course from the following 10 options. In addition, a portfolio review is generally required by transfer institutions for studio courses in individual media.
   - ARTS 2513 - Painting
   - *ARTS 2523 - Painting II
   - ARTS 2553 - Photography
   - *ARTS 2643 - Computer Art
   - *ARTS 2563 - Photography II
   - ARTS 2573 - Introduction to Printmaking
   - *ARTS 2583 - Color Photography
   - *ARTS 2613 - Figure Drawing
   - *ARTS 2623 - Figure Drawing II
   - ARTS 2713 - Introduction to Sculpture
3. IAI Humanities Elective - 3 credit hours
   CHOOSE ONE IAI humanities course (see Page 37).

Communications General Education (3 courses) **Credit hours: 9**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
- *ENGL 1613 - English I
- *ENGL 1623 - English II
- *SPCH 1553 - Introductory Speech

Social and Behavioral Science General Education (3 courses) **Credit hours: 9**
- *PLSC 1513 - American Government

In addition, CHOOSE TWO IAI social and behavioral science courses from at least two different prefixes (see Page 37).

Laboratory Science General Education (2 courses) **Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 37).

Mathematics General Education (1 course) **Credit hours: 3**

CHOOSE ONE IAI mathematics courses from the following five options:
- *MATH 1713 - Finite Mathematics
- *MATH 1774 - Statistics
- *MATH 1833 - Calculus for Business and Social Sciences
- *MATH 1704 - Contemporary Mathematics
- *MATH 2515 - Calculus and Analytic Geometry I

Humanities General Education (3 courses) **Credit hours: 9**
- *HUMS 1513 - Introduction to Humanities
- *ARTS 1613 - Survey of Art (Caves - Cathedrals)[1,2]

In addition, CHOOSE ONE of the following two courses:
- *HIST 1513 - History of Western Civilization to 1648[2]
- *HIST 1533 - History of Western Civilization 1648 to present[2]

Electives (1 course) **Credit hours: 2**

CHOOSE ONE course (2 credit hours) from any transfer-level elective area. Art Education majors should take PHED 1512 - Health Education, and two additional elective hours.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended.

[2]May not also be used to meet general education requirements at some institutions.

Occupational programs

Kankakee Community College's occupational programs in the business, health and technology areas offer students educational and technological opportunities in a wide variety of fields. The programs provide career preparation, job retraining, and skills upgrading.

Students enrolled in the occupational programs may study for an Associate in Applied Science degree which require a minimum of 60 credit hours and a maximum of 71 credit hours, depending on the particular field of study; an advanced certificate of 30 to 50 credit hours; and a certificate of completion which requires satisfactory completion of a series of courses.

To receive an Associate in Applied Science degree (AAS) a student must successfully complete a minimum of 15 credit hours of general education courses. Six credit hours must be taken from the communications area. Nine credit hours also must be taken from the humanities, math/science or social and behavioral science areas (or any combination thereof). These requirements are included in the curriculum and/or are indicated by "ELECTIVE" where a general education course must be taken. General education courses for Associate in Applied Science and certificate students are listed on Page 64 of this catalog.

The following pages list fields of occupational study offered at KCC. Listed under the name of the curriculum are the required course selections (and their credit hour values) for satisfactory completion of the curriculum.

Exceptions to all certificate and degree requirements must be approved by petitioning the Graduate Review Committee.

Due to curriculum revisions, state agency or accrediting agency changes or other factors beyond the college's control, the curricula shown may have been modified after this catalog was printed. Please check with the Department of Student Services for the most current curriculum outlines.

Cooperative programs

Cooperative programs are offered as an option for KCC district residents to attend other community colleges without paying an out-of-district tuition rate.

Cooperative programs are offered through two types of partnerships. The first is a comprehensive agreement where district residents can enroll in any program not offered at KCC at the cooperating college without paying an out-of-district rate. The second type of agreement includes only specified programs at the cooperating community colleges.

Degrees or certificates for all cooperative programs are awarded by the cooperative college. Contact the Department of Student Services at KCC, 815-802-8500, for information regarding these agreements and before enrolling at the cooperating college.

Comprehensive cooperative agreements

KCC students can enroll in any program at these colleges at the in-district rate if the program is not offered at KCC.

Black Hawk College
Carl Sandburg College
Danville Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central College
Illinois Valley Community College
John Wood Community College
Joliet Junior College
Kaskaskia College
Kishwaukee College
Lake Land College
Lewis and Clark Community College
Lincoln Land Community College
McHenry County College
Morton College
Prairie State College
Richland Community College
Rock Valley College
Sauk Valley Community College
South Suburban College
Spoon River College
Waubonsee Community College

Specific cooperative agreement

KCC students can enroll in specific programs (listed below) at Parkland College at the in-district rate.

Parkland College (Champaign):

Agricultural Business: Applied Agronomy – Associate in Applied Science Degree

Agricultural Business: Equine Management
Associate in Applied Science Degree

Agricultural Business: Grain Merchandising and Management
Associate in Applied Science Degree

Agricultural Business: Precision Agriculture Technology
Associate in Applied Science Degree

Agricultural Business: Management
Associate in Applied Science Degree

Hospitality Industry: Hotel/Motel Management
Associate in Applied Science Degree

Hospitality Industry: Resort and Casino Management
Associate in Applied Science Degree

Hospitality Industry: Restaurant Management
Associate in Applied Science Degree

Mass Communication: Audio/Video Communications
Associate in Applied Science Degree

Mass Communication: Audio/Video Technology
Associate in Applied Science Degree

Occupational Therapy Assistant
Associate in Applied Science Degree

Radiologic Technology: Computed Tomography
Certificate

Radiologic Technology: Magnetic Resonance Imaging
Certificate

General Education Courses for Applied Science Degrees

Occupational degree programs (Associate in Applied Science degrees) at KCC require the completion of several general education courses. These courses assist students in becoming contributing members of society by providing them with an opportunity to explore major values, ideas and bodies of knowledge.

Through completion of general education requirements, students are expected to synthesize, develop and internalize personal values; develop a more global perspective of the human condition; strengthen basic skills in communication and computation; and integrate general and career-specific learning.

These general education courses also apply to students seeking Associate in General Studies degrees.

Career students intending to transfer should consult a advisor about IAI transfer requirements. Students in transfer degree programs should refer to general education requirements on Page 37.

The following list identifies the courses which meet KCC's general education requirements for students seeking Associate in Applied Science degrees.

All courses listed in the IAI General Education Core (Page 37) are accepted as electives for occupational degrees.

Communications

*BSNS 1603 - Business Communications (for specific curricula only)
*ENGL 1413 - Fundamentals of Writing

Humanities

ARTS 1503 - Basic Drawing
ARTS 1513 - Two-Dimensional Design
ARTS 1603 - Drawing II
ARTS 1813 - Three-Dimensional Design
ARTS 2513 - Painting
*ARTS 2523 - Painting II
ARTS 2553 - Photography
*ARTS 2563 - Photography II
ARTS 2573 - Introduction to Printmaking
*ARTS 2583 - Color Photography
*ARTS 2613 - Figure Drawing
*ARTS 2623 - Figure Drawing II
ARTS 2713 - Introduction to Sculpture
*ENGL 2533 - Survey of British Literature II (Study in England program)
ENGL 2813 - Creative Writing
*FREN 2524 - French Culture and Civilization
*HIST 1534 - History of Western Civilization through Independent Study & Travel
PHIL 2543 - Death & Dying
SPAN 1503 - Basic Spanish
*SPAN 1514 - Elementary Spanish I
SPCH 1563 - Interpersonal Communications
*THEA 1813 - Introduction to Drama

Mathematics

*MATH 1113 - Technical Mathematics I
*MATH 1123 - Technical Mathematics II
*MATH 1213 - Applied Arithmetic
*MATH 1414 - Basic Algebra
*MATH 1424 - Intermediate Algebra
*MATH 1453 - Geometry
*MATH 1704 - Contemporary Mathematics
*MATH 1803 - Trigonometry
*MATH 1814 - College Algebra
*MATH 2113 - Technical Mathematics III
*MATH 2613 - Differential Equations

Life science (laboratory science)

*BIOL 1524 - General Biology II
*BIOL 1614 - General Zoology
*BIOL 1714 - General Botany
*BIOL 2644 - Anatomy & Physiology I
*BIOL 2654 - Anatomy & Physiology II
*BIOL 2714 - Microbiology

Physical science (laboratory science)

*CHEM 1504 - Basic Chemistry
*CHEM 1524 - General Chemistry II
*CHEM 2614 - Quantitative Analysis
*CHEM 2714 - Organic Chemistry I
*CHEM 2724 - Organic Chemistry II
*PHYS 1524 - General Physics II
*PHYS 2614 - Physics I
*PHYS 2624 - Physics II
*PHYS 2634 - Physics III

Social and behavioral science

HIST 1823 - African American History
HIST 1913 - Illinois History
*PSYC 1013 - Practical Psychology
*PSYC 2513 - Abnormal Psychology
*PSYC 2563 - Alcoholism

Health education

PHED 1512 - Health Education

*Course has prerequisite.

Business electives

Business electives for associate in applied science and certificate programs may be selected from the following courses with approval of business advisors:

			Credit hours
ACCT	1413	General Accounting	3
ACCT	1514	Financial Accounting	4
*ACCT	1523	Managerial Accounting	3
*ACCT	2613	Intermediate Accounting	3
*ACCT	2753	Cost Accounting	3
BSNS	1312	Proofreading & Editing	2
*BSNS	1353	Administrative Office Procedures	3
BSNS	1373	Personal Finance	3
BSNS	1411	Keyboarding	1
BSNS	1553	Introduction to Business	3
*BSNS	1603	Business Communications	3
BSNS	1653	Business Law	3
BSNS	1663	Legal and Social Environment of Business	3
BSNS	2113	Small Business Management	3
BSNS	2143	Human Relations in Business	3
BSNS	2213	Human Resource Management	3
BSNS	2311	Successful Customer Service	1
*BSNS	2413	Management Field Project	3
*BSNS	2423	Internship Experience	3

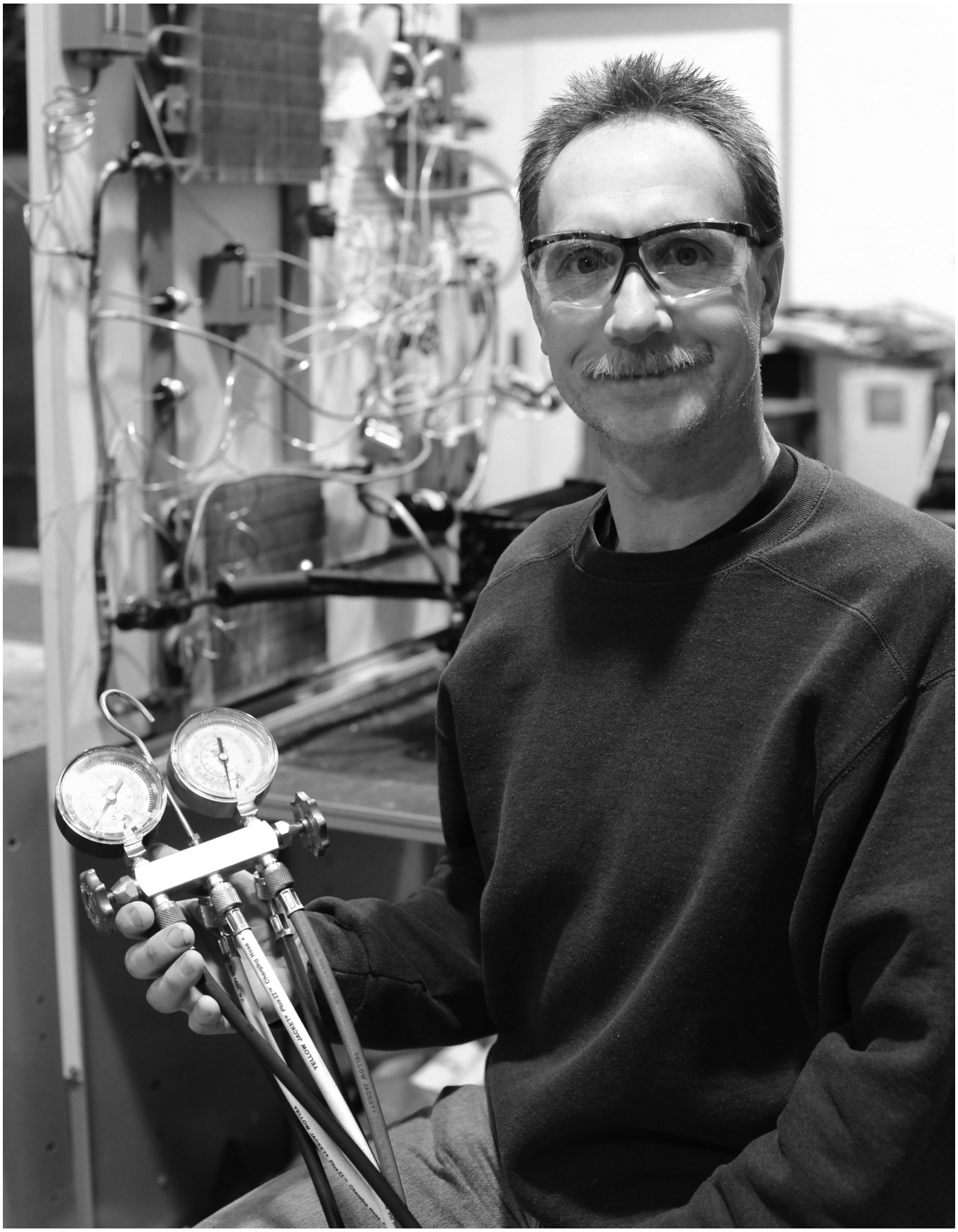
*BSNS	2514	-	Business Statistics	4
BSNS	2553	-	Principles of Management	3
COSC	1023	-	Intermediate Word	3
COSC	1152	-	Introduction to Windows	2
*COSC	1172	-	Introduction to the Internet	2
*COSC	1181	-	Voice Recognition	1
*COSC	1341	-	PowerPoint	1
*COSC	1352	-	Word	2
*COSC	1362	-	Access	2
*COSC	1372	-	Excel	2
*COSC	1382	-	Microsoft Office Suite Integration	2
COSC	1513	-	Introduction to Information Processing	3
*COSC	2033	-	Advanced Word	3
*COSC	2513	-	Introduction to Computer Science	3
*COSC	2613	-	Computer Programming for Science and Engineering	3
*ECON	1553	-	Principles of Macroeconomics	3
ECON	1563	-	Principles of Microeconomics	3
*MATH	1414	-	Basic Algebra	4
*MATH	1713	-	Finite Mathematics	3
*MATH	1833	-	Calculus for Business & Social Sciences	3
MKTG	1253	-	Sales and Customer Service	3
MKTG	1553	-	Principles of Marketing	3
MKTG	2063	-	Fundamentals of Advertising	3
*PSYC	1813	-	Introduction to Psychology	3
*SOCY	2513	-	Sociology	3
SPAN	1503	-	Basic Spanish	3
SPCH	1553	-	Introductory Speech	3
TWDL	1003	-	Transportation and Physical Distribution	3
TWDL	1103	-	Supply Chain Management	3
TWDL	1203	-	Introduction to Import/Export	3
TWDL	1303	-	Principles of Operations Management	3
TWDL	1402	-	Transportation and Cargo Security	2

*Course has prerequisite.

Technical electives

All courses with the prefix AIRC, AUTO, CNST, DRFT, DSGN, ELTR, MCHN and WELD can be used as technical electives. COSC 1513 - Introduction to Information Processing, also can be used as a technical elective.

Administrative Assistant is now Office Professional.
See Page 100.



Air Conditioning and Refrigeration

Associate in Applied Science Degree – AIRC.AAS.C36

The Air Conditioning and Refrigeration curriculum prepares technicians to design, layout, install, repair and maintain commercial and domestic refrigeration units, air conditioning and heating systems, and related environmental units. Students enrolling in AIRC courses will be required to furnish a set of tools for their own use. Air Conditioning and Refrigeration graduates are generally prepared to enter air conditioning programs at selected colleges and universities with junior status.

Air Conditioning and Refrigeration Core (14 courses) **Credit hours: 52**

AIRC 1014 - Fundamentals of Air Conditioning
*AIRC 1023 - Controls & Circuitry for HVAC
*AIRC 1114 - Domestic Refrigeration
*AIRC 1124 - Commercial Refrigeration
*AIRC 1214 - Heating Plants
*AIRC 1313 - Air Handling
DRFT 1154 - Technical Drafting & Print Reading
ELTR 1024 - Basic Circuit Analysis
ELTR 1034 - Fluid Power
ELTR 1064 - Fundamentals of Electricity[1]
ELTR 1402 - Industrial Safety
*ELTR 2074 - DC & AC Rotating Machines & Drive Trains
*ELTR 2414 - Industrial Motor Control
WELD 1114 - Basic Welding

General Education (6 courses) **Credit hours: 17**

Complete all four sub-requirements:

1. Communications[2] courses - 7 credit hours
   *ENGL 1413 - Fundamentals of Writing
   *BSNS 1603 - Business Communications
   BSNS 2311 - Successful Customer Service
2. Mathematics[3] course - 3 credit hours
   *MATH 1123 - Technical Mathematics II
3. Physical Science course - 4 credit hours
   *PSCI 1514 - Introduction to Physical Science
4. Social Science course - 3 credit hours
   *SOCY 2513 - Sociology

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

[2]For transfer students, a higher level English course may be substituted.

[3]For transfer students, a higher level of mathematics course may be substituted.

Air Conditioning and Refrigeration
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
AIRC 1014	4
DRFT 1154	4
ELTR 1064	4
ELTR 1034	4
Spring semester	
AIRC 1023	3
*AIRC 1114	4
ELTR 1024	4
ELTR 1402	2
*ENGL 1413	3
*MATH 1123	3
Fall semester	
*AIRC 1124	4
BSNS 2311	1
*ELTR 2414	4
*PSCI 1514	4
WELD 1114	4
Spring semester	
*AIRC 1214	4
*AIRC 1313	3
*BSNS 1603	3
*ELTR 2074	4
*SOCY 2513	3

ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an adviser for more information.

Advanced Certificate in Air Conditioning and Refrigeration – AIRC.CRT.C86

Upon completion of the program, the graduate is prepared for employment in the air conditioning, refrigeration, and heating service field.

Required courses: (9 courses)

AIRC 1014 - Fundamentals of Air Conditioning
*AIRC 1023 - Controls & Circuitry for HVAC
*AIRC 1114 - Domestic Refrigeration
*AIRC 1124 - Commercial Refrigeration
*AIRC 1214 - Heating Plants
*AIRC 1313 - Air Handling
ELTR 1064 - Fundamentals of Electricity[1]
*ELTR 2074 - DC & AC Rotating Machines & Drive Trains
WELD 1114 - Basic Welding

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 34

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

Air Conditioning and Refrigeration
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
AIRC 1014	4
ELTR 1064	4
Spring semester	
*AIRC 1023	3
*AIRC 1114	4
Fall semester	
*AIRC 1124	4
WELD 1114	4
Spring semester	
*AIRC 1214	4
*AIRC 1313	3
*ELTR 2074	4

Automotive Technology
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
AUTO 1021	1
AUTO 1064	4
AUTO 1073	3
AUTO 1143	3
PSCI 1514	4
WELD 1114	4
Spring semester	
*AUTO 1123	3
*AUTO 2013	3
COSC 1513	3
ELTR 1402	2
*ENGL 1413	3
*MATH 1123	3
Fall semester	
AUTO 1213	3
AUTO 2243	3
DRFT 1154	4
ELTR 1064	4
MCHN 1214	4
MCHN 1311	1
Spring semester	
AUTO 1223	3
AUTO 2233	3
AUTO 2252	2
*BSNS 1603	3
SOCY 2513	3

ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

Automotive Technology

Associate in Applied Science Degree – AUTO.AAS.C31

The objective of the Automotive Technology curriculum is to prepare students to enter the automotive service field with a proven degree of competency. The AAS program courses are designed to give the student entry-level skills in most phases of automotive repair. The student must realize, however, that to become an expert in the automotive field requires dedication and continued schooling. Automotive Technology graduates are generally prepared to enter automotive programs at selected colleges and universities with junior status.

Automotive Technology Core (10 courses) **Credit hours: 31**

AUTO 1021 - Service Shop Operations I
AUTO 1064 - Internal Combustion Engines
AUTO 1073 - Ignition & Electrical Systems I
* AUTO 1123 - Ignition & Electrical Systems II
AUTO 1143 - Brakes
AUTO 1213 - Manual Transmissions & Drivelines
AUTO 1223 - Automatic Transmissions
* AUTO 2013 - Computerized Engine Controls I
AUTO 2233 - Heating & Air Conditioning
AUTO 2243 - Alignment, Steering & Suspension
AUTO 2252 - Service Shop Operations II

General Education (5 courses) **Credit hours: 16**

Complete all four sub-requirements:

1. Communications[1] courses - 6 credit hours
   * ENGL 1413 - Fundamentals of Writing
   * BSNS 1603 - Business Communications
2. Mathematics[2] course - 3 credit hours
   * MATH 1123 - Technical Mathematics II
3. Physical Science course - 4 credit hours
   * PSCI 1514 - Introduction to Physical Science
4. Social Science course - 3 credit hours
   * SOCY 2513 - Sociology

Technical Core (7 courses) **Credit hours: 22**

COSC 1513 - Introduction to Information Processing
DRFT 1154 - Technical Drafting & Print Reading
ELTR 1064 - Fundamentals of Electricity[3]
ELTR 1402 - Industrial Safety
MCHN 1214 - Machine Tool I
MCHN 1311 - Precision Measurement
WELD 1114 - Basic Welding

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

[1]For transfer students, a higher level English course may be substituted.

[2]For transfer students, a higher level of mathematics course may be substituted.

[3]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

Certificate in Automotive Technology

Curriculum code: C81

Upon completion of this program, the graduate is prepared for entry-level employment in the automotive repair and maintenance field.

Required courses: (9 courses)

AUTO 1064 - Internal Combustion Engines
AUTO 1073 - Ignition & Electrical Systems I
*AUTO 1123 - Ignition & Electrical Systems II
AUTO 1143 - Brakes
AUTO 1213 - Manual Transmissions & Drivelines
AUTO 1223 - Automatic Transmissions
*AUTO 2013 - Computerized Engine Controls I
AUTO 2233 - Heating & Air Conditioning
AUTO 2243 - Alignment, Steering and Suspension

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 28

*Course has prerequisite.

Certificate options in Automotive Technology

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the automotive technology field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit Hours
Advanced Drivetrains/Powertrains (17 hours)	
Curriculum code: C81D (Pending approval)	
AUTO 1064 - Internal Combustion Engines	4
AUTO 1213 - Manual Transmissions & Drivelines	3
AUTO 1223 - Automatic Transmissions	3
*AUTO 2206 - Engine Diagnosis & Overhaul	6
MCHN 1311 - Precision Measurement	1
Automotive Heating & Air Conditioning (3 hours)	
Curriculum code: C81A	
AUTO 2233 - Heating & Air Conditioning	3
Brakes & Alignment (6 hours)	
Curriculum code: C81B	
AUTO 1143 - Brakes	3
AUTO 2243 - Alignment, Steering and Suspension	3
Drivelines (6 hours)	
Curriculum code: C81C	
AUTO 1213 - Manual Transmissions & Drivelines	3
AUTO 1223 - Automatic Transmissions	3

*Course has prerequisite, but it may be waived with documented previous work experience and consent of instructor.

Automotive Technology
Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
AUTO 1064	4
AUTO 1073	3
AUTO 1143	3
Spring semester	
*AUTO 1123	3
*AUTO 2013	3
Fall semester	
AUTO 1213	3
AUTO 2243	3
Spring semester	
AUTO 1223	3
AUTO 2233	3

Business
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
MKTG 1553	3
ACCT 1413 or ACCT 1514	3-4
BSNS 1553	3
*ENGL 1413	3
*MATH 1213 or higher math	3
Spring semester	
*BSNS 1603	3
BSNS 1653 or BSNS 1663	3
*ECON 1553	3
Specialization courses	6-7
Business elective	3
Fall semester	
BSNS 2553	3
*COSC 1513	3
Specialization courses	5-6
Business elective	3
Spring semester	
*ENGL 1613	3
Specialization course (if needed)	2-3
Business electives	6
General education elective	4

ADDITIONAL PROGRAM INFORMATION

Among electives and required courses in this curriculum, five courses (ACCT 1514, *ACCT 1523, BSNS 1553, BSNS 1653, and *COSC 1513) meet Illinois Articulation Initiative Major-Specific requirements for business majors. Visit www.itransfer.org or a KCC academic advisor for more information.

Business

Associate in Applied Science Degree – BSNS.AAS.C13

This program is designed for the student who desires to advance in his/her career, or enter the workforce upon graduation from KCC. Graduates should be qualified for a variety of entry or mid-level positions in business, accounting, marketing, management and transportation.

This degree is not designed for transfer, however graduates will find that adult studies degree programs offered at many universities often make it possible to continue on to a bachelor's degree with minimal disruption. If you are interested in transferring to a four-year institution, working with a KCC advisor can ensure a smooth transfer experience.

Business Core (6 courses) **Credit hours: 18-19**

BSNS 1553 - Introduction to Business
BSNS 1653 - Business Law or BSNS 1663 - Legal and Social Environment of Business
BSNS 2553 - Principles of Management
ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting[1] (recommended for Accounting specialization)
* COSC 1513 - Introduction to Information Processing
MKTG 1553 - Principles of Marketing

General Education (6 courses) **Credit hours: 19**

CHOOSE TWO courses from the following three options:
* ENGL 1413 - Fundamentals of Writing
* ENGL 1613 - English I
* ENGL 1623 - English II
* ECON 1553 - Principles of Macroeconomics
* BSNS 1603 - Business Communication
* MATH 1213 or higher level mathematics elective (see Page 64).
Elective - General education (4 credit hours)

Business electives (3-6 courses) **Credit hours: 12**

CHOOSE 12 (TWELVE) credit hours from the Business Electives list (see Pages 64-65).

Specialization (4-5 courses) **Credit hours: 11-15**

CHOOSE ONE specialization. All courses must be chosen from the same specialization.

Accounting
ACCT 1514 - Financial Accounting[1]
* ACCT 1523 - Managerial Accounting
* ACCT 2613 - Intermediate Accounting
* ACCT 2753 - Cost Accounting
* COSC 1372 - Excel

Marketing/Management
MKTG 1253 - Sales & Customer Service
MKTG 2063 - Fundamentals of Advertising
BSNS 2113 - Small Business Management or BSNS 1373 - Personal Finance
BSNS 2213 - Human Resource Management

Supply Chain Management
TWDL 1003 - Transportation & Physical Distribution
TWDL 1103 - Supply Chain Management
TWDL 1203 - Introduction to Import/Export
TWDL 1303 - Principles of Operations Management
TWDL 1402 - Transportation & Cargo Security

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61

*Course has prerequisite.

[1]ACCT 1514 does not have to be repeated within the specialization if it is completed as a Business Core Course.

Advanced Certificate in Business – BSNS.CRT.C56

The Business certificate curricula is designed to prepare students for entry-level employment in the field of management. It also will appeal to current managers who desire to enhance their skills and certify their competence. In addition, it provides an excellent foundation for those interested in starting a small business. Credit earned in the completion of this certificate will apply toward an Associate in Applied Science Degree in Business.

Advanced Certificate Major (10 courses) **Credit hours: 30**

ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting
BSNS 1553 - Introduction to Business
* BSNS 1603 - Business Communications
BSNS 1653 - Business Law or BSNS 1663 Legal and Social Environment of Business
BSNS 2113 - Small Business Management or BSNS 1373 - Personal Finance
BSNS 2213 - Human Resource Management
* BSNS 2423 - Internship Experience or BSNS 2413 - Management Field Project
BSNS 2553 - Principles of Management
COSC 1513 - Introduction to Information Processing
MKTG 1553 - Principles of Marketing

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30

*Course has prerequisite.

Certificate in Accounting I

Curriculum code: C59A

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the accounting field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

Accounting Certificate I (5 courses) **Credit hours: 15**

ACCT 1514 - Financial Accounting
* ACCT 1523 - Managerial Accounting
* ACCT 2613 - Intermediate Accounting
* ACCT 2753 - Cost Accounting
* COSC 1372 - Excel

*Course has prerequisite.

Certificate in Accounting II

Curriculum code: C59B

The accounting certificate program is designed for the student who desires to work as an assistant to an accounting professional. Satisfactory completion of this program will provide an appropriate background for entry-level employment as a bookkeeper, payroll clerk, or accounting assistant.

Accounting Certificate II (9 courses) **Credit hours: 27**

ACCT 1514 - Financial Accounting
* ACCT 1523 - Managerial Accounting
* ACCT 2613 - Intermediate Accounting
* ACCT 2753 - Cost Accounting
BSNS 1553 - Introduction to Business
* BSNS 1603 - Business Communications
* BSNS 2423 - Internship Experience
* COSC 1372 - Excel
* COSC 1513 - Introduction to Information Processing

*Course has prerequisite.

Certificate in Business

Curriculum code: C56A

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the business field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

Business (15 credit hours) **Credit hours: 15**

BSNS 1553 - Introduction to Business
* BSNS 1603 - Business Communications
BSNS 2213 - Human Resource Management
BSNS 2553 - Principles of Management
MKTG 1553 - Principles of Marketing

Business

Advanced certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
ACCT 1413 or ACCT 1514	3-4
COSC 1513	3
MKTG 1553	3
BSNS 1553	3
BSNS 2553	3
Spring semester	
*BSNS 1603	3
BSNS 1653 or BSNS 1663	3
BSNS 2113	3
BSNS 2213	3
Summer session	
BSNS 2423 or BSNS 2413	3

Child Development – Director/Administrator Option
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
CDEV 1513	3
CDEV 2533	3
*SPCH 1553	3
COMP 1521	1
*ENGL 1413	3
*PSYC 1813	3
Spring semester	
BSNS 1553	3
BSNS 2143	3
*ENGL 1613	3
*CDEV 2523	3
Psychology course	3
Fall semester	
*CDEV 2543	3
*CDEV 2363	3
ACCT 1413 or ACCT 1514	3-4
*BSNS 1603	3
Spring semester	
*EDUC 1833	3
*CDEV 2633	3
BSNS 2113	3
*BSNS 2213	3
*Child Development elective	3
Humanities, Social and Behavioral Science, Science or Mathematics course	3
Summer session	
*CDEV 2403	3

CHILD DEVELOPMENT PROGRAM REQUIREMENTS

Basic laboratory experience is required in many child development courses within the program. Specific tasks performed in the lab setting will vary according to skills, interests, and course requirements. Prior to initiating lab assignments and projects, Child Development students must meet the requirements for staff in child care facilities as outlined by the Illinois Department of Children and Family Services Child Care Facility Regulations: (1) must have a high school diploma or its equivalent; (2) must be able to pass a DCFS criminal background check; (3) must have a completed health form; and (4) must have a signed mandated reporter form on file. It is the student's responsibility to make sure all program requirements are current and on file with the program coordinator.

Child Development – Director/Administrator Option

Associate in Applied Science Degree – CDEV.AAS.C09

The director/administrator option in the Child Development associate degree program is designed to provide individuals with skills in caring for children and business management necessary to assume the role of child care teacher, director, administrator, or program manager with a wide variety of options for specialization. Students must be at least 19 years of age upon completion of the program to be qualified as a child care worker and 21 years of age to be a child care center director, according to Department of Children and Family Services regulations. (See other program requirements on this page.) This degree typically is not designed for transfer

Child Development Major (15 courses) **Credit hours: 43**

Complete all four sub-requirements:

1. Child development courses - 24 credit hours
   - CDEV 1513 - Child Growth/Development
   - * CDEV 2523 - Intro. to Early Childhood Education
   - * CDEV 2363 - Administration in Child Care Settings
   - * CDEV 2403 - Clinical Experience
   - CDEV 2533 - Early Childhood Curriculum Development
   - * CDEV 2543 - Child Study and Observation
   - * CDEV 2633 - Health, Nutrition and Safety
   - * EDUC 1833 - Students with Disabilities
2. Business courses - 15 credit hours
   - BSNS 1553 - Introduction to Business
   - BSNS 2143 - Human Relations in Business
   - * BSNS 1603 - Business Communications
   - BSNS 2113 - Small Business Management
   - BSNS 2213 - Human Resource Management
3. Accounting courses - 3 credit hours
   CHOOSE ONE course from the following two options:
   - ACCT 1413 - General Accounting
   - ACCT 1514 - Financial Accounting
4. Computer course - 1 credit hour
   - COMP 1521 - Computer Literacy

Child development electives (1 course) **Credit hours: 3**

CHOOSE ONE course from the following 11 options:

- * CDEV 2013 - History and Philosophy of Early Childhood Education
- * CDEV 2103 - School-Aged Programming
- * CDEV 2513 - Child, Family and Community Relations
- * CDEV 2153 - Developmentally Appropriate Infant/Toddler Care
- * CDEV 2163 - Discipline/Classroom Management
- * CDEV 2223 - Art/Music Activities
- * CDEV 2233 - Language Acquisition and Development
- * CDEV 2243 - Science/Math Activities
- * CDEV 2253 - Motor Development/Physical Activities
- CDEV 2263 - Heads Up! Reading
- * CDEV 2363 - Administration in Child Care Settings

General Education (5 courses) **Credit hours: 15**

Complete both sub-requirements:

1. Communications - 9 credit hours
   - * SPCH 1553 - Introductory Speech
   - In addition, CHOOSE TWO courses from the following three options:
     - * ENGL 1413 - Fundamentals of Writing
     - * ENGL 1613 - English I
     - * ENGL 1623 - English II
2. Psychology - 6 credit hours
   - * PSYC 1813 - Introduction to Psychology
   - In addition, CHOOSE ONE course with a PSYC prefix.

Humanities, social and behavioral science, science, or mathematics elective (1 course) **Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science, or mathematics elective (see Page 64).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Child Development – Education Option

Associate in Applied Science Degree – CDEV.AAS.C10

The education option in the Child Development associate degree program is designed to provide individuals with the theoretical background and practical skills necessary to assume various roles and responsibilities in the child care profession. The student, depending on individual interests and career objectives, may pursue a wide variety of options including child care, teaching, program administration, nanny training, family day care home management, Child Development Associate (CDA) training, infant/toddler care, school-aged care, and assistant in a child care or public/private school setting. Students must be at least 19 years of age upon completion of the program to be qualified as a child care worker and 21 years of age to be a child care center director, according to Department of Children and Family Services regulations. (See other program requirements on this page.) KCC also offers a Paraprofessional Educator/Teacher's Aide program. See Page 106. Students should see the Child Development program coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

Child Development Major (14 courses) **Credit hours: 40**

Complete both sub-requirements:

1. Child development courses - 39 credit hours
   - CDEV 1513 - Child Growth/Development
   - * CDEV 2013 - History and Philosophy of Early Childhood Education
   - * CDEV 2163 - Discipline/Classroom Management
   - * CDEV 2223 - Art/Music Activities
   - * CDEV 2233 - Language Acquisition and Development
   - * CDEV 2243 - Science/Math Activities
   - * CDEV 2253 - Motor Development/Physical Activities
   - * CDEV 2403 - Clinical Experience
   - * CDEV 2513 - Child, Family and Community Relations
   - * CDEV 2523 - Intro. to Early Childhood Education
   - CDEV 2533 - Early Childhood Curriculum Development
   - * CDEV 2543 - Child Study and Observation
   - * CDEV 2633 - Health, Nutrition and Safety
2. Computer course - 1 credit hour
   - COMP 1521 - Computer Literacy

Electives (2 courses) **Credit hours: 6**

CHOOSE TWO courses from the following five options:

- * CDEV 2103 - School-Aged Programming
- * CDEV 2153 - Developmentally Appropriate Infant/Toddler Care
- CDEV 2263 - Heads Up! Reading
- * CDEV 2363 - Administration in Child Care Settings
- * EDUC 1833 - Students with Disabilities

General Education (5 courses) **Credit hours: 15**

Complete both sub-requirements:

1. Communications - 9 credit hours
   - * SPCH 1553 - Introductory Speech

   In addition, CHOOSE TWO courses from the following four options:
   - * ENGL 1413 - Fundamentals of Writing
   - * ENGL 1613 - English I
   - * ENGL 1623 - English II
   - * BSNS 1603 - Business Communications
2. Psychology - 6 credit hours
   - * PSYC 1813 - Introduction to Psychology

   In addition, CHOOSE ONE course with a PSYC prefix.

Humanities, social and behavioral science, science, or mathematics elective (1 course) **Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science, or mathematics elective (see Page 64).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Child Development – Education Option

Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
CDEV 1513	3
CDEV 2533	3
*CDEV 2163	3
COMP 1521	1
*ENGL 1413	3
*PSYC 1813	3
Spring semester	
*CDEV 2513	3
*CDEV 2523	3
*ENGL 1613	3
*SPCH 1553	3
Psychology course	3
Fall semester	
*CDEV 2013	3
*CDEV 2633	3
*CDEV 2223	3
*CDEV 2233	3
*CDEV 2253	3
Spring semester	
*CDEV 2543	3
*CDEV 2243	3
Electives	6
Humanities, Social and Behavioral Science, Science, or Mathematics course	3
Summer session	
*CDEV 2403	3

CHILD DEVELOPMENT PROGRAM REQUIREMENTS

Basic laboratory experience is required in many child development courses within the program. Specific tasks performed in the lab setting will vary according to skills, interests, and course requirements. Prior to initiating lab assignments and projects, Child Development students must meet the requirements for staff in child care facilities as outlined by the Illinois Department of Children and Family Services Child Care Facility Regulations: (1) must have a high school diploma or its equivalent; (2) must be able to pass a DCFS criminal background check; (3) must have a completed health form; and (4) must have a signed mandated reporter form on file. It is the student's responsibility to make sure all program requirements are current and on file with the program coordinator.

Child Development – Education Option
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
CDEV 1513	3
*CDEV 2633	3
*CDEV 2163	3
*CDEV 2233	3
*CDEV 2523	3
Spring semester	
CDEV 2533	3
*CDEV 2543	3
*CDEV 2123	3
SPCH 1553	3
*PSYC 1813	3
Elective	3

Advanced Certificate in Child Development – Education Option – CDEV.CRT.C58

The certificate program for the education option in Child Development is designed to provide students with practical skills necessary for entry into the field of caring for young children. Students completing the program will be prepared to assist teachers in child care settings. Students must be at least 19 years of age with one year (1,560 clock hours) in a licensed day care facility upon program completion to be qualified as a child care worker, according to Department of Children and Family Services regulations.

Child Development – Education Option Certificate Major (9 courses) **Credit hours: 27**

Complete both sub-requirements:

1. Child Development courses - 24 credit hours
   - CDEV 1513 - Child Growth & Development
   - * CDEV 2163 - Discipline/Classroom Management
   - * CDEV 2233 - Language Acquisition & Development
   - * CDEV 2513 - Child, Family, and Community Relations
   - * CDEV 2523 - Intro. to Early Childhood Education
   - CDEV 2533 - Early Childhood Curriculum Development
   - * CDEV 2543 - Child Study & Observation
   - * CDEV 2633 - Health, Nutrition & Safety
2. Elective - 3 credit hours

   CHOOSE ONE course from the following nine options:
   - * CDEV 2013 - History & Philosophy of Early Childhood Education
   - * CDEV 2103 - School-Aged Programming
   - * CDEV 2153 - Developmentally Appropriate Infant/Toddler Care
   - * CDEV 2223 - Art/Music Activities
   - * CDEV 2243 - Science/Math Activities
   - * CDEV 2253 - Motor Development/Physical Activities
   - CDEV 2263 - Heads Up! Reading
   - * CDEV 2363 - Administration in Child Care Settings
   - * EDUC 1833 - Students with Disabilities

General Education (2 courses) **Credit hours: 6**

- SPCH 1553 - Introductory Speech
- * PSYC 1813 - Introduction to Psychology

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 33

*Course has prerequisite.

Computer-Aided Drafting
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
CNST 1413	3
DRFT 1154	4
*DRFT 2114	4
*PSCI 1514	4
DSGN 1113	3
Spring semester	
COSC 1513	3
*DRFT 2124	4
ELTR 1402	2
*ENGL 1413	3
*MATH 1123	3
Fall semester	
*DRFT 2134	4
DSGN 1123	3
*DRFT 2414	4
MCHN 1214	4
MCHN 1311	1
Spring semester	
*BSNS 1603	3
*CNST 1444	4
*DRFT 2164	4
*SOCY 2513	3
Technical elective(s)	3

ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

Computer-Aided Drafting

Associate in Applied Science Degree – DRFT.AAS.C42

The Computer-Aided Drafting curriculum is designed to develop within the student the practical skills necessary to enter the rapidly expanding field of CAD (Computer-Aided Drafting). Drafting skills are taught for various fields of expertise. Computer-Aided Drafting graduates are generally prepared to enter computer-aided drafting programs at selected colleges and universities with junior status.

Computer-Aided Drafting Core (13 courses) **Credit hours: 47**

DRFT 1154 - Technical Drafting & Print Reading
* DRFT 2114 - Computer-Aided Drafting I
* DRFT 2124 - Computer-Aided Drafting II
* DRFT 2134 - Computer-Aided Drafting III
* DRFT 2164 - Technical Illustration
* DRFT 2414 - Architectural Drafting
CNST 1413 - Introduction to Building Construction
* CNST 1444 - Surveying with Civil Applications
COSC 1513 - Introduction to Information Processing
DSGN 1113 - Digital Photography
DSGN 1123 - Introduction to Web Design
ELTR 1402 - Industrial Safety
MCHN 1214 - Machine Tool I
MCHN 1311 - Precision Measurement

General Education (5 courses) **Credit hours: 16**

Complete all four sub-requirements:

1. Communications[1] - 6 credit hours
   * ENGL 1413 - Fundamentals of Writing
   * BSNS 1603 - Business Communications
2. Mathematics[2] course - 3 credit hours
   * MATH 1123 - Technical Mathematics II
3. Physical Science course - 4 credit hours
   * PSCI 1514 - Introduction to Physical Science
4. Social Science course - 3 credit hours
   SOCY 2513 - Sociology

Technical Elective (1-3 courses) **Credit hours: 3**

CHOOSE THREE (3) CREDIT HOURS of technical electives. Any course from the prefixes AIRC, AUTO, CNST, COSC, DSGN, ELTR, MCHN and WELD may be selected.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 66

*Course has prerequisite.

[1]For transfer students, a higher level English course may be substituted.

[2]For transfer students, a higher level mathematics course may be substituted.

Certificate in Computer-Aided Drafting

Curriculum code: C96E

The Computer-Aided Drafting certificate curriculum is designed to develop within the student the practical skills necessary for entry into the rapidly expanding field of computer-aided drafting (CAD). Drafting skills are taught for various fields of expertise.

Required courses: (6 courses) **Credit hours: 24**

DRFT 1154 - Technical Drafting & Print Reading
* DRFT 2114 - Computer-Aided Drafting I
* DRFT 2124 - Computer-Aided Drafting II
* DRFT 2134 - Computer-Aided Drafting III
* DRFT 2164 - Technical Illustration
* DRFT 2414 - Architectural Drafting

*Course has prerequisite.

Certificate options in Computer-Aided Drafting

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the field of Computer-Aided Drafting. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
Technical Drafting (8 hours)	
Curriculum code: C96A	
DRFT 1154 - Technical Drafting & Print Reading	4
* DRFT 2114 - Computer-Aided Drafting I	4
Mechanical Drafting (16 hours)	
Curriculum code: C96B	
DRFT 1154 - Technical Drafting & Print Reading	4
* DRFT 2114 - Computer-Aided Drafting I	4
* DRFT 2124 - Computer-Aided Drafting II	4
* DRFT 2134 - Computer-Aided Drafting III	4
Architectural Drafting (16 hours)	
Curriculum code: C96C	
DRFT 1154 - Technical Drafting & Print Reading	4
* DRFT 2114 - Computer-Aided Drafting I	4
* DRFT 2124 - Computer-Aided Drafting II	4
* DRFT 2414 - Architectural Drafting	4

*Course has prerequisite.

Computer-Aided Drafting
Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
DRFT 1154	4
*DRFT 2114	4
Spring semester	
*DRFT 2124	4
Fall semester	
*DRFT 2134	4
*DRFT 2414	4
Spring semester	
*DRFT 2164	4

Computer Graphic Design
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
ARTS 1503	3
ARTS 1513	3
DSGN 1113	3
DSGN 1213	3
*ENGL 1413	3
Spring semester	
*ARTS 1813	3
COSC 1513	3
DSGN 1123	3
*DSGN 1133	3
*MATH 1123	3
Technical elective	3
Fall semester	
*DSGN 1233	3
DSGN 1243	3
*PSCI 1514	4
Technical electives	6
Spring semester	
*BSNS 1603	3
DSGN 1223	3
*DSGN 1253	3
*SOCY 2513	3
Technical electives	6

Computer Graphic Design
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
DSGN 1113	3
DSGN 1213	3
ARTS 1503	3
ARTS 1513	3
Spring semester	
DSGN 1123	3
*DSGN 1133	3
ARTS 1813	3
Fall semester	
*DSGN 1233	3
DSGN 1243	3
ARTS 2553	3
Spring semester	
DSGN 1223	3
*DSGN 1253	3
*ARTS 2563	3

Computer Graphic Design

Associate in Applied Science Degree – DSGN.AAS.V01

The Computer Graphic Design curriculum is designed to prepare students for careers in computer graphic design, graphic arts and graphic communications. This degree typically is not designed for transfer.

Technical core (12 courses) **Credit hours: 36**

DSGN 1113 - Digital Photography
DSGN 1123 - Introduction to Web Design
DSGN 1133 - Package Design
DSGN 1213 - Photoshop Digital Imaging
* DSGN 1223 - Digital Motion Graphics
* DSGN 1233 - Document Design
DSGN 1243 - Computer Illustration
* DSGN 1253 - Portfolio Development
ARTS 1503 - Basic Drawing
ARTS 1513 - Two-Dimensional Design
* ARTS 1813 - Three-Dimensional Design
COSC 1513 - Introduction to Information Processing

Technical Electives (4-6 courses) **Credit hours: 15**

CHOOSE 15 CREDIT HOURS of technical electives from the following list:

ARTS 2553 - Photography
* ARTS 2563 - Photography II
* BSNS 2423 - Internship Experience
BSNS 1553 - Introduction to Business
* DRFT 2114 - Computer-Aided Drafting I
* DRFT 2124 - Computer-Aided Drafting II
* DRFT 2134 - Computer-Aided Drafting III
* DRFT 2164 - Technical Illustration
* COSC 1341 - PowerPoint
MKTG 1553 - Principles of Marketing
MKTG 2063 - Fundamentals of Advertising

General Education (5 courses) **Credit hours: 16**

Complete all four sub-requirements:

1. Communications - 6 credit hours required
   * ENGL 1413 - Fundamentals of Writing
   * BSNS 1603 - Business Communications
2. Mathematics - 3 credit hours required
   * MATH 1123 - Technical Mathematics II
3. Physical Science - 4 credit hours required
   * PSCI 1514 - Introduction to Physical Science
4. Social Science - 3 credit hours required
   * SOCY 2513 - Sociology

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 67

* Course has prerequisite.

Advanced Certificate in Computer Graphic Design – DSGN.CRT.V51

Upon completion of this program, the graduate is prepared for all of the technical aspects needed for entry in the field of computer graphic design.

Required courses (13 courses)

Complete both sub-requirements:

1. Desktop Publishing courses - 24 credit hours
   DSGN 1113 - Digital Photography
   DSGN 1123 - Introduction to Web Design
   DSGN 1133 - Package Design
   DSGN 1213 - Photoshop Digital Imaging
   * DSGN 1223 - Digital Motion Graphics
   * DSGN 1233 - Document Design
   DSGN 1243 - Computer Illustration
   * DSGN 1253 - Portfolio Development
2. Art/computer courses - 15 credit hours
   ARTS 1503 - Basic Drawing
   ARTS 1513 - Two-Dimensional Design
   ARTS 1813 - Three-Dimensional Design
   ARTS 2553 - Photography
   * ARTS 2563 - Photography II

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 39

* Course has prerequisite.

Construction Craft Laborer

Advanced Certificate – LABR.CRT.C92

The Construction Craft Laborer certificate is earned in cooperation with the district's trade union training centers in Illinois. The student will earn credit for the certificate courses while attending courses at specific training facilities and learning the various skills that are required.

Construction Craft Laborer (11 courses) **Credit hours: 35**

LABR 1103 - Craft Orientation
LABR 1123 - Practices & Procedures of Mason Tending
LABR 1142 - Concrete Practice Fundamentals
LABR 1163 - Asphalt Technology & Construction
LABR 2113 - Lead Base Paint Abatement
LABR 2133 - Principles of Pipelaying
LABR 2213 - Landscaping Maintenance
LABR 2233 - Blueprint Reading
LABR 2313 - Basic Construction Surveying
LABR 2333 - Bridge Construction, Renovation, & Demolition
LABR 2416 - Laborers/AGC Hazardous Waste Worker Training Program

General education (3-6 courses) **Credit hours: 9**

Electives[1] - General education (6 credit hours)
BSNS 2423 - Internship Experience

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 44

*Course has prerequisite.

[1]Students may select from one of the following: Business Electives (as listed on Pages 64-65) and/or courses with a prefix of CNST, DRFT, ENGR, MCHN, WELD, COSC, or ELTR.

PROGRAM NOTE

Work with your trade union's training center to develop the sequence to complete this certificate.

Certificate option in Construction Craft Laborer

This program is designed for those who have been accepted into the Illinois Laborer's and Contractor's Construction Craft Laborer Apprenticeship and Training Program. It includes 280 hours of apprenticeship training. Students seeking admission must meet the admissions requirements of KCC and the Bureau of Apprenticeship Training, U.S. Department of Labor. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Concrete Specialist (10 hours)	**Credit hours**
Curriculum code: C92A	
* LABR 1142 - Concrete Practice Fundamentals	2
* LABR 1213 - Concrete Apprenticeship I	3
* LABR 1223 - Forming and Finishing Concrete	3
* LABR 1232 - Concrete Apprenticeship II	2

*Course has prerequisite.

Construction Management
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
CNST 1413	3
CNST 1423	3
DRFT 1154	4
ELTR 1064	4
*ENGL 1413	3
Spring semester	
*CNST 1444	4
COSC 1513	3
*ELTR 1174	4
ELTR 1402	2
*MATH 1123	3
Fall semester	
AIRC 1014	4
BSNS 2553	3
*CNST 2423	3
CNST 2433	3
*PSCI 1514	4
Spring semester	
*BSNS 1603	3
*CNST 2413	3
CNST 2443	3
*CNST 2453	3
*SOCY 2513	3

Construction Management

Associate in Applied Science Degree – CNST.AAS.C43

The Construction Management program gives the student fundamental knowledge of the residential and light-commercial construction industry. Principles, practices, and estimating processes will be covered to prepare the student for entry into the field of Construction Management. Construction Management graduates are generally prepared to enter construction programs at selected colleges and universities with junior status.

Construction Management Core (14 courses) **Credit hours: 45**

CNST 1413 - Introduction to Building Construction
CNST 1423 - Construction Materials & Methods
* CNST 1444 - Surveying with Civil Applications
* CNST 2413 - Mechanical Systems for Buildings
* CNST 2423 - Masonry Skills
* CNST 2433 - Estimating and Bidding
CNST 2443 - Building Codes and Inspection
* CNST 2453 - Professional Practice
COSC 1513 - Introduction to Information Processing
DRFT 1154 - Technical Drafting & Print Reading
ELTR 1064 - Fundamentals of Electricity[1]
* ELTR 1174 - National Electric Code and Wiring Methods
ELTR 1402 - Industrial Safety
BSNS 2553 - Principles of Management

General Education (5 courses) **Credit hours: 16**

Complete all four sub-requirements:

1. Communications[2] courses - 6 credit hours
   * ENGL 1413 - Fundamentals of Writing
   * BSNS 1603 - Business Communications
2. Mathematics[3] course - 3 credit hours
   * MATH 1123 - Technical Mathematics II
3. Physical Science course - 4 credit hours
   * PSCI 1514 - Introduction to Physical Science
4. Social Science course - 3 credit hours
   * SOCY 2513 - Sociology

Technical Elective (1 course) **Credit hours: 4**

AIRC 1014 - Fundamentals of Air Conditioning

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 65

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

[2]For transfer students, a higher level English course may be substituted.

[3]For transfer students, a higher level mathematics course may be substituted.

Advanced Certificate in Construction Management – CNST.CRT.C93

Upon completion of this program, students are prepared for entry into the area of construction management.

Required courses: (11 courses)

CNST 1413 - Introduction to Building Construction
CNST 1423 - Construction Materials & Methods
* CNST 1444 - Surveying with Civil Applications
* CNST 2413 - Mechanical Systems for Buildings
* CNST 2423 - Masonry Skills
* CNST 2433 - Estimating & Bidding
CNST 2443 - Building Codes & Inspection
* CNST 2453 - Professional Practice
DRFT 1154 - Technical Drafting and Print Reading
ELTR 1064 - Fundamentals of Electricity[1]
ELTR 1402 - Industrial Safety

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 35

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

Certificate Options in Construction Management

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the construction field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Please note: The Materials and Methods certificate is required before completion of the certificate in Building Systems.

	Credit hours
Materials and Methods (6 hours)	
Curriculum code: C93A	
CNST 1413 - Introduction to Building Construction	3
CNST 1423 - Construction Materials & Methods	3
Building Systems (10 hours)	
Curriculum code: C93B	
* CNST 2413 - Mechanical Systems for Building	3
CNST 2423 - Masonry Skills	3
* ELTR 1174 - National Electric Code and Wiring Methods	4

*Course has prerequisite.

Construction Management
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
CNST 1413	3
CNST 1423	3
ELTR 1064	4
Spring semester	
*CNST 1444	4
ELTR 1402	2
Fall semester	
*CNST 2423	3
CNST 2433	3
DRFT 1154	4
Spring semester	
*CNST 2413	3
*CNST 2443	3
Summer term	
*CNST 2453	3

Electrical Technology

Associate in Applied Science Degree - ELTR.AAS.C39

The Electrical Technology program prepares students to construct, install, maintain, troubleshoot, and repair electrical circuits and systems. Basic knowledge, fundamental skills and industry standards will be emphasized as students learn to work in the field of electrical technology. All degree-seeking students in this program take the same common core of freshman-level courses; however, four specializations are offered for students to develop skills in a specific area of interest. The four specialization tracks are: Industrial Electrical Technology, Industrial Instrumentation and Process Control, Industrial Machinery Maintenance, and Renewable Energy Technology. Students will be required to purchase a minimum set of components and/or tools in some courses. Electrical Technology graduates are generally prepared to enter electrical technology programs at selected colleges and universities with junior status.

PROGRAM NOTE:

Each specialization track has similar courses to take during the first and second semester. Program sequences for each specialization are listed after its requirements.

Electrical Technology core courses (7 courses) **Credit hours: 24**

* ELTR 1024 - Basic Circuit Analysis
ELTR 1034 - Fluid Power
ELTR 1064 - Fundamentals of Electricity[1]
* ELTR 1114 - Digital Fundamentals
ELTR 1402 - Industrial Safety
ELTR 1423 - Electrical/Electronic Drafting
COSC 1513 - Introduction to Information Processing

General Education courses (5 courses) **Credit hours: 16**

* ENGL 1413 - Fundamentals of Writing[2]
* BSNS 1603 - Business Communications[2]
* MATH 1123 - Technical Mathematics II[3]
* PSCI 1514 - Introduction to Physical Science
* SOCY 2513 - Sociology

[1] Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

[2] For transfer students, a higher level English course may be substituted.

[3] For transfer students, a higher level mathematics course may be substituted.

Specialization track (7-8 courses) **Credit hours: 26-31**

CHOOSE ONE of the following tracks. All courses must come from the same specialization.

TRACK 1: Industrial Electrical Technology

* ELTR 1044 - Semiconductor Electronics
* ELTR 1174 - National Electric Code & Wiring Methods
* ELTR 2074 - DC & AC Rotating Machines
* ELTR 2414 - Industrial Motor Controls
* ELTR 2444 - Industrial Programmable Controllers & Robotics
* MATH 2113 - Technical Mathematics III
Technology Elective

Suggested course sequence – Industrial Electrical Technology specialization

Fall semester (first year)		Fall semester (second year)	
ELTR 1064	4	*PSCI 1514	4
ELTR 1423	3	*MATH 2113	3
* ENGL 1413	3	* ELTR 1044	4
ELTR 1034	4	* ELTR 2414	4
		Technical Elective	3
Spring semester (first year)		**Spring semester (second year)**	
COSC 1513	3	* BSNS 1603	3
ELTR 1402	2	* SOCY 2513	3
* MATH 1123	3	* ELTR 2074	4
* ELTR 1114	4	* ELTR 2444	4
* ELTR 1024	4	* ELTR 1174	4

MINIMUM CREDIT HOURS FOR COMPLETION - 66

TRACK 2: Industrial Instrumentation and Process Control

(Pending approval)

* ELTR 1044 - Semiconductor Electronics
* ELTR 2074 - DC & AC Rotating Machines and Drive Trains
* ELTR 2414 - Industrial Motor Control
* ELTR 2444 - Industrial Programmable Controllers & Robotics
* ELTR 2454 - Industrial Instrumentation
* ELTR 2464 - Process Control
* ELTR 2474 - Advanced PLC
* MATH 2113 - Technical Mathematics III

Suggested course sequence – Industrial Instrumentation and Process Control specialization

Fall semester (first year)		Fall semester (second year)	
ELTR 1064	4	* MATH 2113	3
ELTR 1423	3	* ELTR 1044	4
* ENGL 1413	3	* ELTR 2414	4
ELTR 1034	4	* ELTR 2454	4
Spring semester (first year)		**Spring semester (second year)**	
COSC 1513	3	* BSNS 1603	3
ELTR 1402	2	* SOCY 2513	3
* MATH 1123	3	* ELTR 2074	4
* ELTR 1114	4	* ELTR 2444	4
* ELTR 1024	4	* ELTR 2464	4
* PSCI 1514	4	**Summer semester (second year)**	
		* ELTR 2474	4

MINIMUM CREDIT HOURS FOR COMPLETION - 71

TRACK 3: Industrial Machinery Maintenance

AIRC 1014 - Fundamentals of Air Conditioning
* ELTR 2074 - DC & AC Rotating Machines and Drive Trains
* ELTR 2414 - Industrial Motor Control
MCHN 1214 - Machine Tool I
WELD 1114 - Basic Welding
WELD 2124 - Tungsten Inert Gas Welding
WELD 2224 - Metallic Inert Gas Welding

Suggested course sequence – Industrial Machinery Maintenance specialization

Fall semester (first year)

ELTR 1064	4
ELTR 1423	3
* ENGL 1413	3
ELTR 1034	4
WELD 1114	4

Spring semester (first year)

COSC 1513	3
ELTR 1402	2
* MATH 1123	3
* ELTR 1114	4
* ELTR 1024	4

Fall semester (second year)

MCHN 1214	4
WELD 2124	4
* ELTR 2414	4
AIRC 1014	4

Spring semester (second year)

* BSNS 1603	3
* SOCY 2513	3
* ELTR 2074	4
WELD 2224	4
* PSCI 1514	4

MINIMUM CREDIT HOURS FOR COMPLETION - 68

TRACK 4: Renewable Energy Technology

* ELTR 1044 - Semiconductor Electronics
* ELTR 1174 - National Electric Code & Wiring Methods
* ELTR 2074 - DC & AC Rotating Machines and Drive Trains
* ELTR 1223 - Survey of Renewable Energy Technologies
* ELTR 2314 - Intro to Solar-Thermal Technology
* ELTR 2324 - Intro to Small-Wind Energy Tech
* ELTR 2334 - Intro to Solar-Photovoltaic Tech
* MATH 2113 - Technical Mathematics III

Suggested course sequence – Renewable Energy Technology specialization

Fall semester (first year)

ELTR 1064	4
ELTR 1423	3
* ENGL 1413	3
ELTR 1034	4
* ELTR 1223	3

Spring semester (first year)

COSC 1513	3
ELTR 1402	2
* MATH 1123	3
* ELTR 1114	4
* ELTR 1024	4

Fall semester (second year)

* PSCI 1514	4
* MATH 2113	3
* ELTR 1044	4
* ELTR 2334	4
* ELTR 2314	4

Spring semester (second year)

* BSNS 1603	3
* SOCY 2513	3
* ELTR 2074	4
* ELTR 2324	4
* ELTR 1174	4

MINIMUM CREDIT HOURS FOR COMPLETION - 70

Electrical Technology
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
ELTR 1034	4
ELTR 1064	4
Spring semester	
*ELTR 1024	4
*ELTR 1114	4
ELTR 1402	2
Fall semester	
ELTR 1423	3
*ELTR 2414	4
Spring semester	
*ELTR 1174	4
*ELTR 2074	4
*ELTR 2444	4

Advanced Certificate Industrial Electrical Technology – ELTR.CRT.C87

Upon completion of this program, the graduate is technically prepared for entry into the areas of electrical maintenance and repair.

Required courses (10 courses)

* ELTR 1024 - Basic Circuit Analysis
ELTR 1034 - Fluid Power
ELTR 1064 - Fundamentals of Electricity[1]
* ELTR 1114 - Digital Fundamentals
* ELTR 1174 - National Electric Code & Wiring Methods
ELTR 1402 - Industrial Safety
ELTR 1423 - Electrical/Electronic Drafting
* ELTR 2074 - DC & AC Rotating Machines & Drive Trains
* ELTR 2414 - Industrial Motor Control
* ELTR 2444 - Industrial Programmable Controllers & Robotics

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 37

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

Certificate Options in Electrical Technology

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the electrical technology field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
Industrial Motor Controls (14 hours)	
Curriculum code: C87A	
ELTR 1064 - Fundamentals of Electricity[1]	4
ELTR 1402 - Industrial Safety	2
* ELTR 2074 - DC & AC Rotating Machines & Drivetrains	4
* ELTR 2414 - Industrial Motor Control	4
Pneumatic and Hydraulic Power (14 hours)	
Curriculum code: C32A	
* ELTR 1034 - Fluid Power	4
ELTR 1064 - Fundamentals of Electricity[1]	4
ELTR 1402 - Industrial Safety	2
* MCHN 1214 - Machine Tool I	4
Programmable Logic Controllers (14 hours)	
Curriculum code: C87B	
ELTR 1064 - Fundamentals of Electricity[1]	4
ELTR 1402 - Industrial Safety	2
* ELTR 2414 - Industrial Motor Control	4
* ELTR 2444 - Industrial Programmable Controllers & Robotics	4
Residential and Industrial Wiring (14 hours)	
Curriculum code: C87C	
ELTR 1064 - Fundamentals of Electricity[1]	4
ELTR 1402 - Industrial Safety	2
* ELTR 1174 - National Electric Code & Wiring Methods	4
* ELTR 2414 - Industrial Motor Control	4
Entry-Level, Solar-Thermal Technology (21 hours)	
Curriculum code: C39A	
ELTR 1064 - Fundamentals of Electricity[1]	4
* ELTR 1223 - Survey of Renewable Energy	3
ELTR 1402 - Industrial Safety	2
* ELTR 2314 - Introduction to Solar-Thermal Technology	4
AIRC 1014 - Fundamentals of Air Conditioning	4
* AIRC 1214 - Heating Plants	4
Entry-Level, Small-Wind Energy Technology (21 hours)	
Curriculum code: C39B	
ELTR 1064 - Fundamentals of Electricity[1]	4
* ELTR 1174 - National Electric Code & Wiring Methods	4
* ELTR 1223 - Survey of Renewable Energy	3
ELTR 1402 - Industrial Safety	2
* ELTR 2074 - DC & AC Rotating Machines	4
* ELTR 2324 - Introduction to Small-Wind Energy Technology	4
Entry-Level, Solar-PV Technology (21 hours)	
Curriculum code: C39C	
ELTR 1064 - Fundamentals of Electricity[1]	4
* ELTR 1174 - National Electric Code & Wiring Methods	4
* ELTR 1223 - Survey of Renewable Energy	3
ELTR 1402 - Industrial Safety	2
* ELTR 2334 - Intro to Solar-Photovoltaic Tech	4
* ELTR 2414 - Industrial Motor Control	4

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

Emergency Medical Technician – Basic (EMT-B)

Certificate

Curriculum code: C29A

This certificate course prepares individuals to take the state examination required for an entry-level position as an EMT-Basic (EMT-B). The EMT-B course serves as the foundation for continued studies as an Emergency Medical Technician, (see certificate programs on this and the following page) and as a Paramedic (see Associate in Applied Science degree options, Page 104). The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program. Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

	Credit hours
*PMED 1017 - Emergency Medical Technician—Basic[1]	7
Minimum credit hours required for completion:	7

*Course has prerequisite.

[1]See "additional program information" at right.

ADDITIONAL PROGRAM INFORMATION

Before enrollment, the student must have appropriate assessment score; be CPR certified at the "Health Care Provider" level and have a GED certificate or official high school transcript showing graduation on file at KCC. High school seniors should consult their high school adviser for registration requirements. To sit for the IDPH EMT-B test, the student must be at least 18 years of age.

Emergency Medical Technician – Intermediate (EMT-I)

Certificate

Curriculum code: PMED.CRT.C71

This certificate curriculum prepares individuals to take the state examination required for an entry-level position as an EMT-Intermediate (EMT-I). The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program. Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

* PEPC 1308 - Emergency Medical Technician—Intermediate I[1]
* PEPC 1318 - Emergency Medical Technician—Intermediate II
* PEPC 1324 - Emergency Medical Technician—Intermediate III
* PEPC 1343 - Emergency Medical Technician—Intermediate IV
ELECTIVE - Two credit hour elective

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 25

*Course has prerequisite.

[1]See "additional program information" at right.

COURSE SEQUENCE

Fall semester	Credit hours
*PEPC 1308	8
*PEPC 1324	4
Spring semester	
*PEPC 1318	8
*PEPC 1343	3
Elective	2

ADDITIONAL PROGRAM INFORMATION

Before enrollment, the student must provide documentation of successful completion of PMED 1017 or the equivalent for college credit; and a current EMT-B license.

Emergency Medical Technician – Paramedic (EMT-P)

Certificate

Curriculum code: PMED.CRT.C77

This certificate curriculum prepares individuals to take the state examination required for an entry-level position as an Emergency Medical Technician – Paramedic (EMT-P). Students completing a certificate in Emergency Medical Technician – Paramedic may elect to complete an Associate in Applied Science degree in Paramedic Supervision. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program. Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

* PMED 2408 - Emergency Medical Technician – Paramedic I[1]
* PMED 2418 - Emergency Medical Technician – Paramedic II
* PMED 2437 - Emergency Medical Technician – Paramedic III
* PMED 2447 - Emergency Medical Technician – Paramedic IV

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30

*Course has prerequisite.

[1]See "additional program information" at right.

Emergency Medical Technician – Paramedic (EMT-P)
Certificate

PROVENA ST. MARY'S OPTION COURSE SEQUENCE

Fall semester	Credit hours
*PMED 2408	8
Spring semester	
*PMED 2418	8
Interim and summer	
*PMED 2437	7
Fall semester	
*PMED 2447	7

RIVERSIDE MEDICAL CENTER OPTION COURSE SEQUENCE

Fall semester	Credit hours
*PMED 2408	8
*PMED 2437	7
Spring semester	
*PMED 2418	8
*PMED 2447	7

ADDITIONAL PROGRAM INFORMATION

Before enrollment, the student must have completed all PEPC courses with a minimum grade of C.

Associate degree in Paramedic

See Page 104.

Global Supply Chain Management

See Page 112.

Horticulture
Associate in Applied Science

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
HORT 1014	4
HORT 1144	4
*ENGL 1413 or ENGL 1613	3
COSC 1513	3
Spring semester	
AGRC 1254	4
HORT 1023	3
*BIOL 1514	4
*SPCH 1553	3
Fall semester	
HORT 1173	3
HORT 1234	4
BSNS 1553	3
*MATH 1113	3
*ECON 1553	3
Spring semester	
HORT 1133	3
HORT 1154	4
HORT 1124	4
BSNS 2143	3
SPAN 1503	3
Summer	
*HORT 2423	3

Horticulture Technology

Associate in Applied Science Degree – HORT.AAS.V04

The Horticulture Technology program meets the needs of students entering the horticulture industry as well as those presently employed who wish to continue their professional growth. Besides providing horticultural knowledge and skills, the program emphasizes the business and management proficiencies necessary to compete successfully in the horticulture industry. This degree typically is not designed for transfer.

Technical courses (9 courses) **Credit hours: 33**

AGRC 1254 - Basic Soils
HORT 1014 - Fundamentals of Horticulture
HORT 1023 - Plant Propagation
HORT 1124 - Horticultural Mechanics
HORT 1133 - Plant Diseases and Insects
HORT 1144 - Landscape Plants
HORT 1154 - Landscape Layout and Design
HORT 1173 - Greenhouse Operations
HORT 1234 - Turf Management

Work-Based learning (1 course) **Credit hours: 3**

* HORT 2423 - Horticulture Internship Experience

General Education (5 courses) **Credit hours: 16**

* ECON 1553 - Principles of Macroeconomics
* MATH 1113 - Technical Mathematics I
* BIOL 1514 - General Biology
CHOOSE TWO (2) communications courses from the following four options
* ENGL 1413 - Fundamentals of Writing
* ENGL 1613 - English 1
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech

Business and languages (4 courses) **Credit hours: 12**

BSNS 2143 - Human Relations in Business
BSNS 1553 - Introduction to Business
COSC 1513 - Introduction to Information Processing
SPAN 1503 - Basic Spanish

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

Horticulture
Advanced Certificate program

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
HORT 1014	4
HORT 1144	4
HORT 1173	3
HORT 1234	4
Spring semester	
HORT 1023	3
HORT 1133	3
HORT 1154	4
AGRC 1254	4
HORT 1124	4

Advanced Certificate in Horticulture – HORT.CRT.V56

The Horticulture Technician certificate meets the needs of students entering the horticulture industry as well as those presently employed who wish to continue their professional growth.

Required courses (9 courses)

AGRC 1254 - Basic Soils	4
HORT 1014 - Fundamentals of Horticulture	4
HORT 1023 - Plant Propagation	3
HORT 1124 - Horticultural Mechanics	4
HORT 1133 - Plant Diseases and Insects	3
HORT 1144 - Landscape Plants	4
HORT 1154 - Landscape Layout and Design	4
HORT 1173 - Greenhouse Operations	3
HORT 1234 - Turf Management	4

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 33

*Course has prerequisite.

Law Enforcement

Associate in Applied Science Degree – LAWF.AAS.C44

The Law Enforcement curriculum is designed to meet the needs of two groups of students: those who plan to work with public or private agencies concerned with maintaining public safety and those already employed by law enforcement agencies who wish to update skills and knowledge. KCC also offers a Criminal Justice transfer program, see Page 46. Students should see the criminal justice/law enforcement coordinator to determine which program best suits their needs. Law Enforcement graduates are generally prepared to enter law enforcement programs at selected colleges and universities with junior status.

Law Enforcement Major (10 courses) **Credit hours: 30**

LAWF 1513 - Introduction to Criminal Justice
LAWF 1613 - Police Operations & Services
LAWF 1713 - Basic Criminal Law
LAWF 1723 - Criminal Evidence & Procedures
LAWF 1733 - Criminal Investigation
LAWF 1753 - Juvenile Delinquency
LAWF 2513 - Criminology
LAWF 2623 - Organization & Administration
LAWF 2713 - Community-Oriented Policing
LAWF 2723 - Introduction to Corrections

General Education (6 courses) **Credit hours: 18**

Complete both sub-requirements:

1. Communications - 9 credit hours
   * SPCH 1553 - Introductory Speech
   In addition, CHOOSE TWO of the following four courses:
   * ENGL 1413 - Fundamentals of Writing
   * ENGL 1613 - English I
   * ENGL 1623 - English II
   * BSNS 1603 - Business Communications
2. Social and Behavioral Science - 9 credit hours
   * PSYC 1813 - Introduction to Psychology
   * PLSC 1513 - American Government
   * SOCY 2513 - Sociology

Humanities/Social and Behavioral Science or Mathematics Elective (5 courses) **Credit hours: 16**

CHOOSE 16 credit hours of courses from any elective area or LAWF prefix.[1] A maximum of two (2) credit hours can come from physical education activity courses (see Pages 151-152).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]PEPC 1308 and/or PEPC 1318 may be used to fulfill this requirement.

Law Enforcement
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
LAWF 1513	3
LAWF 1613	3
*ENGL 1613	3
*PSYC 1813	3
ELECTIVES	4
Spring semester	
LAWF 1713	3
LAWF 1753	3
*ENGL 1623	3
*PLSC 1513	3
ELECTIVES	4
Fall semester	
LAWF 1723	3
LAWF 2513	3
LAWF 2723	3
*SPCH 1553	3
ELECTIVES	4
Spring semester	
LAWF 1733	3
LAWF 2623	3
LAWF 2713	3
*SOCY 2513	3
ELECTIVES	4

Advanced Certificate in Law Enforcement – LAWF.CRT.C94

Upon completion of this program, the graduate is prepared for employment in a wide variety of positions in the law enforcement field.

Law Enforcement Major (10 courses) **Credit hours: 30**

LAWF 1513 - Introduction to Criminal Justice
LAWF 1613 - Police Operations & Services
LAWF 1713 - Basic Criminal Law
LAWF 1723 - Criminal Evidence & Procedures
LAWF 1733 - Criminal Investigation
LAWF 1753 - Juvenile Delinquency
LAWF 2513 - Criminology
LAWF 2623 - Organization & Administration
LAWF 2713 - Community-Oriented Policing
LAWF 2723 - Introduction to Corrections

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30

*Course has prerequisite.

Law Enforcement
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
LAWF 1513	3
LAWF 1613	3
Spring semester	
LAWF 1713	3
LAWF 1753	3
Fall semester	
LAWF 1723	3
LAWF 2513	3
LAWF 2723	3
Spring semester	
LAWF 1733	3
LAWF 2623	3
LAWF 2713	3

ADDITIONAL PROGRAM INFORMATION

All criminal justice/law enforcement courses at KCC are taught by law enforcement professionals with advanced degrees and certification in the subject matter.

Those who complete the Private Security course are eligible for certification from the state of Illinois.

Certificate Options in Law Enforcement

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the law enforcement field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
Basic Law Enforcement Principles (6 hours)	
Curriculum code: C94A	
LAWF 1513 - Introduction to Criminal Justice	3
LAWF 1613 - Police Operations & Services	3
Laws and Evidentiary Procedures (6 hours)	
Curriculum code: C94B	
LAWF 1713 - Basic Criminal Law	3
LAWF 1723 - Criminal Evidence & Procedures	3
Relationships and Juveniles (6 hours)	
Curriculum code: C94C	
LAWF 1753 - Juvenile Delinquency	3
LAWF 2713 - Community-Oriented Policing	3
Crime, Criminals, and Corrections (9 hours)	
Curriculum code: C94D	
LAWF 1513 - Introduction to Criminal Justice	3
LAWF 2513 - Criminology	3
LAWF 2723 - Introduction to Corrections	3
Investigation & Organization (12 hours)	
Curriculum code: C94E	
LAWF 1513 - Introduction to Criminal Justice	3
LAWF 1733 - Criminal Investigation	3
* LAWF 2413 - Computer Crime Investigation	3
* LAWF 2623 - Organization & Administration	3
Private Security (9 hours)	
Curriculum code: C94F	
LAWF 1513 - Introduction to Criminal Justice	3
LAWF 1713 - Basic Criminal Law	3
LAWF 2733 - Private Security	3

Machine Tool Technology

Advanced Certificate – MCHN.CRT.C84

The Machine Tool Technology curriculum is designed to give students the opportunity to develop the competencies needed to be successful as a machinist in a machine shop or in the machine tool rooms of various industries.

Machine Tool Technology Core (7 courses) **Credit hours: 24**

MCHN 1214 - Machine Tool I
* MCHN 1224 - Machine Tool II
* MCHN 1234 - Machine Tool III
MCHN 1311 - Precision Measurement
* MCHN 2314 - Fundamentals of CNC Machining & Programming
DRFT 1154 - Technical Drafting & Print Reading
WELD 1263 - Metallurgy & Heat Treatment

General Education (2 courses) **Credit hours: 6**

* MATH 1113 - Technical Mathematics I
* MATH 1123 - Technical Mathematics II

Welding elective (1 course) **Credit hours: 4**

CHOOSE FOUR (4) credit hours of courses with a WELD prefix.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 34

*Course has prerequisite.

Machine Tool Technology
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
MCHN 1214	4
*MCHN 1224	4
Spring semester	
*MCHN 1234	4
WELD Elective(s)	4
DRFT 1154	4
Summer	
*MCHN 2314	4
Fall semester	
MCHN 1311	1
*MATH 1113	3
Spring semester	
WELD 1263	3
*MATH 1123	3

Medical Assistant
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
COSC 1513	3
*BIOL 1554	4
HLTH 1312	2
*HLTH 1372	2
BSNS 2311	1
*ENGL 1413 or *ENGL 1613	3
Spring semester	
*HLTH 1224	4
*BSNS 1603	3
*COSC 1352	2
COSC 1372	2
Summer term	
PNUR 1438	8
Fall semester	
*HLTH 1243	3
*HLTH 1343	3
*HLTH 1353	3
*HLTH 1363	3
Spring semester	
*HLTH 1404	4
ACCT 1413	3
PHIL 2543	3
*PSYC 1813	3
Summer term	
*HLTH 1412	2

ADDITIONAL PROGRAM INFORMATION

Each student in this program must have a physical exam, criminal background check without disqualifying conviction and a negative drug screen.

Medical Assistant

Associate in Applied Science Degree – (Pending approval) HLTH.AAS.C07

This program prepares students as professional medical assistants in the health care industry. In most situations, the medical assistant performs routine administrative and clinical tasks in the offices and clinics of physicians, podiatrists, chiropractors, and optometrists. In larger practices, medical assistants specialize in a particular area under the supervision of department administrators. This degree typically is not designed for transfer.

Open enrollment for new students not anticipated until 2012. Contact an advisor for information.

Medical Assistant Major (15 courses) **Credit hours: 45**

Complete all four sub-requirements:

1. Accounting course - 3 credit hours
   - ACCT 1413 - General Accounting
2. Business course - 1 credit hour
   - BSNS 2311 - Successful Customer Service
3. Computer science courses - 7 credit hours
   - COSC 1513 - Introduction to Information Processing
   - * COSC 1352 - Word
   - * COSC 1372 - Excel
4. Health courses - 37 credit hours
   - HLTH 1312 - Medical Terminology
   - * HLTH 1372 - Ethical and Legal Issues
   - * HLTH 1343 - Basic ICD-9-CM
   - * HLTH 1353 - Basic CPT Coding
   - * HLTH 1363 - Insurance Procedures
   - * HLTH 1404 - Phlebotomy Techniques
   - * HLTH 1412 - Phlebotomy Techniques Practicum
   - * HLTH 1224 - Admin Procedures
   - * HLTH 1243 - Laboratory Procedures
   - * PNUR 1438 - Nursing Assistant

General Education (5 courses) **Credit hours: 16**

- * ENGL 1413 - Fundamentals of Writing or English 1613 - English I
- * BSNS 1603 - Business Communication or *SPCH 1553 - Introductory Speech
- * PSYC 1813 - Introduction to Psychology
- PHIL 2543 - Death and Dying
- * BIOL 1554 - Human Biology[1]

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61

*Course has prerequisite.

[1]May substitute BIOL 2644 - Anatomy & Physiology I and BIOL 2654 - Anatomy & Physiology II.

Advanced Certificate in Medical Assistant (pending approval) - HLTH.CRT.C53

The Medical Assistant certificate curriculum is designed for students to develop the administrative, general and clinical competencies needed for success in an entry-level medical assistant position. The certificate curriculum also prepares individuals to assume entry-level billing and coding positions.

Open enrollment for new students not anticipated until 2012. Contact an advisor for information.

Medical Assistant Major (13 courses)	**Credit hours: 42**
BSNS 2311 - Successful Customer Service	
* BIOL 1554 - Human Biology	
* COSC 1513 - Introduction to Information Processing	
HLTH 1312 - Medical Terminology	
* HLTH 1372 - Ethical and Legal Issues	
* HLTH 1343 - Basic ICD-9-CM	
* HLTH 1353 - Basic CPT Coding	
* HLTH 1363 - Insurance Procedures	
* HLTH 1404 - Phlebotomy Techniques	
* HLTH 1412 - Phlebotomy Techniques Practicum	
* HLTH 1224 - Admin Procedures	
* HLTH 1243 - Laboratory Procedures	
* PNUR 1438 - Nursing Assistant	

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 42

*Course has prerequisite.

Certificate option - Coding Specialist

Curriculum code: HLTH.CRT.C53A

Completing this group of courses may satisfy requirements for a coding position in a non-acute health care setting. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Coding Specialist (23 hours)	**Credit hours**
HLTH 1312 - Medical Terminology	2
COSC 1513 - Introduction to Information Processing	3
* BIOL 1554 - Human Biology	4
* HLTH 1343 - Basic ICD-9-CM	3
* HLTH 1353 - Basic CPT Coding	3
* HLTH 1363 - Insurance Procedures	3
* HLTH 1372 - Ethical and Legal Issues	2
* HLTH 1492 - Coding Practicum	2
BSNS 2311 - Successful Customer Service	1

Medical Assistant
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
HLTH 1312	2
*HLTH 1372	2
*BIOL 1554	4
BSNS 2311	1
COSC 1513	3
Spring semester	
*HLTH 1224	4
*HLTH 1404	4
Summer session	
*PNUR 1438	8
Fall semester	
*HLTH 1243	3
*HLTH 1343	3
*HLTH 1353	3
*HLTH 1363	3
Spring semester	
*HLTH 1412	2

ADDITIONAL PROGRAM INFORMATION

Each student in this program must have a physical exam, criminal background check without disqualifying conviction and a negative drug screen.

Medical Laboratory Technology
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*MEDT 1114	4
*MEDT 1415	5
*MATH 1814 or higher math	4
*CHEM 1514	4
Spring semester	
*MEDT 1124	4
*MEDT 2124	4
*CHEM 1524	4
*BIOL 1514	4
Summer term	
*BIOL 2714	4
Fall semester	
*MEDT 2044	4
*MEDT 2214	4
*ENGL 1613	3
*PSYC 1813	3
Humanities elective	3
Spring semester	
*MEDT 2316	6
*MEDT 2326	6
*MEDT 2462	2
*ENGL 1623	3

ADDITIONAL PROGRAM INFORMATION

Graduates of this program are eligible to take the national certification examination given by the American Society for Clinical Pathology (ASCP). Medical Laboratory Technology graduates are prepared to enter medical technology/medical laboratory science bachelor's degree programs at selected state universities with junior status.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

Each student in this program must have a physical exam, criminal background check without disqualifying convictions and a negative drug screen.

Medical Laboratory Technology

Associate in Applied Science Degree – MLT.AAS.C24

The Medical Laboratory Technology program is a sequence of courses and clinical practicum experiences that prepares students for technician positions in medical laboratories, related businesses, and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. For online hybrid courses in this curriculum, students meet every two weeks for laboratory sessions at KCC or an available cooperating institution.

Medical Laboratory Technology Major (9 courses) **Credit hours: 39**

All courses must be completed with a minimum grade of C. For non-clinical online courses, students must meet for biweekly laboratory sessions at KCC or a cooperating institution.

- * MEDT 1114 - Urinalysis and Body Fluids – online hybrid
- * MEDT 1415 - Physiologic Systems – online hybrid
- * MEDT 1124 - Hematology and Coagulation – online hybrid
- * MEDT 2124 - Serology and Blood Banking – online hybrid
- * MEDT 2044 - Clinical Microbiology – online hybrid
- * MEDT 2214 - Clinical Chemistry – online hybrid
- * MEDT 2316 - Clinical Practicum I[1] – online hybrid
- * MEDT 2326 - Clinical Practicum II[1] – online hybrid
- * MEDT 2462 - Medical Laboratory Technology Seminar – online hybrid

General Education (8 courses) **Credit hours: 28-29**

Complete all five sub-requirements:

1. Communications - 6 credit hours
   - * ENGL 1613 - English I
   - * ENGL 1623 - English II
2. Mathematics[2] - 3-4 credit hours
   - * MATH 1814 - College Algebra or higher mathematics
3. Biology - 8 credit hours
   Both biology courses must be completed with a grade of C or higher
   - * BIOL 1514 - General Biology I
   - * BIOL 2714 - Microbiology
4. Chemistry - 8 credit hours
   Both chemistry courses must be completed with a grade of C or higher
   - * CHEM 1514 - General Chemistry I
   - * CHEM 1524 - General Chemistry II
5. Social and Behavioral Science - 3 credit hours
   - * PSYC 1813 - Introduction to Psychology

Humanities Elective (1 course) **Credit hours: 3**

CHOOSE ONE IAI humanities elective (see Page 37).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70

*Course has prerequisite.

[1]In Clinical Practicum I and II, the student will spend four consecutive days each week (32 hours/week) in affiliated hospitals in the spring semester.

[2]Students who have fewer than two years of high school algebra should take *MATH 1424 - Intermediate Algebra. Students with more high school math background may elect to take a higher-level math (3-4 credits) than College Algebra. In addition to College Algebra, physics is strongly recommended for students pursuing a bachelor's degree in medical technology or clinical laboratory science.

Medical Laboratory Technology

Advanced Placement Sequence (Option 1) – MLT.AAS.C24

The advanced placement sequence of the Medical Laboratory Technology Associate in Applied Science Degree is designed for students who have previously completed the required general education courses of the program. The program concentrates on Medical Laboratory Technology courses, allowing students to complete the degree requirements in three semesters (spring, fall, spring).

For online hybrid courses in this curriculum, students meet every two weeks for laboratory sessions at KCC or an available cooperating institution.

Courses required prior to acceptance in the program: (11 courses) **Credit hours: 36-37**
All biology and chemistry courses must be completed with a grade of C or higher.

- * MEDT 1415 - Physiology Systems[1]
- * BIOL 1514 - General Biology I
- * BIOL 2714 - Microbiology I
- * CHEM 1514 - General Chemistry I
- * CHEM 1524 - General Chemistry II
- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * MATH 1814 - College Algebra[2]
- * PSYC 1813 - Introduction to Psychology
- ELECTIVE - Humanities

Medical Laboratory Technology Major (8 courses) **Credit hours: 34**
All courses must be completed with a minimum grade of C. For non-clinical online courses, students must meet for biweekly laboratory sessions at KCC or a cooperating institution.

- * MEDT 1114 - Urinalysis and Body Fluids - online hybrid
- * MEDT 1124 - Hematology and Coagulation - online hybrid
- * MEDT 2124 - Serology and Blood Banking - online hybrid
- * MEDT 2044 - Clinical Microbiology - online hybrid
- * MEDT 2214 - Clinical Chemistry - online hybrid
- * MEDT 2316 - Clinical Practicum I[3] - online hybrid
- * MEDT 2326 - Clinical Practicum II[3] - online hybrid
- * MEDT 2462 - Medical Laboratory Technology Seminar - online hybrid

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70

*Course has prerequisite.

[1]May substitute BIOL 2644 - Anatomy & Physiology I and BIOL 2654 - Anatomy & Physiology II.

[2]Students with fewer than two years of high school algebra should take *MATH 1424 - Intermediate Algebra. Students with more high school math background may elect to take a higher-level math (3-4 credits) than College Algebra. In addition to College Algebra, physics is strongly recommended for students pursuing a bachelor's degree in medical technology or clinical laboratory science.

[3]In Clinical Practicum I and II, the student will spend four consecutive days each week (32 hours/week) in affiliated hospitals in the last semester. Students with previous laboratory training or who are currently working in the field may earn credit by examination for *MEDT 2316 and *MEDT 2326. Consult program director for details.

Medical Laboratory Technology
Associate in Applied Science Degree (Option 1)

Courses required prior to acceptance in the program

	Credit hours
*BIOL 1514	4
*MEDT 1415	5
*BIOL 2714	4
*CHEM 1514	4
*CHEM 1524	4
*ENGL 1613	3
*ENGL 1623	3
*MATH 1814	3-4
*PSYC 1813	3
Elective - Humanities	3

SUGGESTED COURSE SEQUENCE

Spring semester	Credit hours
*MEDT 1124	4
*MEDT 2124	4
Fall semester	
*MEDT 1114	4
*MEDT 2044	4
*MEDT 2214	4
Spring semester	
*MEDT 2316	6
*MEDT 2326	6
*MEDT 2462	2

ADDITIONAL PROGRAM INFORMATION

Graduates of this program are eligible to take the national certification examination given by the American Society for Clinical Pathology (ASCP). Medical Laboratory Technology graduates are prepared to enter medical technology/medical laboratory science bachelor's degree programs at selected state universities with junior status.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

Each student in this program must have a physical exam, criminal background check without disqualifying convictions and a negative drug screen.

Medical Laboratory Assistant
Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*HLTH 1404	4
Spring semester	
*MEDT 1032	2
*MEDT 1043	3
Fall semester	
*HLTH 1412	2

ADDITIONAL PROGRAM INFORMATION

Students with one year of acceptable full-time phlebotomy experience will satisfy required courses of HLTH 1404 and HLTH 1412 for entry into the Medical Laboratory Assistant certificate program.

Each student in the program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Certificate in Medical Laboratory Assistant – MLT.CRT.C79

The Medical Laboratory Assistant certificate is designed to develop within the student practical skills in performing basic laboratory "waived" tests. Graduates are prepared to enter employment as medical laboratory assistants, working under the supervision of a medical laboratory technician or technologist.

Students that complete the Medical Laboratory Assistant certificate may receive one point credit for eligibility into the MLT associate degree program. All courses must be completed with grades of C or better.

The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Medical Laboratory Assistant Certificate Major (4 courses) **Credit hours: 11**

- * HLTH 1404 - Phlebotomy Techniques
- * MEDT 1032 - Medical Laboratory Assistant Skills I
- * MEDT 1043 - Medical Laboratory Assistant Skills II
- * HLTH 1412 - Phlebotomy Techniques Practicum[1]

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 11

*Course has prerequisite.

[1]See "additional program information" at left.

Phlebotomy
Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*HLTH 1404	4
Spring semester	
*HLTH 1412	2

ADDITIONAL PROGRAM INFORMATION

Each student in the program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Certificate in Phlebotomy – MLT.CRT.C79A

The Phlebotomy certificate is designed to prepare students to learn how to properly collect, handle, and process blood specimens for analysis in health care settings. After completion, students are eligible to take a certification exam given by the American Society of Clinical Pathology or other agencies.

	Credit hours
Phlebotomy Certificate (2 courses)	
* HLTH 1404 - Phlebotomy Techniques	4
* HTLH 1412 - Phlebotomy Techniques Practicum	2

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 6

*Course has prerequisite.

Nursing – Registered

Associate in Applied Science Degree – RNUR.AAS.C21

The Associate Degree Nursing program is designed to prepare the student to practice nursing at an introductory level. Nursing courses are a combination of classroom and clinical experiences. Clinical experiences are held in a variety of settings. Hours of clinical experience vary depending on the course content.

Consult a KCC adviser or the "Information on Health Career Programs" handout for program entry requirements.

Nursing—Registered Major (10 courses) **Credit hours: 42**

All courses must be completed with a minimum grade of C.

- * RNUR 1106 - Introduction to Nursing
- * RNUR 1129 - Nursing—Adult & Child I
- * RNUR 1451 - Nursing Seminar
- * RNUR 1461 - Nursing Seminar II
- * RNUR 2119 - Nursing—Adult & Child II
- * RNUR 2124 - Nursing—Adult & Child III
- * RNUR 2137 - Nursing—Adult & Child IV
- * RNUR 2443 - Concepts of Clinical Pharmacology
- * RNUR 2451 - Nursing Seminar III
- * RNUR 2461 - Nursing Seminar IV

General Education (8 courses) **Credit hours: 27**

Complete all four sub-requirements:

1. Communications - 6 credit hours
   - * ENGL 1613 - English I[1]
   - * ENGL 1623 - English II or *SPCH 1553 - Introductory Speech
2. Laboratory Science - 12 credit hours
   All laboratory science courses must be completed with a grade of C or higher.
   - * BIOL 2644 - Anatomy & Physiology I[2]
   - * BIOL 2654 - Anatomy & Physiology II[2]
   - * BIOL 2714 - Microbiology[3]
3. Social and Behavioral Science - 6 credit hours
   - * PSYC 1813 - Introduction to Psychology
   - * SOCY 2513 - Sociology
4. Elective - 3 credit hours
   CHOOSE ONE IAI elective from communications, humanities, mathematics, science, social science (see Page 37) or choose one of the following:
   - HLTH 1513 - Nutrition
   - PHIL 2543 - Death and Dying

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

[1]ENGL 1613 must be successfully completed prior to or concurrently with RNUR 1451.

[2]These courses must be taken prior to or concurrently with RNUR 1106 and RNUR 1129. A minimum grade of C is required for BIOL 2644 and BIOL 2654. Students who plan to take Anatomy & Physiology at another college should consult a KCC advisor regarding transferability. Completing this sequence at one college is strongly recommended.

[3]BIOL 2714 must be completed prior to RNUR 2119, with a minimum grade of C.

Nursing – Registered
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*RNUR 1106	6
*RNUR 1451	1
*BIOL 2644	4
*ENGL 1613	3
Spring semester	
*RNUR 1129	9
*RNUR 1461	1
*BIOL 2654	4
*PSYC 1813	3
Summer session	
*RNUR 2443	3
*BIOL 2714	4
Fall semester	
*RNUR 2119	9
*RNUR 2451	1
*SPCH 1553	3
Spring semester	
*RNUR 2124	4
*RNUR 2137	7
*RNUR 2461	1
*SOCY 2513	3
Elective	3

ADDITIONAL PROGRAM INFORMATION

Licensed practical nurses may receive advanced placement (see Pages 96 and 97).

Graduates of the Associate in Applied Science Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Nursing – Registered
Advanced Placement Sequence (Option 1)

Courses required prior to acceptance in the program

	Credit hours
*BIOL 2644	4
*ENGL 1613	3

SUGGESTED COURSE SEQUENCE

Spring semester	Credit hours
*RNUR 1129	9
*RNUR 1461	1
*BIOL 2654	4
*PSYC 1813	3
RNUR Advanced Placement Credit	7
Summer session	
*RNUR 2443	3
*BIOL 2714	4
Fall semester	
*RNUR 2119	9
*RNUR 2451	1
*SPCH 1553	3
Spring semester	
*RNUR 2124	4
*RNUR 2137	7
*RNUR 2461	1
*SOCY 2513	3
ELECTIVE	3

PROGRAM NOTE

Requirements for consideration of acceptance in the advanced placement sequence will be the same as those for students applying to the first semester of the Associate Degree Nursing program.

ADDITIONAL PROGRAM INFORMATION

Graduates of the Associate in Applied Science Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Nursing – Registered

Advanced Placement Sequence (Option 1) – RNUR.AAS.C21

Licensed practical nurses can earn advanced placement in the Associate Degree Nursing program. Consult a KCC advisor or the "Information on Health Career programs" handout for program entry requirements. Upon successful completion of RNUR 1129 and RNUR 1461, the student will satisfy requirements for RNUR 1106 and RNUR 1451. LPNs graduating from non-regionally accredited institutions (see Code of Campus Affairs and Regulations, section 10.1) must meet proficiency requirements to be eligible for admission under this option. Consult a KCC advisor for details.

Courses required prior to acceptance in the program (2 courses) **Credit hours: 7**

BIOL 2644 must be completed with a minimum grade of C.

- * BIOL 2644 - Anatomy & Physiology I[1]
- * ENGL 1613 - English I

Nursing – Registered Advanced Placement Sequence (Option 1) Major (8 courses) Credit hours: 42

All courses must be completed with a minimum grade of C.

- * RNUR 1129 - Nursing—Adult & Child I
- * RNUR 1461 - Nursing Seminar II
- * RNUR 2119 - Nursing—Adult & Child II
- * RNUR 2124 - Nursing—Adult & Child III
- * RNUR 2137 - Nursing—Adult & Child IV
- * RNUR 2443 - Concepts of Clinical Pharmacology
- * RNUR 2451 - Nursing Seminar III
- * RNUR 2461 - Nursing Seminar IV

RNUR Advanced Placement Credit **Credit hours: 7**

General Education (6 courses) **Credit hours: 20**

Complete all four sub-requirements:

1. Communications - 3 credit hours
   - * ENGL 1623 - English II or *SPCH 1553 - Introductory Speech
2. Laboratory Science - 8 credit hours
   All laboratory science courses must be completed with a grade of C or higher.
   - * BIOL 2654 - Anatomy & Physiology II[1, 2]
   - * BIOL 2714 - Microbiology[3]
3. Social and Behavioral Science - 6 credit hours
   - * PSYC 1813 - Introduction to Psychology
   - * SOCY 2513 - Sociology
4. Elective - 3 credit hours
   CHOOSE ONE IAI elective from communications, humanities, mathematics, science, social science (see Page 37) or choose one of the following:
   - HLTH 1513 - Nutrition
   - PHIL 2543 - Death and Dying

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

[1]Students who plan to take Anatomy & Physiology at another college should consult a KCC adviser regarding transferability. Completing this sequence at one college is strongly recommended.

[2]BIOL 2654 must be taken prior to or concurrently with RNUR 1129.

[3]BIOL 2714 must be completed prior to RNUR 2119.

Nursing – Registered

Advanced Placement Sequence (Option 2) – RNUR.AAS.C21

Licensed practical nurses can earn advanced placement in the Associate Degree Nursing program. Consult a KCC adviser or the "Information on Health Career programs" handout for program entry requirements. Upon successful completion of RNUR 1144 (Transition for LPNs), the student will satisfy requirements for RNUR 1106, RNUR 1451, RNUR 1129 and RNUR 1461. LPNs graduating from non-regionally accredited institutions (see Code of Campus Affairs and Regulations, section 10.1) must meet proficiency requirements to be eligible for admission under this option. Consult a KCC adviser for details.

Courses required prior to acceptance in the program. (5 courses) **Credit hours: 18**
All courses must be completed with a minimum grade of C.
- * BIOL 2644 - Anatomy and Physiology I[1]
- * BIOL 2654 - Anatomy and Physiology II[1]
- * BIOL 2714 - Microbiology[2]
- * ENGL 1613 - English I
- * PSYC 1813 - Introduction to Psychology

Nursing – Registered Advanced Placement Sequence (Option 2) Major (7 courses) Credit hours: 42
All courses must be completed with a minimum grade of C.
- * RNUR 1144 - Transition for LPN's
- * RNUR 2119 - Nursing—Adult & Child II
- * RNUR 2124 - Nursing—Adult & Child III
- * RNUR 2137 - Nursing—Adult & Child IV
- * RNUR 2443 - Concepts of Clinical Pharmacology
- * RNUR 2451 - Nursing Seminar III
- * RNUR 2461 - Nursing Seminar IV

RNUR Advanced Placement Credit **Credit hours: 13**

General Education (3 courses) **Credit hours: 9**
Complete all three sub-requirements:
1. Communications - 3 credit hours
   * ENGL 1623 - English II or *SPCH 1553 - Introductory Speech
2. Social and Behavioral Science - 6 credit hours
   * SOCY 2513 - Sociology
3. Elective - 3 credit hours
   CHOOSE ONE IAI elective from communications, humanities, mathematics, science, social science (see Page 37) or choose one of the following:
   HLTH 1513 - Nutrition
   PHIL 2543 - Death and Dying

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

[1]Students who plan to take Anatomy and Physiology at another college should consult a KCC adviser regarding transferability. Completing this sequence at one college is strongly recommended.

[2]BIOL 2714 must be completed prior to RNUR 2119.

Nursing – Registered
Advanced Placement Sequence (Option 2)

Courses required prior to acceptance in the program

	Credit hours
*BIOL 2644	4
*BIOL 2654	4
*BIOL 2714	4
*ENGL 1613	3
*PSYC 1813	3

SUGGESTED COURSE SEQUENCE

Summer session	
*RNUR 1144	4
*RNUR 2443	3
RNUR Advanced Placement Credit	13
Fall semester	
*RNUR 2119	9
*RNUR 2451	1
*SPCH 1553	3
Spring semester	
*RNUR 2124	4
*RNUR 2137	7
*RNUR 2461	1
*SOCY 2513	3
ELECTIVE	3

EVENING PROGRAM

Courses required prior to acceptance in the program

	Credit hours
*BIOL 2644	4
*BIOL 2654	4
*BIOL 2714	4
*ENGL 1613	3
*PSYC 1813	3

SUGGESTED COURSE SEQUENCE

Summer session	
*RNUR 1144	4
*RNUR 2443	3
RNUR Advanced Placement Credit	13
Fall semester	
*RNUR 2124	4
*RNUR 2451	1
*RNUR 2119	9
*SPCH 1553	3
Spring semester	
*RNUR 2137	7
*RNUR 2461	1
*SOCY 2513	3
ELECTIVE	3

PROGRAM NOTE

Requirements for consideration of acceptance in the advanced placement sequence will be the same as those for students applying to the first semester of the Associate Degree Nursing program.

ADDITIONAL PROGRAM INFORMATION

Graduates of the Associate in Applied Science Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Nursing – Practical
Advanced Certificate

REQUIRED COURSE SEQUENCE

Fall semester	Credit hours
*PNUR 1138	8
*PNUR 1241	1
*BIOL 1554 or	
*BIOL 2644 and *BIOL 2654	4-8
Communications course	3
Spring semester	
*PNUR 1140	10
*PNUR 1262	2
Communications course	3
Summer session	
*PNUR 1316	6

ADDITIONAL PROGRAM INFORMATION

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Nursing – Practical

Advanced Certificate – PNUR.CRT.C73

Practical Nursing is a one-year certificate program designed to prepare individuals to assume the roles and responsibilities of the practical nurse. Consult a KCC advisor or the "Information on Health Career Programs" handout for program entry requirements. Upon successful completion of the program, the individual is eligible to apply to take the National Council Licensure Examination for Practical Nurses.

Nursing – Practical Certificate Major (5 courses) **Credit hours: 27**

A minimum grade of C is required for all of these courses.

- * PNUR 1138 - Practical Nursing I
- * PNUR 1241 - Practical Nursing Pharmacology I
- * PNUR 1140 - Practical Nursing II
- * PNUR 1262 - Practical Nursing Pharmacology II
- * PNUR 1316 - Practical Nursing III

General Education (3-4 courses) **Credit hours: 10-14**

Complete both sub-requirements:

1. Communications courses - 6 credit hours
   CHOOSE TWO courses from the following four options:
   - * ENGL 1413 - Fundamentals of Writing[1]
   - * ENGL 1613 - English I
   - * ENGL 1623 - English II
   - * SPCH 1553 - Introductory Speech
2. Laboratory Science courses - 4-8 credit hours
   A minimum grade of C is required in courses with a BIOL prefix
   - * BIOL 1554 - Human Biology[1] or both
   - * BIOL 2644 - Anatomy & Physiology I[1] and *BIOL 2654 - Anatomy & Physiology II[1]

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 37

*Course has prerequisite.

[1]Must be completed prior to PNUR 1140.

Nursing Assistant

ADDITIONAL PROGRAM INFORMATION

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Certificate in Nursing Assistant

Curriculum code: CNA.CRT.C72

The Nursing Assistant program is designed to prepare individuals to administer patient care as members of a nursing team in hospitals, nursing homes, home health agencies, and other extended care facilities. The nursing assistant course consists of 157 hours of theory, laboratory and clinical content. The course is approved by the Illinois Department of Public Health. Only PNUR 1438 is required to receive the Illinois Department of Public Health approved certificate. Successful completion of the NATCEP exam may be required for employment. The Health Care Worker Background Check Act requires that students have a non-fingerprint criminal background check initiated at the beginning of the program.

	Credit hours
* PNUR 1438 - Nursing Assistant[1]	8
* BIOL 1554 - Human Biology or	
*BIOL 2644 - Anatomy & Physiology I and	
*BIOL 2654 - Anatomy & Physiology II	4
Minimum credit hours required for completion:	12

*Course has prerequisite.

[1]Consult an adviser or the course description for requirements to enroll in PNUR 1438.

KCC
NURSING

Office Professional
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
BSNS 1312	2
BSNS 1553	3
BSNS 2311	1
*COSC 1023	3
*ENGL 1413 or *ENGL 1613	3
*MATH 1213 or *MATH 1414	3
Spring semester	
ACCT 1413 or ACCT 1514	3 or 4
*COSC 1181	1
*COSC 1513	3
*COSC 2033	3
*ECON 1553	3
*PSYC 1813 or PSYC 1013	3
Fall semester	
*BSNS 1603	3
*COSC 1172	2
*COSC 1341	1
*COSC 1352	2
*COSC 1362	2
Humanities, Social and Behavioral Science, or Science course	3
Elective	3
Spring semester	
*BSNS 1353	3
BSNS 1653 or BSNS 1663	3
*COSC 1372	2
*COSC 1382	2
PHED 1512 or *BIOL 1554	2 or 4
Elective	2-3

ADDITIONAL PROGRAM INFORMATION

Among electives and required courses in this curriculum, three courses (BSNS 1653, BSNS 1663, and COSC 1513) meet Illinois Articulation Initiative Major-Specific requirements for business majors. Visit www.itransfer.org or a KCC academic advisor for more information.

Office Professional

Associate in Applied Science Degree – BSNS.AAS.C15

The Office Professional program is designed for students who wish to prepare for positions as office professionals or administrative assistants in business, industry, or government offices. The program offers a combination of skill-building, business, and general education courses necessary for developing a high degree of competence, as well as general knowledge for the responsible execution of office professional or administrative duties. This degree typically is not designed for transfer.

Medical Specialization option

Students can choose to complete a specialization in the medical office professional field by substituting BIOL 1554 - Human Biology and HLTH 1312 - Medical Terminology during the fourth semester.

Office Professional Major (17 courses) **Credit hours: 39**

Complete both sub-requirements:

1. Business courses - 25 credit hours
   - ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting
   - BSNS 1312 - Proofreading and Editing
   - * BSNS 1353 - Administrative Office Procedures
   - BSNS 1553 - Introduction to Business
   - * BSNS 1603 - Business Communications
   - BSNS 1653 - Business Law or BSNS 1663 - Legal and Social Environment of Business
   - BSNS 2311 - Successful Customer Service
   - * COSC 1023 - Intermediate Word[1]
   - * COSC 1181 - Voice Recognition
   - * COSC 2033 - Advanced Word
2. Computer science courses - 14 credit hours
   - * COSC 1172 - Introduction to the Internet
   - * COSC 1341 - PowerPoint
   - * COSC 1352 - Word
   - * COSC 1362 - Access
   - * COSC 1372 - Excel
   - * COSC 1382 - Microsoft Office Suite Integration
   - COSC 1513 - Introduction to Information Processing

General Education (5 courses) **Credit hours: 14**

- * ECON 1553 - Principles of Macroeconomics
- * ENGL 1413 - Fundamentals of Writing or *ENGL 1613 - English I
- * MATH 1213 - Applied Arithmetic or *MATH 1414 - Basic Algebra or higher level mathematics
- PHED 1512 - Health Education or *BIOL 1554 - Human Biology (for medical specialization)
- PSYC 1013 - Practical Psychology or *PSYC 1813 - Introduction to Psychology

Humanities, social and behavioral science, science, or mathematics elective (1 course) **Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science, or mathematics elective (see Pages 64-65).

Electives (2 courses) **Credit hours: 5-6**

CHOOSE TWO courses from the following options. Note: Medical specialization students should choose HLTH 1312 and one other course.

- BSNS 1373 - Personal Finance
- BSNS 2143 - Human Relations in Business
- BSNS 2213 - Human Resource Management
- * BSNS 2403 - Office Professional Internship
- BSNS 2553 - Principles of Management
- MKTG 1253 - Sales & Customer Service
- MKTG 1553 - Principles of Marketing

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61

*Course has prerequisite.

[1]Students who have completed at least one year of high school typing/keyboarding with a grade of C or better or BSNS 1411 with a grade of C or better will automatically be placed in COSC 1023 - Intermediate Word. Students with less typing/keyboarding background need to enroll in BSNS 1411 before COSC 1023 unless they can demonstrate on a proficiency test that they have adequate skills to enter COSC 1023.

Advanced Certificate in Office Assistant

Curriculum code: BSNS.CRT.C63

This program is designed to give students the opportunity to develop competencies needed for success in a beginning or re-entry office position. Graduates will be prepared for employment in a variety of office positions which require office technology skills.

Office Assistant Certificate Major (15 courses) **Credit hours: 32-33**

Complete all three sub-requirements:

1. Business courses - 22-23 credit hours
   - ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting
   - BSNS 1312 - Proofreading & Editing
   - * BSNS 1353 - Administrative Office Procedures
   - * BSNS 1603 - Business Communications
   - BSNS 2311 - Successful Customer Service
   - * COSC 1023 - Intermediate Word[1]
   - * COSC 1181 - Voice Recognition
   - * COSC 2033 - Advanced Word
2. Psychology/Business course - 3 credit hours
   CHOOSE ONE course from the following two options:
   - BSNS 2143 - Human Relations in Business
   - * PSYC 1813 - Introduction to Psychology
3. Computer Science courses - 10 credit hours
   - COSC 1513 - Introduction to Information Processing
   - * COSC 1172 - Introduction to the Internet
   - * COSC 1341 - PowerPoint
   - * COSC 1352 - Word
   - * COSC 1372 - Excel

General Education (2 courses) **Credit hours: 6-7**

- * ENGL 1413 - Fundamentals of Writing[3] or *ENGL 1613 - English I
- * MATH 1213 - Applied Arithmetic or *MATH 1414 - Basic Algebra or higher level mathematics course

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 38

*Course has prerequisite.

[1]Students who have completed at least one year of high school typing/keyboarding with a grade of C or better or who have completed BSNS 1411 with a grade of C or better will automatically be placed in COSC 1023 - Intermediate Word. Students with less typing/keyboarding background will need to take BSNS 1411 before enrolling in COSC 1023 unless they demonstrate on a proficiency test that they have adequate skills to enter COSC 1023.

Certificate in Business Microcomputer Applications

Curriculum code: C15A

It is possible for a student to take a unit of courses which may satisfy requirements for a particular position within the business microcomputer applications field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
Microsoft Office Suite Applications (9 hours)	
* COSC 1341 - PowerPoint	1
* COSC 1352 - Word	2
* COSC 1362 - Access	2
* COSC 1372 - Excel	2
* COSC 1382 - Microsoft Office Suite Integration	2

*Course has prerequisite.

Office Assistant

Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
BSNS 1312	2
BSNS 2143 or *PSYC 1813	3
BSNS 2311	1
*COSC 1023	3
*COSC 1513	3
*ENGL 1413 or *ENGL 1613	3
*MATH 1213 or *MATH 1414	3-4
Spring semester	
*BSNS 1353	3
ACCT 1413 or ACCT 1514	3-4
*COSC 1172	2
*COSC 1181	1
*COSC 1341	1
*COSC 1352	2
*COSC 2033	3
Summer session	
*BSNS 1603	3
*COSC 1372	2

Paralegal/Legal Assistant Studies
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*PLAS 1103	3
BSNS 1653	3
*COSC 1352	2
*ENGL 1613	3
*PLSC 1513	3
*SPCH 1553	3
Spring semester	
*PLAS 1123	3
*PLAS 1213	3
*BSNS 1603	3
*COSC 1362	2
*ENGL 1623	3
Mathematics course	3
Summer session	
*PLAS 1153	3
*COSC 1372	2
Fall semester	
*PLAS 1133	3
*PLAS 2113	3
*HUMS 1513	3
Paralegal/Legal Assistant electives	6
Spring semester	
*PLAS 2413	3
Paralegal/Legal Assistant electives	6
Mathematics course	3

PROGRAM NOTE

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

Paralegal/Legal Assistant Studies

Associate in Applied Science Degree – PLAS.AAS.C08

The Paralegal/Legal Assistant Studies program is designed to train students as legal professionals who have the writing, thinking, and reasoning skills to effectively contribute to a legal organization. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments. Program graduates also are generally prepared to enter paralegal baccalaureate programs at selected colleges and universities with junior status.

Paralegal/Legal Assistant Studies Major (16 courses) **Credit hours: 45**

Complete all four sub-requirements:

1. Paralegal courses - 21 credit hours
   A minimum grade of B is required in PLAS 1103.
   * PLAS 1103 - Introduction to Paralegal/Legal Assistant Studies
   * PLAS 1123 - Legal Research and Writing I
   * PLAS 1133 - Legal Research and Writing II
   * PLAS 1153 - Law Office Management
   * PLAS 1213 - Civil Litigation
   * PLAS 2113 - Legal Technology
   * PLAS 2413 - Paralegal Internship
2. Business courses - 6 credit hours
   * BSNS 1603 - Business Communications
   BSNS 1653 - Business Law
3. Computer Science courses - 6 credit hours
   * COSC 1352 - Word
   * COSC 1362 - Access
   * COSC 1372 - Excel
4. Paralegal electives - 12 credit hours
   CHOOSE FOUR courses from the following seven options:
   * PLAS 2213 - Real Estate Law
   * PLAS 2223 - Estates, Trusts, and Wills
   * PLAS 2233 - Criminal Litigation
   * PLAS 2253 - Corporate Law
   * PLAS 2263 - Family Law
   * PLAS 2333 - Laws of Evidence
   * PLAS 2403 - Special Topics in Paralegal Studies

General Education (7 courses) **Credit hours: 21**

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.
* ENGL 1613 - English I
* ENGL 1623 - English II
* SPCH 1553 - Introductory Speech
* PLSC 1513 - American Government
* HUMS 1513 - Introduction to Humanities
In addition, COMPLETE TWO mathematics courses from the general education course list (see Page 64).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 66

*Course has prerequisite.

Advanced Certificate in Paralegal/Legal Assistant Studies – PLAS.CRT.C52

The 36 credit-hour Paralegal/Legal Assistant Studies certificate program is designed for students with a bachelor's degree and appropriate writing and computer experience to enhance their college coursework. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments.

Paralegal/Legal Assistant Studies Certificate Major (12 courses) **Credit hours: 36**

Complete all three sub-requirements:

1. Business courses - 6 credit hours
   - * BSNS 1603 - Business Communications
   - BSNS 1653 - Business Law
2. Paralegal course - 21 credit hours
   A minimum grade of B is required in PLAS 1103.
   - * PLAS 1103 - Introduction to Paralegal/Legal Assistant Studies
   - * PLAS 1123 - Legal Research and Writing I
   - * PLAS 1213 - Civil Litigation
   - * PLAS 1153 - Law Office Management
   - * PLAS 1133 - Legal Research and Writing II
   - * PLAS 2113 - Legal Technology
   - * PLAS 2413 - Paralegal Internship
3. Paralegal Electives - 9 credit hours
   CHOOSE THREE courses from the following seven options:
   - * PLAS 2213 - Real Estate Law
   - * PLAS 2223 - Estates, Trusts, and Wills
   - * PLAS 2233 - Criminal Litigation
   - * PLAS 2253 - Corporate Law
   - * PLAS 2263 - Family Law
   - * PLAS 2333 - Laws of Evidence
   - * PLAS 2403 - Special Topics in Paralegal Studies

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 36

*Course has prerequisite.

Paralegal/Legal Assistant Studies
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
*PLAS 1103	3
*BSNS 1603	3
BSNS 1653	3
Spring semester	
*PLAS 1123	3
*PLAS 1213	3
Summer session	
*PLAS 1153	3
Fall semester	
*PLAS 1133	3
*PLAS 2113	3
*Elective	3
Spring semester	
*PLAS 2413	3
*Electives	6

PROGRAM NOTE

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

Paramedic
Associate in Applied Science Degree

COURSE SEQUENCE
RIVERSIDE MEDICAL CENTER OPTION

Fall semester	Credit hours
*PEPC 1308	8
*PEPC 1324	4
*MATH 1414	4
Spring semester	
*PEPC 1318	8
*PEPC 1343	3
*BIOL 1554	4
*ENGL 1413	3
Fall semester	
*PMED 2408	8
*PMED 2437	7
*ENGL 1613	3
Spring semester	
*PMED 2418	8
*PMED 2447	7
*PHIL 2543 or *PSYC 1813	3

COURSE SEQUENCE
PROVENA ST. MARY'S HOSPITAL OPTION

Spring semester	Credit hours
BIOL 1554	4
*MATH 1414	4
*ENGL 1413	3
Paramedic elective	3
Fall semester	
*ENGL 1613	3
*PMED 2408	8
Paramedic electives	6
Spring semester	
Elective: PSYC 1813 or PHIL 2543	3
*PMED 2418	8
Paramedic elective	4
Interim and summer session	
*PEPC 1324	4
*PMED 2437	7
Fall semester	
*PMED 2447	7
*PEPC 1343	3
Paramedic elective	3

ADDITIONAL PROGRAM INFORMATION

Before enrollment, the student must have completed KCC's COMPASS test, be CPR certified at the "Health Care Provider" level and have a GED certificate or official high school transcript showing graduation on file at KCC. High school seniors should consult their high school adviser for registration requirements.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

EMT certificates

For Emergency Medical Technician certificates, see Page 85.

Paramedic

Associate in Applied Science Degree – PMED.AAS.C29

The Paramedic program prepares individuals to provide advanced life support in and out of hospital settings to critically ill and injured persons. To prepare individuals to function in the paramedic role, a combination of educational methods are used in this program, including theory, instruction, demonstration and practice of life-saving skills for simulated and real emergency situations. Instruction is provided by physicians specializing in emergency medicine, registered nurses with advanced education in trauma management and paramedics approved by the emergency medical services director. The associate degree curriculum offers the student the opportunity to learn fundamental principles necessary for supervisory roles. This degree typically is not designed for transfer.

Paramedic Major (4 courses) **Credit hours: 30**

All courses must be completed with a grade of C or higher.

- * PMED 2408 - Emergency Medical Technician—Paramedic I
- * PMED 2418 - Emergency Medical Technician—Paramedic II
- * PMED 2437 - Emergency Medical Technician—Paramedic III
- * PMED 2447 - Emergency Medical Technician—Paramedic IV

General Education (5 courses) **Credit hours: 16-17**

Complete all four sub-requirements:

1. Communications - 6 credit hours
   A minimum grade of C is required in courses to fulfill this requirement.
   * ENGL 1613 - English I
   CHOOSE ONE course from the following:
   - * ENGL 1413 - Fundamentals of Writing
   - * ENGL 1623 - English II
   - * SPCH 1553 - Introductory Speech
   - SPCH 1563 - Interpersonal Communications
2. Mathematics - 3-4 credit hours
   Complete this course or higher level mathematics.
   * MATH 1414 - Basic Algebra
3. Laboratory Science - 4 credit hours
   The Laboratory Science course must be completed with a grade of C or higher.
   CHOOSE from the following two options:
   - * BIOL 1554 - Human Biology or both
   - * BIOL 2644 - Anatomy and Physiology I* and BIOL 2654 - Anatomy and Physiology II
4. Human and Behavioral Social Science - 3 credit hours
   CHOOSE ONE course from the following:
   - * PSYC 1813 - Introduction to Psychology
   - * PHIL 2543 - Death and Dying

Paramedic Electives – Option 1:
KCC/Riverside Medical Center students (4 courses) **Credit hours: 23**

- * PEPC 1308 - Emergency Medical Technician—Intermediate I
- * PEPC 1318 - Emergency Medical Technician—Intermediate II
- * PEPC 1324 - Emergency Medical Technician—Intermediate III
- * PEPC 1343 - Emergency Medical Technician—Intermediate IV

Paramedic Electives – Option 2:
KCC/Provena St. Mary's Hospital students (4-7 courses) **Credit hours: 23**

- * PEPC 1324 - Emergency Medical Technician—Intermediate III
- * PEPC 1343 - Emergency Medical Technician—Intermediate IV

In addition, CHOOSE 16 credit hours of electives from the following list:

- * BIOL 2644 - Anatomy and Physiology I
- * BIOL 2654 - Anatomy and Physiology II
- * BSNS 1603 - Business Communications
- CDEV 1513 - Child Growth and Development
- HLTH 1312 - Medical Terminology
- HLTH 1513 - Nutrition
- * HLTH 1372 - Ethical and Legal Issues
- PHIL 2543 - Death and Dying
- PSYC 1813 - Introduction to Psychology
- * SOCY 2513 - Sociology
- * SOCY 2543 - Race and Ethnic Relations
- SPAN 1503 - Conversational Spanish

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

Paraprofessional Educator/ Teacher's Aide
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
EDUC 1713	3
EDUC 1763	3
*ENGL 1413	3
*PSYC 1813	3
Mathematics course	3-4
Spring semester	
*EDUC 2613	3
*ENGL 1613	3
CDEV 1513	3
CDEV 2263	3
*SOCY 2513	3
Fall semester	
*EDUC 1833	3
*CDEV 2233	3
*SPCH 1553	3
Humanities, Social and Behavioral Science, Science, or Math course	3
Science course	4
Spring semester	
Mathematics or Science course	3-4
Paraprofessional Educator courses	12

Paraprofessional Educator/Teacher's Aide

Associate in Applied Science Degree – EDUC.AAS.V09

The Paraprofessional Educator curriculum is designed to meet guidelines set forth in the No Child Left Behind act of 2001. It offers students a wide range of educational experiences and prepares them to assist classroom teachers at all grade levels from kindergarten through high school. KCC also offers a Child Development – Education Option program, see Page 73. Students should see the Child Development coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

Paraprofessional Educator Major (8 courses) **Credit hours: 21**

CDEV 1513 - Child Growth/Development
CDEV 2263 - Heads Up! Reading
* CDEV 2233 - Language Acquisition & Development
EDUC 1713 - Introduction to Public Education
* EDUC 1763 - Technology in Education
* EDUC 1833 - Students with Disabilities
* EDUC 2613 - Educational Psychology

Paraprofessional Educator Electives (4-6 courses) **Credit hours: 12**

CHOOSE FOUR TO SIX courses (to attain a total of 12 credit hours) from the Paraprofessional Educator electives list (see Page 107).

General Education (8 courses) **Credit hours: 25**

Complete all three sub-requirements:

1. Communications courses - 9 credit hours
   * SPCH 1553 - Introductory Speech
   In addition, CHOOSE TWO courses from the following four options:
   * ENGL 1413 - Fundamentals of Writing
   * ENGL 1613 - English I
   * ENGL 1623 - English II
   * BSNS 1603 - Business Communications
2. Social Science courses - 6 credit hours
   * PSYC 1813 - Introduction to Psychology
   * SOCY 2513 - Sociology
3. Mathematics/Science courses - 10 credit hours
   CHOOSE THREE mathematics and science courses (minimum of 10 credit hours) with at least one from mathematics and at least one from science (see Page 64).

Humanities, Social and Behavioral Science, Science or Mathematics elective **Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science or mathematics elective (see Page 64).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61

*Course has prerequisite.

Advanced Certificate in Paraprofessional Educator/ Teacher's Aide – EDUC.CRT.V58

The Paraprofessional Educator certificate is designed to meet guidelines set forth in the No Child Left Behind act of 2001. It is for students who have completed 30 hours of college credit in a wide range of educational areas and to prepare them to assist classroom teachers at all levels from kindergarten through high school.

Paraprofessional Educator/Teacher's Aide Advanced Certificate Major (6 courses) Credit hours: 15

CDEV 1513 - Child Growth/Development
*CDEV 2233 - Art/Music Activities
EDUC 1713 - Introduction to Public Education
EDUC 1763 - Technology in Education
*EDUC 1833 - Students with Disabilities

General Education (2 courses) Credit hours: 6-7

Complete both sub-requirements:

1. Communications course - 3 credit hours
   CHOOSE ONE course from the following four options:
   - *ENGL 1413 - Fundamentals of Writing
   - *ENGL 1613 - English I
   - *ENGL 1623 - English II
   - *BSNS 1603 - Business Communications
2. Mathematics course - 3 credit hours
   CHOOSE ONE mathematics elective (see Page 64).

General Education Elective (1 course) Credit hours: 3

CHOOSE ONE course (3 credit hours) from the list of general education courses for applied science degrees (see Page 64).

Paraprofessional Educator Electives (2-3 courses) Credit hours: 6

CHOOSE SIX CREDIT HOURS (two to three courses) from the Paraprofessional Educator electives list on this page.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30

*Course has prerequisite.

Paraprofessional Educator electives:

Electives must be selected from the following according to the student's educational and career objectives and after consultation with the program coordinator.

	Credit Hours
*CDEV 2013 - History & Philosophy of Early Childhood Education	3
*CDEV 2033 - Instructional Methods of Early Childhood Education	3
*CDEV 2103 - School-Aged Programming	3
*CDEV 2113 - Child, Family and Community Relations	3
*CDEV 2123 - Child Study and Observation	3
*CDEV 2133 - Health Nutrition and Safety	3
*CDEV 2163 - Discipline/Classroom Management	3
*CDEV 2223 - Art/Music Activities	3
*CDEV 2243 - Science/Math Activities	3
*CDEV 2253 - Motor Development/Physical Activities	3
*CDEV 2403 - Clinical Experience	3
*EDUC 2513 - Diversity in Schools	3
EDUC 2533 - Foundations of Reading	3
LAWF 1753 - Basic Criminal Law	3
PHED 1521 - Substance Abuse Education	1
*PSYC 2513 - Abnormal Psychology	3
*PSYC 2553 - Lifespan Developmental Psychology	3
*SOCY 2553 - Marriage and the Family	3
SPAN 1503 - Basic Spanish	3

Paraprofessional Educator/ Teacher's Aide
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
EDUC 1713	3
EDUC 1763	3
CDEV 1513	3
*ENGL 1053	3
ELECTIVE	3
Spring semester	
*EDUC 1833	3
*CDEV 2233	3
General education elective	3
Paraprofessional Educator electives	6

Physical Therapist Assistant
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE
PHTA courses must be taken in sequence.

Fall semester	Credit hours
*ENGL 1613	3
*BIOL 2644	4
*PSCI 1514	4
*PHTA 1101	1
*PHTA 1115	5
Spring semester	
*SPCH 1553	3
*BIOL 2654	4
*PSYC 1813	3
*PHTA 1224	4
*PHTA 1234	4
Interim and Summer term	
*PHTA 2001	1
*PHTA 2043	3
*PHTA 2053	3
Fall semester	
Elective	3
*PHTA 2164	4
*PHTA 2175	5
*PHTA 2185	5
Spring semester	
*PHTA 2293	3
*PHTA 2224	4
*PHTA 2234	4
*PHTA 2201	1

ADDITIONAL PROGRAM INFORMATION

KCC has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (1111 N. Fairfax St., Alexandria, VA 22314; 703-706-3245; e-mail accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

Each student in this program must have a physical exam, criminal background check without disqualifying conviction, negative drug screen, and current CPR health care provider certification from the American Heart Association.

Physical Therapist Assistant
Associate in Applied Science Degree – PTA.AAS.C30

This program prepares students to be entry-level physical therapist assistants who function effectively in an ever-changing healthcare environment. Pending accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE), graduates will be eligible to take the national licensing examination. This two-year Associate in Applied Science program consists of five consecutive semesters of classroom and clinical education with a strong emphasis on professional standards. As a cohort, students progress from classroom to clinical experiences in a variety of physical therapy settings. This degree typically is not designed for transfer.

Physical Therapist Assistant major (14 courses) **Credit hours: 47**

All courses must be completed with a minimum grade of C. PHTA courses must be completed in the order shown in the course sequence.

- * PHTA 1101 - Introduction to Healthcare
- * PHTA 1115 - PTA Fundamentals I
- * PHTA 1224 - Kinesiology
- * PHTA 1234 - PTA Fundamentals II
- * PHTA 2001 - Professional Standards of the PTA
- * PHTA 2043 - Pathology for the PTA
- * PHTA 2053 - Clinical Practicum I
- * PHTA 2164 - Orthopedics for the PTA
- * PHTA 2175 - PTA Fundamentals III
- * PHTA 2185 - PTA Fundamentals IV
- * PHTA 2293 - PTA Fundamentals V
- * PHTA 2224 - Clinical Practicum II
- * PHTA 2234 - Clinical Practicum III
- * PHTA 2201 - Current Issues in PT Practice

General Education (7 courses) **Credit hours: 24**

Complete all four sub-requirements. All general education courses must be taken prior to or within the semester where they are shown in the course sequence.

1. Communications - 6 credit hours
   - * ENGL 1613 - English I
   - * SPCH 1553 - Introductory Speech
2. Laboratory Science - 12 credit hours
   - * BIOL 2644 and *BIOL 2654 must be completed with a minimum grade of C.
   - * BIOL 2644 - Anatomy & Physiology I
   - * BIOL 2654 - Anatomy & Physiology II
   - * PSCI 1514 - Introduction to Physical Science[1]
3. Social and Behavioral Science – 3 credit hours
   - * PSYC 1813 - Introduction to Psychology
4. Elective - 3 credit hours
   CHOOSE ONE IAI elective from communications, humanities, mathematics, laboratory science, social and behavioral science (see Page 60); or complete HLTH 1513 - Nutrition or PHIL 2543 - Death and Dying.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 71

* Course has prerequisite.

[1]May substitute *CHEM 1504 - Basic Chemistry or higher college level chemistry and *PHYS 1514 - General Physics I or higher college level physics.

Radiography

Associate in Applied Science Degree – XRAY.AAS.C26

The Radiography program is based on a minimum of two years of full-time study which combines classroom theory with clinical experiences. The program is designed to prepare a person to be a competent professional member of the health care team. This degree typically is not designed for transfer.

Radiography Major (13 courses) **Credit hours: 55**

All courses must be completed with a grade of C or higher.

- *XRAY 1014 - Introduction to Radiography
- *XRAY 1033 - Radiologic Anatomy & Positioning I
- *XRAY 1042 - Radiographic Quality
- *XRAY 1053 - Radiologic Anatomy & Positioning II
- *XRAY 1213 - Clinical Procedures I
- *XRAY 1222 - Clinical Procedures II
- *XRAY 1316 - Clinical I
- *XRAY 1326 - Clinical II
- *XRAY 1333 - Clinical III
- *XRAY 1346 - Clinical IV
- *XRAY 1356 - Clinical V
- *XRAY 2114 - Advanced Radiographic Technology I
- *XRAY 2125 - Advanced Radiographic Technology II
- *XRAY 2312 - Survey of Radiographic Pathology

General Education (5 courses) **Credit hours: 17**

Complete all three sub-requirements:

1. Communications course - 6 credit hours
   CHOOSE TWO courses from the following:
   - *ENGL 1413 - Fundamentals of Writing
   - *ENGL 1613 - English I
   - *ENGL 1623 - English II
   - *SPCH 1553 - Introductory Speech
   - SPCH 1563 - Interpersonal Communications
2. Laboratory science - 8 credit hours
   Laboratory Science courses must be completed with a grade of C or higher.
   - *BIOL 2644 - Anatomy & Physiology I[1]
   - *BIOL 2654 - Anatomy & Physiology II[1]
3. Social and Behavioral science - 3 credit hours
   - *PSYC 1813 - Introduction to Psychology

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 72

*Course has prerequisite.

[1]*BIOL 2644 and *BIOL 2654 is required prior to or during the semester in which they appear in the course sequence.

Radiography
Associate in Applied Science Degree

REQUIRED COURSE SEQUENCE

Summer session	Credit hours
*XRAY 1014	4
Fall semester	
*XRAY 1033	3
*XRAY 1213	3
*XRAY 1316	6
*BIOL 2644	4
Spring semester	
*XRAY 1042	2
*XRAY 1053	3
*XRAY 1222	2
*XRAY 1326	6
*BIOL 2654	4
Interim and summer session	
*XRAY 1333	3
*XRAY 2312	2
*PSYC 1813	3
Fall semester	
*XRAY 1346	6
*XRAY 2114	4
*ENGL 1413	3
Spring semester	
*XRAY 1356	6
*XRAY 2125	5
*ENGL 1613	3

ADDITIONAL PROGRAM INFORMATION

Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT) and also to make application to the Illinois Emergency Management Agency (IEMA)/Division of Nuclear Safety (DNS) for their Illinois state license.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Respiratory Therapist
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Spring semester	Credit hours
*RESP 1113	3
*RESP 1324	4
*BIOL 1554	4
ENGL 1413	3
*PSCI 1514	4
Summer session	
RESP 1331	1
*SPCH 1553	3
Fall semester	
*RESP 1224	4
*RESP 1435	5
*RESP 1445	5
*RESP 2433	3
Spring semester	
*RESP 2212	2
*RESP 2225	5
*RESP 2411	1
*RESP 2445	5
Summer session	
*RESP 2453	3
Fall semester	
*RESP 2245	5
*RESP 2353	3
*RESP 2483	3
*PHIL 2543	3

ADDITIONAL PROGRAM INFORMATION

Upon completion, the graduate is eligible to apply for admission to the National Board for Respiratory Care Exams to become a Registered Respiratory Therapist (RRT).

The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com): 1248 Harwood; Bedford, TX 76021-4244; 817-283-2835.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and have current medical insurance.

Respiratory Therapist

Associate in Applied Science Degree – RESP.AAS.C23

This program is designed to prepare graduates as competent advanced-level respiratory therapists. Therapists provide care and treatment to patients suffering from breathing disorders and also may be involved in diagnostic testing, clinical supervision, and decision-making.

This two-year program puts equal emphasis on theory, clinical practice, and the professional behavior expected of a respiratory care therapist. This degree typically is not designed for transfer.

General Education (6 courses) **Credit hours: 17**

All courses must be completed with a grade of C or better.
Complete all four sub-requirements:

1. Communications course - 6 credit hours
   * ENGL 1413 - Fundamentals of Writing or ENGL 1613 - English I
   * SPCH 1553 - Introductory Speech
2. Life science - 4 credit hours
   The life science course must be taken prior to or concurrently with the first semester of Respiratory Therapist courses.
   * BIOL 1554 - Human Biology or *BIOL 2654 - Anatomy & Physiology II
3. Humanities - 3 credit hours
   PHIL 2543 - Death and Dying or PHIL 2523 - Ethics
4. Physical science - 4 credit hours
   The physical science course must be taken prior to or concurrently with the first semester of Respiratory Therapist courses.
   * PSCI 1514 - Introduction to Physical Science

Respiratory Therapist Major (15 courses) **Credit hours: 52**

All courses must be completed with a grade of C or higher.

* RESP 1113 - Respiratory Physiology
* RESP 1224 - Clinical I
* RESP 1324 - Respiratory Procedures I
* RESP 1331 - Respiratory Skills I
* RESP 1435 - Respiratory Procedures II
* RESP 1445 - Respiratory Procedures III
* RESP 2212 - Clinical Medicine
* RESP 2225 - Clinical II
* RESP 2245 - Clinical III
* RESP 2353 - Cardiopulmonary Procedures
* RESP 2411 - Professional Skills
* RESP 2433 - Respiratory Procedures IV
* RESP 2445 - Respiratory Procedures V
* RESP 2453 - Respiratory Procedures VI
* RESP 2483 - Respiratory Seminar

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

*Course has prerequisite.

Respiratory Therapist

Advanced Placement Sequence – RESP.AAS.C23

Certified Respiratory Therapists (CRTS) can earn advanced placement in the Respiratory Therapist associate degree program. Certified therapists who earned a Respiratory Care Technology certificate from KCC will have satisfied the requirements for BIOL 1554, RESP 1425, RESP 1113, RESP 1435, RESP 1445, RESP 1224, RESP 2212, RESP 2445, and RESP 2225. Certified therapists who graduated from a different program will be evaluated on an individual basis. This degree typically is not designed for transfer.

Respiratory Therapist Major (5 courses) **Credit hours: 14**

All courses must be completed with a grade of C or higher.

* RESP 2245 - Clinical III
* RESP 2353 - Cardiopulmonary Procedures
* RESP 2433 - Respiratory Procedures IV
* RESP 2453 - Respiratory Procedures VI

Respiratory Therapist Independent Study (2 courses) **Credit hours: 4**

* RESP 2411 - Professional Skills, may be taken any time after admission to the advanced placement sequence.
* RESP 2483 - Respiratory Seminar

Respiratory Therapist Advanced Placement Credit **Credit hours: 38**

General Education (5 courses) **Credit hours: 14**

All courses must be completed with a grade of C or better.

Complete all four sub-requirements:

1. Communications course - 6 credit hours
   * ENGL 1413 - Fundamentals of Writing or ENGL 1613 - English I
   * SPCH 1553 - Introductory Speech
3. Physical science - 4 credit hours
   * PSCI 1514 - Introduction to Physical Science
3. Humanities - 3 credit hours
   PHIL 2543 - Death and Dying or PHIL 2523 - Ethics
4. Computer Science - 1 credit hour
   COMP 1521 - Computer Literacy

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70

*Course has prerequisite.

Respiratory Therapist
Advanced Placement Sequence

Courses required prior to acceptance in the program* (see note below)

	Credit hours
*ENGL 1413	3
*PSCI 1514	4
COMP 1521	1
*SPCH 1553	3
PHIL 2543	3
RESP Advanced Placement Credit	38

SUGGESTED COURSE SEQUENCE

Spring semester

*RESP 2411	1

Summer session

General education, if needed

Fall Semester

*RESP 2245	5
*RESP 2353	3
*RESP 2433	3
*RESP 2453	3
*RESP 2483	3

ADDITIONAL PROGRAM INFORMATION

Requirements for consideration of acceptance into the advanced placement sequence will be the same as for those students applying to the first semester of the program.

Upon completion, the graduate is eligible to apply for admission to the National Board for Respiratory Care Exams to become a Registered Respiratory Therapist (RRT).

The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com): 1248 Harwood; Bedford, TX 76021-4244; 817-283-2835.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and have current medical insurance.

Supply Chain Management

Certificate

Curriculum code: V55A

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the supply side management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
Supply Chain Management	
TWDL 1003 - Transportation and Physical Distribution	3
TWDL 1103 - Introduction to Supply Chain Management	3
TWDL 1203 - Introduction to Import/Export	3
TWDL 1303 - Principles of Operations Management	3
TWDL 1402 - Transportation and Cargo Security	2
Minimum credit hours required for completion:	14

Global Supply Chain

Certificate

Curriculum code: V55B

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the global supply side management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
BSNS 1553 - Introduction to Business	3
BSNS 2143 - Human Relations in Business	3
* BSNS 1603 - Business Communications	3
BSNS 2553 - Principles of Management	3
COSC 1513 - Introduction to Information Processing	3
TWDL 1003 - Transportation and Physical Distribution	3
TWDL 1103 - Introduction to Supply Chain Management	3
TWDL 1203 - Introduction to Import/Export	3
TWDL 1303 - Principles of Operations Management	3
TWDL 1402 - Transportation and Cargo Security	2
Minimum credit hours required for completion:	29

Tower Construction and Maintenance

Certificate

Curriculum code: V54

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the tower construction and maintenance field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

TOWR 1111 - Tower Erection Basics
TOWR 1121 - Emergency Medical Response
TOWR 1131 - OSHA 10-Hour
TOWR 1141 - RF Safety and Hazard Signage
TOWR 1152 - Haz-Woper
TOWR 1162 - Tower Rescue and Competent Climber
TOWR 1171 - Rigging and Ropes
TOWR 1181 - Authorized Climber

Minimum credit hours required for completion: 5.5

PROGRAM NOTE

All courses are offered for variable credit. Credit will be determined by the instructor and can be varied, up to 1.5 semester hours, depending on student goals and needs. Please see the program coordinator for more information.

Welding Technology

Associate in Applied Science Degree – WELD.AAS.C33

The Welding curriculum is designed to provide the student with fundamental theory in the technology of welding processes, metallurgy, and fabrication design. He or she will develop practical skills in drafting, tungsten, and inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing. Students will be required to furnish personal protective equipment and tools. Welding Technology graduates are generally prepared to enter welding programs at selected colleges and universities with junior status.

Welding Technology Core (16 courses) **Credit hours: 48**

Complete all three sub-requirements:

1. Welding - 20 credit hours
   - WELD 1114 - Basic Welding
   - * WELD 1124 - Advanced Arc Welding
   - * WELD 2044 - Pipe Welding
   - WELD 2124 - Tungsten Inert Gas Welding
   - WELD 2224 - Metallic Inert Gas Welding
2. Special Problems in Welding courses - 4 credit hours
   CHOOSE FOUR courses from the following 10 options
   - WELD 2301 - Special Problems in Welding
   - WELD 2311 - Special Problems in Welding
   - WELD 2321 - Special Problems in Welding
   - WELD 2331 - Special Problems in Welding
   - WELD 2341 - Special Problems in Welding
   - WELD 2351 - Special Problems in Welding
   - WELD 2361 - Special Problems in Welding
   - WELD 2371 - Special Problems in Welding
   - WELD 2381 - Special Problems in Welding
   - WELD 2391 - Special Problems in Welding
3. Additional courses - 24 credit hours
   - COSC 1513 - Introduction to Information Processing
   - DRFT 1154 - Technical Drafting & Print Reading or DRFT 2114 - Computer-Aided Drafting I
   - ELTR 1064 - Fundamentals of Electricity[1]
   - ELTR 1402 - Industrial Safety
   - MCHN 1214 - Machine Tool I
   - * MCHN 1224 - Machine Tool II
   - WELD 1263 - Metallurgy & Heat Treatment

General Education (5 courses) **Credit hours: 16**

Complete all four sub-requirements:

1. Communications[2] - 6 credit hours
   - * ENGL 1413 - Fundamentals of Writing
   - * BSNS 1603 - Business Communications
2. Mathematics - 3 credit hours
   - * MATH 1123 - Technical Mathematics II[3]
3. Physical Science - 4 credit hours
   - * PSCI 1514 - Introduction to Physical Science
4. Social Science - 3 credit hours
   - * SOCY 2513 - Sociology

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

[2]For transfer students, a higher level English course may be substituted.

[3]For transfer students, a higher level mathematics course may be substituted.

Welding Technology
Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
ELTR 1064	4
MCHN 1214	4
*MCHN 1224	4
WELD 1114	4
Spring semester	
COSC 1513	3
ELTR 1402	2
*ENGL 1413	3
*MATH 1123	3
*WELD 1124	4
Fall semester	
DRFT 1154	4
PSCI 1514	4
*WELD 2044	4
WELD 2124	4
Spring Semester	
*BSNS 1603	3
*SOCY 2513	3
WELD 1263	3
WELD 2224	4
WELD Special problems courses	4

ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

Welding Technology
Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
WELD 1114	4
MCHN 1214	4
Spring semester	
*WELD 1124	4
Technical electives	6
Fall semester	
WELD 2124	4
DRFT 1154	4
Spring semester	
WELD 1263	3
WELD 2224	4

Advanced Certificate in Welding Technology – WELD.CRT.C83

The Welding certificate curriculum is designed to develop within the student practical skills in drafting, tungsten inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing.

Welding Technology core (7 courses) **Credit hours: 27**

DRFT 1154 - Technical Drafting & Print Reading
MCHN 1214 - Machine Tool I
WELD 1114 - Basic Welding
* WELD 1124 - Advanced Arc Welding
WELD 1263 - Metallurgy & Heat Treatment
WELD 2124 - Tungsten Inert Gas Welding
WELD 2224 - Metallic Inert Gas Welding

Technical Elective (2-6 courses) **Credit hours: 5**

CHOOSE TWO to FIVE courses (to attain five credit hours) from any course with the prefix AIRC, AUTO, CNST, DRFT, DSGN, ELTR, MCHN or WELD.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 32

*Course has prerequisite.

Certificate Options in Welding Technology

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the welding field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

	Credit hours
Shielded Metal-Arc All Positions (8 hours)	
Curriculum code: C83B	
WELD 1114 - Basic Welding	4
* WELD 1124 - Advanced Arc Welding	4
Tungsten Inert Gas & Metallic Inert Gas (8 hours)	
Curriculum code: C83D	
WELD 2124 - Tungsten Inert Gas Welding	4
WELD 2224 - Metallic Inert Gas Welding	4
Pipe Welding (12 hours)	
Curriculum code: C83E	
WELD 1114 - Basic Welding	4
* WELD 1124 - Advanced Arc Welding	4
* WELD 2044 - Pipe Welding	4
Maintenance Welding (12 hours)	
Curriculum code: C32B	
WELD 1114 - Basic Welding	4
WELD 2124 - Tungsten Inert Gas Welding	4
WELD 2224 - Metallic Inert Gas Welding	4

General Studies

Associate in General Studies – LIB.AGS.L03

The Associate in General Studies is a degree that is customized to meet the unique needs of students whose objectives cannot be met through the college's transfer or occupational degrees. This degree is designed to meet the students' objectives such as obtaining a two year liberal education or meeting employment needs not offered through other programs. Because the curriculum for the General Studies degree is not part of the Illinois Articulation Initiative (see Page 35), transfer course credits completed within this degree are not guaranteed to be accepted by the senior institution. Students considering the General Studies degree should consult with an advisor to determine whether this degree will meet their educational goals and needs.

Communications General Education (3 courses) **Credit hours: 9**

* SPCH1553 - Introductory Speech

In addition, CHOOSE TWO courses from the following three options.

- * ENGL 1413 - Fundamentals of Writing
- * ENGL 1613 - English I
- * ENGL 1623 - English II

Laboratory Science General Education[1] (2 courses) **Credit hours: 8**

CHOOSE TWO laboratory science courses from the list of general education courses for applied science degrees (see Page 64).

Mathematics General Education[1] (1 course) **Credit hours: 3**

CHOOSE ONE mathematics courses from the list of general education courses for applied science degrees (see Page 64).

Humanities General Education[1] (2 courses) **Credit hours: 6**

CHOOSE TWO humanities courses from the list of general education courses for applied science degrees (see Page 64).

Social and Behavioral Science General Education[1] (2 courses) **Credit hours: 6**

CHOOSE TWO social and behavioral science courses from the list of general education courses for applied science degrees (see Page 64).

Electives (8-11 courses) **Credit hours: 32**

CHOOSE 32 credit hours of courses from any elective area.

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64

*Course has prerequisite.

[1]Students planning to transfer to a baccalaureate college or university should take IAI general education courses listed on Page 37.

General Studies
Associate in General Studies

SUGGESTED COURSE SEQUENCE

Fall semester	**Credit hours**
*Communications (ENGL) course	3
Social and Behavioral Science course	3
Humanities course	3
Electives	7
Spring semester	
*Communications (ENGL) course	3
Humanities course	3
Mathematics course	3
Electives	7
Fall semester	
*SPCH 1553 course	3
Laboratory Science course	4
Electives	9
Spring semester	
Laboratory Science course	4
Social and Behavioral Science course	3
Electives	9

Study abroad program

KCC students have the opportunity to study in a foreign country through the college's participation in the Illinois Consortium for International Studies Program.

The program is designed to help create a better understanding of these cultures by offering American undergraduates the opportunity to study literature, history, art, and politics in a foreign land.

Programs abroad include short-term summer programs and semester-long programs in Sydney, Australia (summer only); Salzburg, Austria; Xi'an, China; San Jose, Costa Rica (summer only); Canterbury, England; Dijon, France (summer only); Carlow, Ireland; and Seville, Spain.

Participants must have completed at least 12 semester hours of college credit courses at KCC and have a cumulative grade point averages of at least 2.75. Enrollment in the Study Abroad program courses that are approved for credit by KCC may be considered when determining enrollment status for assistance under the title IV, HEA programs. Study Abroad Program course enrollments may be included when applying for financial aid assistance.

Study Abroad Scholarships are available through the KCC Foundation. Consult the Foundation Scholarship booklet for more information. Scholarship applications for use in the upcoming academic year are due each April.

Study Abroad Program course enrollments may be included when applying for financial aid assistance.

Current study abroad classes are listed to the right. For more study abroad options, contact the program coordinator.

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Program application deadlines are April 15 for the upcoming fall semester and Oct. 15 for the upcoming spring semester. Summer semester deadlines vary depending on the program selected. Applications will be reviewed and participants selected by KCC and the Illinois Consortium of International Studies and Programs.

For a general overview, go to www.icisp.org.

For more information, contact Susan LaMore at 815-802-8208, e-mail slamore@kcc.edu to discuss the program. The KCC study abroad website is www.kcc.edu/studyabroad.

Current study abroad classes

		Credit hours
*ARTS 2903	- Spanish Art History	3
*ENGL 1853	- Introduction to Shakespeare	3
ENGL 2713	- Survey of British Literature I	3
*ENGL 2533	- Survey of British Literature II	3
GERM 1502	- German Conversation I	2
GERM 1514	- Elementary German	4
GERM 1524	- Intermediate German	4
HIST 1613	- Austrian Civilization	3
HIST 2543	- British History I	3
HIST 2553	- British History II	3
HIST 2613	- Modern Britain	3
HIST 2633	- Middle Ages	3
HIST 2643	- U.S. History I (1933-1950)	3
*HIST 2903	- History of Spain	3
HUMS 1534	- International Studies in the Humanities	4
*HUMS 2903	- The Three Cultures of Spain	3
PLSC 1723	- European Politics	3
SOSC 1533	- International Studies in the Social Sciences	3
SPAN 2533	- Introduction to Mexican Culture	3

Course Descriptions

Course information

Course numbering system

Courses are identified by a code of four letters and four numbers. The four letters represent the subject or program area. For example, ECON is the prefix for economics class.

The four numbers indicate the following:

0000 - 0999

Identifies the course as a college preparatory course. Such courses prepare students for college degree and certificate programs. Although recorded on the student's transcript, credits for these courses do not apply to degrees or certificates and do not affect students' grade point averages if the first number in the course number is 0, 3, 4 or 5. They are not transferable to a four-year college or university. Students who are academically suspended may register for these classes.

College preparatory courses are offered in one-semester-hour modules plus three- and four-semester-hour courses to improve reading, writing, math, and study skills.

1000 - 1499 and 2000 - 2499

Identifies the course as part of a career program. Career programs prepare students to enter work immediately upon graduation. The courses in a career program are not designed to transfer to four-year colleges or universities – although in some cases they may.

1500 - 1999 and 2500 - 2999

Identifies the course as part of a transfer program. Transfer programs prepare students to attend four-year colleges or universities. While these courses are intended to transfer to a college or university, students should work closely with a KCC adviser to ensure proper transfer of courses.

Additional course numbering information

Courses in the 1000 - 1999 range are generally first-year, or freshman-level courses. Courses in the 2000 - 2999 range are generally second-year, or sophomore-level courses. In many cases, students complete 1000-level courses before going on to 2000 level courses. However, a student can enroll in any 1000 or 2000 level course as long as the prerequisites are met.

The final digit of the course number indicates the number of credit hours awarded for the course.

Examples:

SKIL	0911	College preparatory course, one credit hour.
ACCT	1523	First year course, within a transfer curricula, three credit hours.
ELTR	2414	Second year course, within an occupational curricula, four credit hours.

Lecture/lab/credit hours

The numbers following the letters in parentheses indicate how many lecture hours and laboratory hours are involved in a course each week. The first number indicates the number of lecture hours per week, and the second number indicates the number of lab hours per week.

The number in parentheses at the far right of the course number and the title line indicates the number of semester credit hours awarded for the course.

General education courses

Courses which meet general education requirements for transfer degree-seeking students are listed on Page 37; general education electives for students seeking Associate in Applied Science degrees and certificates or an Associate in General Studies are listed on Page 64. Also, on the following pages, a notation is included after each course description for courses which meet one or more general education requirements.

Business electives

Courses that qualify as a business electives for associate in applied science degrees and certificate programs are listed on Pages 64-65.

Technical electives

Courses that qualify as technical electives for applied science degrees and advanced certificate programs are listed on Page 65.

Use the transfer guide

To see how your courses transfer, log on to U.Select, at www.transfer.org. U.Select is an online tool that will help you view the program requirements, course equivalencies, and see how courses you have taken or plan to take transfer to another college or university.

Illinois Articulation Initiative

General Education Core

KCC is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that guarantees undergraduate students who complete the General Education Core at a participating college or university in Illinois that they will have satisfied lower-division general education requirements for an associate or bachelor's degree when they transfer to any participating school. See Pages 35-37 for an explanation of the requirements of the General Education Core.

All community colleges in Illinois, all public state universities and many private colleges/universities in Illinois have endorsed the IAI.

The agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 and thereafter.

Courses included in the General Education Core are identified with an IAI code at the end of the course description. Those codes include:

IAI: Communications
IAI: Fine arts
IAI: Humanities
IAI: Life science
IAI: Mathematics
IAI: Physical science
IAI: Social and behavioral science

If you need additional information, contact an academic advisor in Student Services. Information on the IAI also is available at www.itransfer.org

Major-Specific courses

The Illinois Articulation Initiative designates some courses as major-specific within curriculums. These IAI majors recommendations describe courses typically taken by freshmen and sophomores for a specific major. However, if the transfer institution is known, that school's catalog should be consulted for specific transfer guide information. Always seek the advice of an academic advisor or admissions counselor when making transfer plans. Following is a summary of KCC curriculums which include at least one IAI Major-Specific course.

KCC curriculums which include approved IAI Major-Specific courses:

Agriculture (IAI: AG)
Biological Sciences (IAI: BIO)
Business (IAI: BUS)
Chemistry (IAI: CHM)
Criminal Justice (IAI: CRJ)
English
Engineering Science (IAI: EGR)
History
Mathematics (IAI: MTH)
Mass Communication (Curriculum pending approval)
Political Science
Psychology (IAI: PSY)
Sociology

IAI Major-Specific courses are identified by an IAI Major-Specific code at the end of individual course descriptions on the following pages.

Course delivery options

KCC offers three types of credit courses: face-to-face, online and hybrid.

Students enrolled in online courses and hybrid courses must be prepared to read assignments, ask and answer questions, participate in discussions, and take tests online. Enrollment in online and hybrid courses requires a reliable Internet connection (a high-speed connection is preferable) and the student must have the skills to understand basic computing, e-mail, word processing and Internet navigation.

For more information regarding technology requirements, e-mail helpdesk@kcc.edu or phone 815-802-8900.

For purposes of KCC students, these are the definitions of three ways courses are delivered:

Online course

In an online course, all (100 percent) of the content/instruction and graded assignments are delivered in an online format such as the ANGEL course management system via the web. An online course may be completed without a student coming to KCC's campus. Online courses feature regular and substantive interaction between the students and instructor. Interaction may be synchronous or asynchronous. Test/Assessments will be online but may require the presence of a pre-approved proctor. Proctored tests can be completed at KCC's main campus or off-site if arranged with the instructor in advance.

Hybrid course

In a hybrid course, instruction/content are a combination of face-to-face and other (often online) means. Generally, 30% or more of the instruction/content is in distance learning mode (online or off-campus). Face-to-face meetings at prescribed KCC locations are required. Face-to-face meetings might include classroom instruction, laboratory instruction, tests, clinical and other activities such as presentations. Where possible, dates for face-to-face meetings are included in the printed class schedule.

Face to face course

KCC's general education outcomes include a computer literacy component. We believe all students need to use computer technology (e-mail, word processing, spreadsheets, etc.) within the workforce and at school. As such, any face-to-face course may require the use of computers. The instructor will provide ANGEL-delivered learning materials in an alternative format to any learners who request them. Such requests must be made in advance of the due date. Required technology use within a course (CAD, Nursing tests, MyMathLab, Word in a Word class, etc.) will not be offered in alternative formats.

Accounting

ACCT 1413 - General Accounting 3/0 (3)

The student will demonstrate a knowledge of basic accounting principles and procedures. He or she will be able to maintain basic accounting records for a small business operation. Emphasis will be on service-oriented businesses. (This course will not count toward the accounting requirements of a transfer program or of the Accounting occupational program. Accounting majors should enroll in ACCT 1514.)

ACCT 1514 - Financial Accounting 4/0 (4)

This course is designed as an introduction to financial accounting. It examines the nature of accounting, basic accounting concepts, financial statements including cash flow statements, accrual basis of accounting, the accounting cycle, inventories, fixed assets, current and noncurrent liabilities, and owner's equity. The course integrates accounting principles and applications of these principles in achieving business objectives. The course covers characteristics of the corporation to include the Stockholders' Equity section and financing of the corporation using stock. Also covered are unusual income items affecting the income statement. Computerized homework exercises and exams will be included. IAI: BUS 903 Business.

ACCT 1523 - Managerial Accounting 3/0 (3)

Prerequisite: ACCT 1514 with a grade of C or better or consent of instructor. This course provides an introduction to managerial accounting. It focuses on analysis of managerial accounting informational needs for planning and controlling. Specifically, it examines the nature of cost-volume-profit analysis and product costing; investigates budgets and standard costs in planning, control, and performance measurements; and employs relevant costs, current control techniques and present value techniques used in the decision-making process. Computerized activities will be included. IAI: BUS 904 Business.

ACCT 2422 - Accounting Seminar 2/0 (2)

Prerequisite: ACCT 2613. The student will display awareness of current accounting issues by researching and preparing reports on current accounting topics. Student awareness of current accounting issues will also be displayed through exploration and discussion of current/pending Financial Accounting Standards. An accounting procedure will be developed by the student which illustrates awareness of accounting activities and the accounting environment. Students will interface with business professionals to gain an understanding of the accounting and business work environment.

ACCT 2613 - Intermediate Accounting 3/0 (3)

Prerequisite: ACCT 1523. This course is a study of accounting theory relating to inventories, assets, current liabilities, and financial statements. The student will study adjustments, corrections of prior periods, present value applications, concepts of financial accounting and their impact upon financial statements, and uses of financial statements. Computerized activities will be required.

ACCT 2753 - Cost Accounting 3/0 (3)

Prerequisite: ACCT 1523. The student will be able to determine product costs and to apply the elements of cost control to basic job order, process, and standard cost systems. He or she will apply the elements of cost recognition and control to an examination of the nature of manufacturing and service costs and the use of relevant accounting data for the purposes of making cost systems which lead to effective management decisions. Computerized exercises will be included.

Administrative Assistant

Office Professional course descriptions are listed among courses with a BSNS prefix. These descriptions begin on Page 124.

Agriculture

AGRC 1254 – Basic Soils 3/2 (4)

This course provides the fundamental principles of the nature and properties of soils including their origin, formation and biological, chemical and physical aspects. Soil dynamics, texture, structure, and soil reactions will be studied. This course is not part of the Agriculture degree program.

AGRC 1624 – Soil Science 2/2 (4)

Prerequisite: High school chemistry or a semester of college chemistry. This course will provide the fundamental principles of the nature and properties of soils including their origin, formation and biological, chemical and physical aspects. Soil dynamics, texture, structure, and soil reactions will be studied. *IAI: AG 904 Agriculture.*

AGRC 1704 – Animal Science 3/2 (4)

This course will include the application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries. It also will include an introduction to animal management and production practices. Included will be a study of animal breeds, breeding and selection; products and marketing; production technology and economics, animal behavior, and current issues in animal science. *IAI: AG 902 Agriculture.*

AGRC 1724 – Plant Science 3/2 (4)

This introductory course covers the basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. *IAI: AG 903 Agriculture.*

AGRC 1734 – Agriculture Economics 4/0 (4)

Students will be introduced to the principles of economics including production principles and costs; supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and competitive vs. noncompetitive market models. These principles will be applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural human and capital resources; commodity product marketing; and agricultural problems and policies. *IAI: AG 901 Agriculture.*

Air Conditioning & Refrigeration

AIRC 1014 - Fundamentals of Air Conditioning 2/4 (4)

The student will describe the fundamentals of refrigeration and refrigeration theory which will include various condensers, evaporators, compressors, and related components. He or she will use basic hand tools to replace and repair copper tubing and copper fittings. The student will become

familiar with, and will demonstrate, minor installation procedures, refrigerant control and metering of refrigerant for absorbing heat, tool care, and handling of tubing and fittings.

AIRC 1023 - Controls & Circuitry for HVAC 2/2 (3)

Prerequisite: AIRC 1014 or concurrent enrollment. The student will analyze and service air conditioning and refrigeration equipment with emphasis on the electrical components used in air conditioning and refrigeration equipment. He or she will be able to describe the operation of electrical components and troubleshoot these components in the system. Basic tools are recommended.

AIRC 1114 - Domestic Refrigeration 2/4 (4)

Prerequisite: AIRC 1014. The student will identify and describe the design, construction, and controls of home-type refrigeration units. He or she will test and service these units, with emphasis on re-operation of motor compressors, cabinet care and handling, design, and airflow. Basic tools are recommended.

AIRC 1124 - Commercial Refrigeration 2/4 (4)

Prerequisite: AIRC 1014. The student will describe the various systems components and their uses. He or she will explain the function of flow controls, defrost systems, receivers, water and electric valves, and related controls and will apply this information to analyze and service commercial refrigeration systems which include food lockers and over-the-road equipment. This will include installation procedures, insulation of fixtures, thermal conductivity of heat, and insulation vs. temperature. Basic tools are recommended.

AIRC 1214 - Heating Plants 2/4 (4)

Prerequisite: AIRC 1014. The student will describe forced air, hot water, steam, reverse cycle, heat pump, gas radiant, electronic, and hydronic heating plants. He or she will become familiar with the control of the above equipment, how it is applied, and how it is serviced. He or she will become familiar with installation and maintenance of this equipment, heat loss, and how heat loss is controlled. Basic tools are recommended.

AIRC 1313 - Air Handling 2/2 (3)

Prerequisite: AIRC 1014. The student will estimate "load" and design duct installations for residential and commercial systems. He or she will identify efficient control units and properly balance these systems; calculate proper sizing, velocity, pressure, and loss; and describe the use of tempering and humidity controls in air-handling design. He or she will learn maintenance in relation to proper control and design and the use of available instruments. Basic tools are recommended.

Anthropology

ANTH 1501 - Directed Study in Archeology (Based on demand) 0/2 (1)

This course provides a general introduction to field archaeology and laboratory methods. Students will be instructed in field techniques such as shoveling and troweling, mapping and profiling and in laboratory procedures such as cataloging and identifying artifacts.

ANTH 1713 - Introduction to Anthropology 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. This course provides a general introduction to all areas of anthropology. Human evolution, human physical variation, linguistics, archaeology, and cultural anthropology are the major topics considered. *AAS: Social and behavioral science elective. IAI: S1 900N Social and behavioral science.*

ANTH 1743 - Introduction to Archaeology 3/0 (3)

Prerequisite: Appropriate assessment score or consent of instructor. This course is designed to introduce students to anthropology through the use of archaeological data, concepts, methods, and goals. Emphasis will be placed primarily on North American archaeology and specifically archaeology of the Midwest. Some fieldwork will be included. AAS: Social and behavioral science elective. IAI: S1 903 Social and behavioral science.

Art

ARTS 1503 - Basic Drawing 1/5 (3)

This course focuses on the descriptive process of seeing. Students will learn to draw using a variety of black and white media, including charcoal, conté crayon, graphite pencil, and pen and ink to produce contour, gesture, and modeled drawings. The concepts of linear perspective and value rendering are given particular attention, while sight measuring and other basic formulas and theories for studio sketching are reinforced throughout the course. *AAS: Humanities elective.*

ARTS 1513 - Two-Dimensional Design 1/5 (3)

This course is an introduction to the study of the elements of design: line, value, color, shape and form, texture, and space. Through projects involving planning and the manipulation of various media, students will gain experience in the use of design principles and conceptual development of ideas in a two-dimensional format. The material covered in this course is the basis for all art, from drawing to commercial design. *AAS: Humanities elective.*

ARTS 1553 - Art Appreciation 2/2 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. This course is intended for non-art majors to learn basic information about how visual art forms and applications existing in the everyday world can be used to enrich and enhance the individual's life. Students will receive an overview of art history including major artistic achievements, schools, and trends. The course stresses the development of understanding and appreciation of aesthetic concepts, theory, and criticism. A minimal amount of "hands on" studio experience will provide opportunity for non-art majors to experience the creative processes necessary in many art capacities. *AAS: Humanities elective. IAI: F2 900 Fine Arts.*

ARTS 1603 - Drawing II 1/5 (3)

This course seeks to strengthen the ability to perceive the visual world and certain phenomena in it while also focusing on the inventive processes of drawing. It will focus on the development of drawing skills and the use of traditional drawing media such as charcoal, but primarily those in color: pastels, colored pencil, and inks and watercolor washes. Instruction in color theory and in matting and framing are included in this course. *AAS: Humanities elective.*

ARTS 1613 - Survey of Art (Caves - Cathedrals) 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor.

This course surveys significant art and artifacts from prehistoric to medieval Gothic times. Emphasis is on the cyclical nature of dominant themes in the world of art. The course provides a basis for students to understand and appreciate the intercultural concepts, theories, and analysis associated with ancient to pre-Renaissance sculpture, architecture, painting, illumination, and metal craft. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. *AAS: Humanities elective. IAI: F2 901 Fine arts.*

ARTS 1623 - Survey of Art (Renaissance - Rococo) 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. This course surveys art from the Renaissance to the beginning of the 19th century. The course examines major artistic styles, movements, works of art, and monuments from various cultures. Emphasis is on the forms and aesthetic value of art objects as well as the cultural and historical conditions that shape art. Students are provided a basis for analyzing and appreciating the painting, sculpture, and architecture of this period. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. Students cannot earn general education humanities credit for both ARTS 1623 and ARTS 1633. *AAS: Humanities elective. IAI: F2 902 Fine arts.*

ARTS 1633 - Survey of Art (1800 - Present) 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. This course surveys art from the 19th century to the present. Emphasis is on the forms and the aesthetic value of art objects as well as the cultural and historical conditions that shape art. Students are provided a basis for analyzing and appreciating contemporary art forms, including painting, sculpture, architecture, and photography. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. Students cannot earn general education humanities credit for both ARTS 1623 and ARTS 1633. *AAS: Humanities elective. IAI: F2 902 Fine arts.*

ARTS 1813 - Three-Dimensional Design 1/5 (3)

Prerequisite: ARTS 1513 or consent of instructor. In this course, students will develop skill in using the fundamental elements of design – line, value, color, shape and form, texture, and space – to create effective three-dimensional forms. Ideas will be formulated and visualized through the use of various recent media such as cardboard, foam core, found objects and traditional media such as clay, wood, and plaster. The main emphasis of this course is the development of critical thinking skills as they apply to three-dimensional art forms and to help you gain a deeper understanding of visual art. Students will receive instruction on the safe and effective use of light power tools. *AAS: Humanities elective.*

ARTS 1833 - Art for Elementary Teachers (Based on demand) 3/0 (3)

This course is designed to provide students pursuing elementary teaching a comprehensive survey into presenting art at the elementary school level. The methods and practices of this course will cover the qualifications for teaching elementary art, theory of art education, discipline, classroom environment, organizing and planning art lessons, art ideas, studio exercises, and understanding and presenting drawing techniques and principles.

ARTS 2513 - Painting 1/5 (3)

Before enrollment, ARTS 1503 and ARTS 1513 recommended. This is an introductory course in the use of water-base and/or oil-base paints. Following brief lectures and demonstrations, students will explore various painting techniques and begin to apply their technical knowledge to various expressive concerns. Painting subjects may include studio still-life, compositions derived from previous drawing courses, and free interpretation based on traditional theories. *AAS: Humanities elective.*

ARTS 2523 - Painting II 1/5 (3)

Prerequisite: ARTS 2513. This course will deal with developing the student's understanding about the source of "art ideas" used in painting. In order to deal with these ideas effectively, the student will continue to perfect his or her understanding about the materials which are used in painting and how to manipulate them to express his or her own ideas. *AAS: Humanities elective.*

ARTS 2533 - Ceramics I 1/5 (3)

Prerequisite: Basic Drawing 1503 or consent of instructor. In this beginning course, students will be introduced to the art and craft of ceramics through hand-building techniques. Students will complete several projects to gain an understanding of material, process, form, composition, and surface. The assigned projects will develop knowledge of the technique and aesthetic aspects of ceramic objects. A practical knowledge of clay and glaze will be imparted. Writing assignments, as appropriate to the discipline, are part of the course.

ARTS 2553 - Photography 1/5 (3)

This course is designed for the student who has little or no experience with a camera or for the experienced student who would like to revitalize his or her basic knowledge. Students will learn the basics of photography and darkroom techniques through lectures and demonstrations. Students will become proficient in darkroom practices by learning to develop film and make prints. A 35mm adjustable camera is recommended for this class. *AAS: Humanities elective.*

ARTS 2563 - Photography II 1/5 (3)

Prerequisite: ARTS 2553 or consent of instructor. This course will explore the physical and chemical structure of photography. The course also will help students refine basic photography skills to develop their particular style. Students will experiment with a variety of topics to gain experience in photographing diverse subjects. Critiques will be an important part of this course to emphasize various elements that give a photograph its greatest impact. Students will learn various special effects techniques such as applying color to black and white photographs to enhance the visual effectiveness. A 35mm adjustable camera is required for this class. *AAS: Humanities elective.*

ARTS 2573 - Introduction to Printmaking (Based on demand) 1/5 (3)

Printmaking will introduce the student to various methods of creating a hand-printed art product. Methods may include wood or linoleum block printing, serigraphy (silk-screening), paper lithography, and etching. Emphasis will center on plate or screen prepress preparation and working with specific inks and papers. An ability to draw is not crucial for success in this course. This course is designed for anyone who is interested in graphic

reproduction techniques either on a personal or a commercial level. *AAS: Humanities elective.*

ARTS 2583 - Color Photography
(Based on demand) 1/5 (3)

Prerequisite: ARTS 2553 or consent of instructor. This introductory course makes available to the student the mechanics of processing color film and prints. The student will receive instruction in color theory, and he or she will be required to apply these theories to assignments. The student will learn the effects of color as applied to particular environments. The student will develop an understanding of the aesthetics that have evolved to make a color image. A 35mm adjustable camera is required for this class. *AAS: Humanities elective.*

ARTS 2613 - Figure Drawing 1/5 (3)

Prerequisite: ARTS 1503 or ARTS 1603 or consent of instructor. This course presents procedures for learning to draw the human figure, using schematic theories as well as studio practice from a live, clothed model. Students will acquire knowledge of the basic proportions, structure, and anatomy of the human body, which will be demonstrated through daily studio work and specifically assigned projects. *AAS: Humanities elective.*

ARTS 2623 - Figure Drawing II
(Based on demand) 1/5 (3)

Prerequisite: ARTS 2613. This course emphasizes the interpretation of the human figure. It focuses on the depiction of the human figure in a number of different environments, including both interior and exterior situations when possible. Students in this course are encouraged to explore their understanding of the figure and interpret those understandings visually. *AAS: Humanities elective.*

ARTS 2643 - Computer Art (Based on demand) 1/5 (3)

Prerequisite: ARTS 1503 and ARTS 1513 with grades of C or better. This course is an introduction to computer applications in the visual arts. It will be a computer software based approach to visual image manipulation and original generation. Topics will include the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas in art and design. Graphics programs to be explored include but are not limited to Adobe Illustrator, Adobe Photoshop, and Quark Express.

ARTS 2713 - Introduction to Sculpture
(Based on demand) 1/5 (3)

Before enrollment, ARTS 1813 and ARTS 1503 recommended. This studio class is an introduction to elementary materials and methods of sculpture. The course will include the techniques of modeling, molding, and casting through additive, subtractive, and substitution methods. *AAS: Humanities elective.*

ARTS 2813 - Non-Western Art
(Based on demand) 3/0 (3)

A survey of non-western art forms that reflect alternative aesthetic views differing from the conventional European traditions. This historical study will include the artistic achievements of such significant cultures such as China, India, Southeast Asia, Japan, Islam, Native African, North American Indian, Pre-Columbian, Meso-American, and South American; and Oceania, i.e., Polynesia, Melanesia, Micronesia, and Australia.

Automotive Technology

AUTO 1021 - Service Shop Operations I 1/.5 (1)

The student will be introduced to various testing instruments, will learn accepted shop procedures, and will be introduced to manufacturer's specifications when making repairs and adjustments.

AUTO 1064 - Internal Combustion Engines 2/4 (4)

The student will describe the basic systems in gasoline engines. He or she will identify the components of systems and explain principles of operation, maintenance, repair, and adjustment of these engines. From shop experiences, the student will acquire basic engine teardown and reassembly skills.

AUTO 1073 - Ignition & Electrical Systems I 2/2 (3)

The student will identify electrical accessories to automobile engines, describing principles of operation of the starter, distributor/wiring, battery, alternator/generator, spark plugs, and coil. Disassembly and testing of these systems will be performed in the automotive lab.

AUTO 1123 - Ignition & Electrical Systems II 2/3 (3)

Prerequisite: AUTO 1073. The student will identify components of the automotive secondary ignition system, describe principles of operation, and perform operational tests on this system. The student also will use and interpret test instruments designed for diagnosing those systems.

AUTO 1143 - Brakes 2/2 (3)

The student will describe brake principles and operations, including ABS systems. The student will utilize these principles to diagnose, service, and repair brake systems to manufacturer specifications.

AUTO 1213 - Manual Transmissions & Drivelines 2/2 (3)

The student will describe the principles of operation of manual transmissions and drivelines. He or she will apply these principles to diagnose and repair clutches, manual transmissions, drivelines, and differentials.

AUTO 1223 - Automatic Transmissions 2/2 (3)

The student will describe the principles of operation of automatic transmissions. He or she will apply industry standards of diagnosis and repair of automatic transmissions.

AUTO 2013 - Computerized Engine Controls I 2/2 (3)

Prerequisites: AUTO 1064 and AUTO 1073. The student will identify components of the automotive fuel, carburetion and emission control systems, describing the principles of operation and performing operational tests on each system.

AUTO 2206 - Engine Diagnosis & Overhaul 2/8 (6)

Prerequisites: AUTO 1064. The student will apply learned skills by completely overhauling automobile engines. He or she will use test instruments on components of the engine and compare his or her data with manufacturers' recommendations and specifications. Students are required to supply an automotive engine and necessary parts for this course.

AUTO 2233 - Heating & Air Conditioning 2/2 (3)

The student will describe the theory of heat transfer, forms of matter, refrigerant cycle, and operating principles of certain

hardware peculiar to the automotive air conditioning system. The student will apply these fundamentals in testing, repairing, disassembling, and assembling exercises on components of these systems in the automotive laboratory. System conversion from R-12 to R134a also will be covered.

AUTO 2243 - Alignment, Steering & Suspension 2/2 (3)

The student will describe principles of suspension system operations to include steering geometry and front and rear axle operation. The student will utilize these principles to diagnose, adjust, repair, and replace components of these systems under simulated laboratory conditions.

AUTO 2252 - Service Shop Operations II 1/2 (2)

This course is designed as a capstone experience specifically to allow students an opportunity to enhance skills acquired in previous courses. Students will use various testing instruments learned previously to diagnose malfunctions in automotive systems. Students also will refine accepted shop procedures and follow manufacturer's specifications when making repairs and adjustments.

Biology

BIOL 1514 - General Biology I 3/2 (4)

Prerequisite: Appropriate assessment score or completion of READ 1484 with a grade of C or better. This course is an introduction to the fundamental principles of biology. It includes a wide variety of studies, from the structure of organic molecules to the organization of the biosphere. Some of the areas of study include ecology, genetics, cell and organismal reproduction, population biology, evolution, metabolism, cellular structure, and environmental biology. In addition to the study of these topics, basic laboratory skills and techniques are introduced. *AAS: Life science (laboratory science) elective. IAI: L1 900L Life science. IAI: BIO 910 Biological Sciences.*

BIOL 1524 - General Biology II 3/2 (4)

Prerequisite: BIOL 1514. This course will pursue the study of energy exchange in living systems with emphasis on energy procurement and exchange in mammalian systems. The interaction of humans with the environment will be emphasized in the study of human physiological processes. Comparisons between humans and other organisms with respect to these processes will be included. *AAS: Life science (laboratory science) elective. IAI: BIO 910 Biological Sciences.*

BIOL 1554 - Human Biology 3/2 (4)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better. The structure and function of human tissue, organs, and systems will be studied. Strong emphasis is placed on developing basic skills in medical terminology. Credit will not be granted for this course if credit has previously been awarded for HLTH 1214. *AAS: Life science (laboratory science) elective. IAI: L1 904L Life science.*

BIOL 1584 - Environmental Biology 3/2 (4)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better. The student will study interrelationships among organisms and their environment, focusing on the position of humans in the overall scheme. This study will include the roles of energy, soil, water, and air in ecosystem function and how humans use and abuse these resources. *AAS: Life science (laboratory science) elective. IAI: L1 905L Life science.*

BIOL 1614 - General Zoology (Based on demand) 3/2 (4)

Prerequisite: BIOL 1514. The student will make a comparative study of animal life from the protozoans through the chordates. Morphological, physiological, ecological, and evolutionary relationships will be stressed. Laboratory work will focus on classification and dissection of representative species. *AAS: Life science (laboratory science) elective.*

BIOL 1714 - General Botany (Based on demand) 3/2 (4)

Prerequisite: BIOL 1514. Reproduction, anatomy, physiology, growth, and classification of the various plant groups will be studied. Part of the course will involve a study of local flora. *AAS: Life science (laboratory science) elective.*

BIOL 2644 - Anatomy & Physiology I 3/2 (4)

Prerequisites: CHEM 1504 or one year of high school chemistry with a grade of C; or both CHEM 1514 and CHEM 1524. This course will survey basic concepts in cell physiology. In addition, a survey of basic anatomical terminology will precede a study of the histology, gross anatomy and function of the integumentary, skeletal, muscular, nervous, and endocrine systems. Use will be made of the case-study method to achieve the desired understanding and integration of physiologic principles. The laboratory portion of the course will include use of human cadavers to study the anatomy of the systems indicated above. Please note: BIOL 1554 is recommended for students with no previous biology coursework. *AAS: Life science (laboratory science) elective.*

BIOL 2654 - Anatomy & Physiology II 3/2 (4)

Prerequisite: BIOL 2644 with a grade of C or better. This course will be concerned with the integration of the histology, gross anatomy and function of the cardiovascular, respiratory, digestive and metabolic, urinary, and reproductive systems of the human organism. Use will be made of the case-study method to achieve the desired understanding and integration of physiologic principles. The laboratory portion of the course will include use of human cadavers to study the anatomy of the systems indicated above. *AAS: Life science (laboratory science) elective.*

BIOL 2714 - Microbiology 3/2 (4)

Prerequisite: BIOL 1514 or CHEM 1504 or CHEM 1514. This course will focus on the life of micro-organisms to include their organization, functions, metabolic processes, growth, control, genetics, evolution, and ecology. A study of diseases caused by pathogens, the host immunological response, and the role of microorganisms in the environment also will be examined, along with advances in their use in biotechnology. In the laboratory, students will focus on the physical and biochemical requirements and characteristics used for the identification of unknown bacteria. Students will be expected to identify unknown bacteria by performing and demonstrating effective use of the techniques learned in lecture and laboratory classes. *AAS: Life science (laboratory science) elective.*

Business

BSNS 1312 - Proofreading & Editing 2/0 (2)

This course will focus on the application of proofreading skills and English grammar, usage, and spelling. Students will review formatting for business letters and reports and will proofread business documents for content, grammar, punctuation, expression, and mechanical errors.

BSNS 1353 - Administrative Office Procedures 2/2 (3)

Prerequisites: COSC 1513 and COSC 1023. This capstone course for administrative assistant and office assistant training places heavy emphasis on the supervisory and administrative skills expected of college-trained office professionals. Topics include public and human relations, problem-solving and decision-making, technology and procedures, document creation and distribution, research and report writing, travel and conference planning, and employment and career advancement.

BSNS 1373 - Personal Finance 3/0 (3)

Students will study the basic principles and concepts of personal finance. Topics include: credit, loans, insurance, stocks, bonds, mutual funds, real estate, retirement, and estate planning.

BSNS 1411 - Keyboarding .5/1 (1)

This course will provide basic instruction in the "touch" system of keyboarding. Students will use personal computers while learning to type with the proper fingers without watching the keys. Students will learn both the alpha-numeric keyboard and the 10-key pad. Students who are enrolled currently or who have received credit for COSC 1023 or BSNS 2033 will not receive credit for this course. This also applies to similar courses transferred from other colleges or universities. BSNS 1411 may be waived if one semester of high school typing has been completed with a grade of C or better.

BSNS 1553 - Introduction to Business 3/0 (3)

The student will discuss the nature of our business environment in the United States. The student will indicate the advantages and disadvantages of the common forms of business organization and also will discuss and analyze problems related to finance, the operation of a business, marketing, management, personnel, and labor relations in a contemporary situation.

BSNS 1603 - Business Communications 3/0 (3)

Prerequisite: Completion of ENGL 1413 with a grade of C or better or appropriate assessment score. The student will relate effective communications to successful management. He or she will describe and apply positive qualities and techniques of effective written and oral communication and will construct, present, and explain functional types of business messages including application letters and resumes. *AAS: Communications elective for specific curricula only.*

BSNS 1653 - Business Law 3/0 (3)

The student will identify basic principles of law that apply to business. Through case studies, the student will practice the decision-making process and demonstrate an understanding of contracts, commercial papers, sales, personal property and bailment, and real property.

BSNS 1663 - Legal & Social Environment of Business 3/0 (3)

This course involves the study of the political, business, social, and legal forces that affect activities of modern business. The course will consider judicial processes, federal controls, and regulations. This course is designed for students planning to transfer to a senior institution where they will major in business.

BSNS 2113 - Small Business Management 3/0 (3)

This course covers basic concepts and methods necessary for effective start-up and management of a small business. Topics include planning, legal aspects, financing, accounting, marketing, and management. Theoretical and practical learning exercises will be incorporated in the class. This course may be taken under the Pass/Fail grading option. See Pages 170-171.

BSNS 2143 - Human Relations in Business 3/0 (3)

This course is intended to prepare students to handle effectively the responsibility of relating to other people. The ultimate goal is to learn how to motivate individuals to work together productively, to satisfy their personal needs, and at the same time to meet organizational objectives.

BSNS 2213 - Human Resource Management 3/0 (3)

This course covers basic principles and procedures of personnel administration. Topics include: job analysis, staffing, training, performance appraisal, compensation, and labor relations.

BSNS 2311 - Successful Customer Service 1/0 (1)

This course focuses on essential customer service skills that help organizations accomplish their goals, deal with problems and complaints, win new customers and create loyal customers. The course concentrates on the key concepts and best practices involved in customer service, personal skills, and communication skills needed to deliver successful customer service.

BSNS 2403 - Office Professional Internship (Based on demand) 0/15 (3)

Prerequisite: Successful completion of the courses listed in the first four semesters of the Office Professional curriculum and approval of program coordinator. The student will apply his or her knowledge and skills by working a minimum of 200 hours in a cooperating business under the supervision of a training sponsor and the instructor. The student will gain understanding of the administrative office procedures by discussing and analyzing on-the-job experiences with fellow students and the instructor.

BSNS 2413 - Management Field Project 1/10 (3)

Prerequisite: Successful completion of at least half of the courses required in the Business Associate in Applied Science curriculum, or consent of instructor. The student will apply his/her knowledge in a cooperating business or organization under the supervision of a training sponsor and the coordinator from the college. The student also will gain further understanding of the field of management through selected readings, assignments, and discussion of work experiences with fellow students and the program coordinator.

BSNS 2423 – Internship Experience (Based on demand) 0/15 (3)

Prerequisite: Approval of and successful completion of 16 semester hours of coursework from the Business Division and/or Technology Division. The student will apply his/her knowledge in a selected career field by working a minimum of 240 hours at a cooperating business under the supervision of a training sponsor and the program coordinator. This course may be repeated twice for credit.

BSNS 2514 - Business Statistics 4/0 (4)

Prerequisites: MATH 1424 and MATH 1453 with grades of C or better or all of the following: two years of high school algebra and one year of high school geometry with grades of C or better and appropriate assessment score. This course is designed to provide the business student with a firm foundation in descriptive and inferential statistics. Topics include descriptive methods, measures of central tendency and variability, elementary probability theory, elementary combinatorics, probability distributions, sampling techniques, confidence intervals for the mean

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or proportion, tests of hypotheses, chi square, correlation and linear regression, the F-test and one-way analysis of variance. Students cannot receive credit for both BSNS 2514 and MATH 1774. *IAI: BUS 901 Business.*

BSNS 2553 - Principles of Management 3/0 (3)

This course covers the basic principles and concepts of management including the functions of planning, organizing, staffing, leading, and controlling. Theoretical and practical learning exercises will be incorporated in the class.

Chemistry

CHEM 1504 - Basic Chemistry 3/2 (4)

Prerequisite: Appropriate assessment score or a grade of C or better in either: MATH 1113 or MATH 1414. The student will be introduced to such fundamental concepts of chemistry as atomic structure, classification of compounds and chemical bonding. The student will acquire the basic knowledge upon which to build an understanding and appreciation of chemistry and its relationship to our world and life processes. *AAS: Physical science (laboratory science) elective.*

CHEM 1514 - General Chemistry I 3/3 (4)

Prerequisites: Either CHEM 1504 or one year of high school chemistry with a grade of C or better; and MATH 1424 with a C or better or appropriate assessment score; and ENGL 1413 with a grade of C or better or appropriate assessment score. The student will apply problem-solving techniques and quantitative laboratory experiments to analyze and interpret the principles of atomic structure, chemical bonding, states of matter, stoichiometry, oxidation-reduction, thermochemistry, the gas laws and coordination compounds. *AAS: Physical science (laboratory science) elective. IAI: P1 902L Physical science; IAI: CHM 911 Chemistry.*

CHEM 1524 - General Chemistry II 3/3 (4)

Prerequisite: MATH 1814 with a grade of C or better or appropriate assessment score; and CHEM 1514 with a grade of C or better. The student will apply the principles and laws of chemistry to analyze and interpret chemical thermodynamics, kinetics, and acid-base equilibria. Topics will include solutions, electrochemistry, nuclear chemistry, descriptive chemistry, and organic chemistry. *AAS: Physical science (laboratory science) elective. IAI: CHM 912 Chemistry.*

CHEM 2614 - Quantitative Analysis (Based on demand) 3/2 (4)

Prerequisite: CHEM 1524. The student will perform laboratory analyses to determine the percentage composition of unknown substances. Techniques used in the laboratory will be chosen from: volumetric methods (acid-base, precipitation, or complex formation), gravimetric methods, electrogravimetric analysis, spectrophotometric methods, and chromatographic methods. The student will use mathematical conversions and chemical stoichiometry in the calculation of the composition. *AAS: Physical science (laboratory science) elective.*

CHEM 2714 - Organic Chemistry I 3/2 (4)

Prerequisite: CHEM 1524. The student will be able to recognize the interrelationships between, write structures for, and state some of the physical and chemical properties of many of the organic compounds based upon functional group classifications. *AAS: Physical science (laboratory science) elective.*

CHEM 2724 - Organic Chemistry II 3/2 (4)

Prerequisite: CHEM 2714. The student will use reaction mechanisms and intermediates to determine products of organic reactions. The student will be able to use basic spectroscopy data to determine the structure of organic compounds. *AAS: Physical science (laboratory science) elective.*

Child Development

CDEV 1513 - Child Growth & Development 3/0 (3)

The student will study human development from conception through adolescence. All domains of development (physical, social, emotional and cognitive) and the interactions among these domains will be addressed. Emphasis will be on the implications for early childhood professional practice. Basic research methods and developmental theories will be introduced. The theories of Freud, Piaget, Erikson, Vygotsky, Skinner, Gardner and others will be included. Child development in the context of gender, family, culture, and society will be studied.

CDEV 2013 - History & Philosophy of Early Childhood Education 3/0 (3)

Prerequisites: CDEV 1513; ENGL 1053 or ENGL 1613; and ENGL 1413 or ENGL 1623. This course examines early childhood education programs and principles in relation to historical, philosophical, and ethical issues and their impact on current trends. It includes an overview of professional opportunities and curriculum model comparison.

CDEV 2103 - School-Aged Programming 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course provides an examination of developmentally appropriate activities for school-age children up to 12 years old. Focus will be on planning both indoor and outdoor activities to meet individual and group needs.

CDEV 2153 - Developmentally Appropriate Infant/Toddler Care 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course examines the theories and research related to infants and toddlers in the social, emotional, physical, and cognitive areas of development. Focus is given to parent/care giver communication and interpersonal skills, developmentally appropriate curriculum planning based on observation, the nature of group care, and the needs of the individual.

CDEV 2163 - Discipline/Classroom Management 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course examines the theory and practice of effective guidance techniques based on family communication and observation of the child. Emphasis will be placed on positive guidance techniques and preventative program planning in group care in relation to the needs of the individual child, the caregiver, and the group.

CDEV 2223 - Art/Music Activities 3/0 (3)

Prerequisites: CDEV 1513 or concurrent enrollment. This course examines the creative process and developmental stages of art with emphasis on planning and implementing appropriate aesthetic experiences. Methods of encouraging participation, creativity, and individual expression will be included.

CDEV 2233 - Language Acquisition & Development 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. Language acquisition, development, and communication skills of the young child will be the focus of this course. Methods of theoretical and practical application of language concepts along with emphasis on selection and analysis of children's literature are included.

CDEV 2243 - Science/Math Activities 3/0 (3)

Prerequisites: CDEV 1513 or concurrent enrollment. This course examines science/mathematical concept development in young children through the utilization of hands-on activities in the child care environment. Focus is on the development of problem-solving skills and methods for encouraging exploration and curiosity.

CDEV 2253 - Motor Development/Physical Activities 3/0 (3)

Prerequisites: CDEV 1513 or concurrent enrollment. This course examines the relationship between physical activity and whole child development. Theories of play, community resources, and observation techniques for the planning and implementation of basic movement principles for the individual and the group both indoors and outdoors are included.

CDEV 2263 - Heads Up! Reading 3/0 (3)

This course includes research-based principles and practices for providing children birth through age 5 with a strong foundation in early reading and writing while using a developmentally appropriate approach.

CDEV 2363 - Administration in Child Care Settings 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course is designed for early childhood professionals with a focus on administration in early childhood settings. Program planning, policy formation, personnel selection, training and supervision, facilities management and budgeting, state licensing standards, and interpersonal skills are examined. Included are analysis of current trends, community resources, and program evaluation.

CDEV 2403 - Clinical Experience 1/6 (3)

Prerequisite: CDEV 1513 and CDEV 2533 with minimum of 15 hours in child development courses. This course requires 135 hours of participation in an approved early childhood care setting. Students should apply for clinical experience with the program coordinator the semester prior to the clinical experience. See Child Development program requirements on Page 69.

CDEV 2513 - Child, Family & Community Relations 3/0 (3)

Prerequisite: CDEV 1513. This class is a study of the sociological factors impacting interpersonal relationships between the child, family, caregivers and community. Utilization of community resources, development of family education programs, and their effects on whole child development are included. Focus will be on parenting trends, observation techniques, communication, and parent involvement. Information on cultures, the diversity of life styles, and the role of the school and community as social agents with our changing society also will be included.

CDEV 2523 - Intro to Early Childhood Education 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course provides an overview of early childhood care and education including historical perspectives, organization, programming structure and basic values in early childhood education. Professional practices of early childhood educators are outlined with an emphasis on supporting skill development of children from birth to age 8 during each age and stage of development. Students will spend a minimum of 15 hours of observation in early childhood settings.

CDEV 2533 - Early Childhood Curriculum Development 3/0 (3)

This course will examine the principles of planning, implementing, and evaluating developmentally appropriate curriculum in early childhood education settings. Relationships among developmental theory, philosophy, and practice will be the focus of study. Special emphasis will be given to curriculum development, curriculum methods, child-centered planning and active learning experiences for children using a wide range of early childhood curriculum models.

CDEV 2543 - Child Study and Observation 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course provides an in-depth study of young children through direct observation which includes utilization of case studies and anecdotal records. Methods of integrating observed behavior, developmental theory and appropriate practice form the basis of this course. Responsive, supportive curriculum planning based on authentic, classroom-based formal and informal assessments for children from birth through age 8 will be emphasized. This course requires 45 hours of observation in an approved early childhood setting.

CDEV 2633 - Health, Nutrition and Safety 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course examines the basic concepts of health, safety, and nutrition and their effects upon the child's observable behavior and areas of development. It includes identification of childhood disease and preventative techniques, exploration of positive mental health strategies, and identification of developmentally appropriate activities for young children. Proof of current first aid and CPR certification is required to complete the class. The cost of certification is the responsibility of the student.

Computer-Aided Drafting

DRFT 1154 - Technical Drafting & Print Reading 2/4 (4)

This course includes terms and techniques common to engineering and construction drawings, such as lettering, sketching, basic geometrical constructions, orthographic projection theory, pictorial representation, and dimensioning. Each student will be able to prepare, read and interpret working drawings.

DRFT 2114 - Computer-Aided Drafting I 2.5/3 (4)

Prerequisite: General knowledge of the Windows operating system. This course introduces the general principles and features of the AutoCAD computer-aided drafting system, then uses them for a variety of design and manufacturing application areas. Students will understand two-dimensional design and basic dimensioning skills, as well as the Cartesian Coordinate system. ANSI standard drafting practices are used.

DRFT 2124 - Computer-Aided Drafting II 2.5/3 (4)

Prerequisite: DRFT 2114. This course emphasizes development of AutoCAD computer-aided drafting skills. Topics covered include: parametric drafting, standard blocks, block attributes, dynamic blocks, external references, advanced plotting, annota-

tive objects, dimensioning with tolerances, sections views and graphic patterns.

DRFT 2134 - Computer-Aided Drafting III 2.5/3 (4)

Prerequisite: DRFT 2124. This course explores the three-dimensional construction and viewing capabilities of AutoCAD. Topics covered include: user coordinate systems, visual styles, composite solid modeling and editing, rendering, animation, and creating 2-D drawings from 3-D models. Students will create photo-realistic renderings and animations from the composite solids they create. Students will utilize a rapid prototyper (3D printer) to produce 3D plastic parts of their own design.

DRFT 2164 - Technical Illustration 2.5/3 (4)

Prerequisite: DRFT 2124. This course emphasizes presentation. The concepts of working drawings, assembly drawings, and exploded pictorial drawings will be addressed. Students will understand the difference between a drawing for marketing purposes and a drawing for manufacturing purposes. This course is also an introduction to Autodesk Inventor software.

DRFT 2233 - Computer-Aided Drafting Internship (Based on demand) 0/15 (3)

Prerequisites: Completion of any four DRFT courses and consent of program coordinator. Students will apply computer-aided drafting knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

DRFT 2414 - Architectural Drafting 2/4 (4)

Prerequisites: DRFT 2124. The student will create drawings designed to teach the fundamentals of architectural drafting including sections, detailing, and dimensioning. Each student will be required to complete a set of working drawings.

Computer Graphic Design

DSGN 1113 - Digital Photography 3/0 (3)

This is a course designed to provide students with the photography skills to become proficient in the use of digital cameras. Topics include composition, file formats, quality settings, resolution, characteristics of light, controlling the shutter speed and aperture. Students will utilize their own digital cameras for assignments that require understanding and adjusting shutter speed and aperture, commonly identified by (M) manual mode or (P) program mode. Camera phones are not permitted.

DSGN 1123 - Introduction to Web Design 3/0 (3)

This course explores the generation and manipulation of Web content and websites using industry standard software, Adobe Dreamweaver®. Topics include: Developing Web pages, creating a Web site, using and managing images, creating links and navigation bars, working with layout and data tables, the effective use of rich media, and understanding Web design principles, basic HTML and Cascading Style Sheet (CSS) structures. Students also will understand how to update, maintain and publish Web sites. Students will use effective visual communication in various publication scenarios. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

DSGN 1133 - Package Design 3/0 (3)

This course introduces students to the principles of packaging design basics, allowing for the translation of two-dimensional design into three dimensions. By using industry standard software, Adobe Creative Suite®, students will learn venues of packaging design and production to communicate concepts into logical and effective comprehensives (mock-ups). This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

DSGN 1213 - Photoshop Digital Imaging 3/0 (3)

This course explores the generation and manipulation of photographic and graphic images using industry standard software, Adobe Photoshop®. Topics include: Bitmap vs. vector – painting and design, photo correction and manipulation, selections and masking, filters and special effects, and text and layer styles. Students will use effective visual communication as they explore various publication scenarios. This class is geared toward the cultivation of work to be included in the student's final portfolio.

DSGN 1223 - Digital Motion Graphics 3/0 (3)

Prerequisite: DSGN 1213 or consent of instructor. This course explores the generation and manipulation of motion photographic and graphic images using industry standard software, Adobe AfterEffects® and Flash®. Topics include composition, nesting, resolution, layers, effects, RAM preview and animation, masks and track mattes, text, and presets. Students will use effective visual communication as they explore various publication scenarios. This class is geared toward the cultivation of work to be included in the student's final portfolio.

DSGN 1233 - Document Design 3/0 (3)

Prerequisite: DSGN 1213 or consent of instructor. This course introduces students to principles of graphic design and production while creating documents using industry standard software, Adobe InDesign®. Students gain understanding of the relationship between type, illustration, and photographs in a layout. Students will design documents such as brochures, advertisements, greeting cards, fliers, and magazine covers. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

DSGN 1243 - Computer Illustration 3/0 (3)

This course explores the use of illustration in print and Web publication using industry standard software, Adobe Illustrator®. Students apply the basic elements of art and the principles of design to each composition. Various scenarios will be employed to achieve effective visual communication. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

DSGN 1253 - Portfolio Development 1.5/3 (3)

Prerequisite: DSGN 1233 or consent of instructor. This is a capstone course for the Computer Graphic Design program. Upon course completion, students must provide evidence of their understanding of the concepts and competencies gained in courses in the program. Students will learn the process of creating and selecting the content of, and designing the format for, a creative portfolio. Using Adobe Creative Suite® software, students will be expected to assemble and distribute a final portfolio, both digital and hard copy. This portfolio will be reviewed by, and is subject to the approval of, appropriate faculty and members of the Computer Graphic Design advisory committee.

Computer Literacy

COMP 1521 - Computer Literacy 1/.5 (1)

The computer novice will study the non-technical aspects of computers. Emphasis will be given to the impact of computers on society. A survey of basic hardware and software components, application in various fields, and hands-on experience using modern software in word processing are included. Credit for COMP 1521 is reserved for students who have not earned prior credit in a more advanced microcomputer course.

Computer Science

COSC 1023 - Intermediate Word 2/2 (3)

Prerequisite: BSNS 1411 and COSC 1352 with a grade of C or better, or both BSNS 1411 and COSC 1513, or one year of high school keyboarding with a grade of C or better. The student will learn how to use Word to create letters, memos, tables, mail merge documents, newsletters with graphics, simple and complex reports, and employment documents that can be sent electronically in e-mail as an attachment. The student will increase keyboarding speed and accuracy and improve proofreading and computer file management skills.

COSC 1152 - Introduction to Windows 1/2 (2)

This course is an introduction to the windows operating system. Topics include installing Microsoft Windows and troubleshooting the installation process; creating a custom environment suited to your work processes; backing up and restoring files. Additional topics include configuring software and hardware options; monitoring and optimizing system performance; troubleshooting problems in the boot process; and sharing data between applications.

COSC 1172 - Introduction to the Internet 2/0 (2)

Prerequisite: COSC 1152 or COSC 1513, or consent of instructor. This course is an introduction to using the Internet. Topics include connecting to the Internet, using Internet search tools, transferring files, e-mail, and the World Wide Web.

COSC 1181 - Voice Recognition .5/1 (1)

Prerequisite: COSC 1352 or COSC 1023, or consent of instructor. Instead of typing on a keyboard, the student will input data into a computer by dictating into a microphone and training the computer to recognize his/her voice. This course will teach the student how to use speech-recognition software and voice commands. Students will practice proper enunciation techniques, will learn how to use voice-document formatting for Microsoft Word applications and will produce documents that are voice-prepared.

COSC 1341 - PowerPoint 1/0 (1)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This is an introductory course to develop skills in preparing and using the graphics and presentation software PowerPoint. Students will learn how to include text, bullets, and charts in their PowerPoint presentations.

COSC 1352 - Word 2/0 (2)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This course is an introduction to Microsoft Word. Instruction includes entering, editing, enhancing, and revising text material.

COSC 1362 - Access 2/0 (2)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This course is an introduction to the database management software Access. Topics include designing and creating databases, maintaining databases, creating queries, reports, forms, and menus in addition to working with multiple files and setting up relationships.

COSC 1372 - Excel 2/0 (2)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This is an introductory course to develop skills in creating, revising, and printing spreadsheets, charts, and graphs.

COSC 1382 - Microsoft Office Suite Integration 2/0 (2)

Prerequisites: COSC 1341, COSC 1352, COSC 1362, and COSC 1372. A capstone course in the integration of Microsoft Office Suite (Word, Excel, Access, and PowerPoint).

COSC 1392 - Microsoft Outlook 2/2 (2)

Prerequisite: COSC 1152 or COSC 1513; and COSC 1172. In this introduction to Microsoft Outlook, students will learn to send and receive e-mail, manage contacts, plan tasks, schedule the Calendar, manage their Inbox, integrate Outlook with other applications and the Internet, create custom Outlook forms and modify the Outlook interface. Additional topics may include Outlook with Microsoft Exchange Server, Business Contact Manager and synchronizing Outlook with PDAs.

COSC 1513 - Introduction to Information Processing 2/2 (3)

This course provides an introduction to the meaning and function of hardware, software, data procedures, and personnel in a business computer system. Basic systems analysis and design techniques, file processing and data base concepts, plus the entering and executing of programs will be presented. The hands-on use of business software packages for Windows, word processing, spreadsheets, Internet access, presentation graphics, and database will be included. *IAI: BUS 902 Business.=*

COSC 2033 - Advanced Word 2/2 (3)

Prerequisites: COSC 1513 (can be taken concurrently) and COSC 1023 with a grade of C or better. This capstone document production course for administrative and office assistant training places heavy emphasis on using technology to produce various desktop publishing documents.

COSC 2513 - Introduction to Computer Science 2/2 (3)

Prerequisite: MATH 1814 or consent of instructor. The student will demonstrate knowledge of the use of the computer as a problem-solving tool in applications that are primarily mathematic or scientific in nature. He or she will demonstrate an ability to define solutions to computer applications with algorithms. The student will create, test, and debug computer programs in the FORTRAN language for the solutions of different applications. Students cannot receive credit for both COSC 2513 and COSC 2613.

COSC 2613 - Computer Programming for Science & Engineering 2/2 (3)

Prerequisite MATH 2515. This is a course for students who need to use the computer as a problem-solving tool in mathematical or scientific applications. Students will write programs, first in FORTRAN, later in MATLAB. Among the applications

covered are such numerical methods as Newton's root finder, integral approximations, linear regression, matrix inverses, and several simulations. Students will write and implement structured algorithms with special attention given to program design and modularity. Students cannot receive credit for both COSC 2513 and COSC 2613.

Construction Craft Laborer

LABR 1103 - Craft Orientation 3/0 (3)

This is an introductory course to advise students of the rules and regulations involved in applying for an apprenticeship. Students will learn how to complete apprenticeship paperwork and will be advised of safety procedures that fall under governmental Occupational Safety and Health Administration (OSHA) guidelines.

LABR 1123 - Mason Tending 3/0 (3)

Students will learn practices and procedures involved in mason tending, rough terrain forklift operation, different forms of scaffolding, and masonry saw operation. Students will conduct hands-on demonstrations and participate in exercise rotations.

LABR 1142 - Concrete Practice Fundamentals 1.5/1 (2)

Students will learn about concrete practices and procedures; Bobcat operator; E-Z pavement breaker; concrete saw; concrete vibrator.

LABR 1163 - Asphalt Technology & Construction 3/0 (3)

Students will learn the history of the uses of asphalt along with terminology and definitions. Topics include asphalt preparation, application methods, asphalt maintenance and rehabilitation. Hands-on demonstrations will be conducted using appropriate equipment for asphalt preparation and application methods.

LABR 1213 - Concrete Apprenticeship I 2/2 (3)

Prerequisite: LABR 1142 Concrete Practice Fundamentals. This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the classroom. Skills include safety practices, project planning, and site preparation. All work activities are completed under the direct supervision of a journeyman.

LABR 1223 - Forming and Finishing Concrete 2/2 (3)

Prerequisite: LABR 1213. This course is part of the Concrete Specialist Certificate program and focuses on forming techniques, placing concrete, and various finishing techniques.

LABR 1232 - Concrete Apprenticeship II 1/2 (2)

Prerequisite: LABR 1223. This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the classroom. Skills include forming, placing, consolidating, finishing, and clean up of concrete projects, including repair. All work activities are completed under the direct supervision of a journeyman.

LABR 2113 - Lead-Based Paint Abatement 3/0 (3)

In this course, the student will study and practice lead hazard control methods. The student will also study how to safely disturb leaded paint as part of a renovation or construction project. Students will take part in elaborate hands-on workshops covering the techniques and equipment used in lead abatement. Demonstrations also will include removing chemicals, building containments, using special HEPA-attached grinding tools, cleaning areas contaminated with invisible particles, taking air samples, and evaluating abatement equipment and options.

LABR 2123 - Asbestos Abatement 3/0 (3)

This course focuses on the hazards of asbestos, the specific procedures used on the job, and the legal rights of workers. During this course, students will have an opportunity to participate in group discussions and hands-on exercises.

LABR 2133 - Principles of Pipe Laying 3/0 (3)

Students will learn how to read different measurements along with pipe laying terms and definitions. Batter boards and principles of surveying will be taught. Students also will learn pipe flow specifications and sewer laser operation and maintenance. Percent of grade formula and grade instrument height will be taught. Hands-on demonstrations will include set-up of appropriate machines and check of flow line and pipe grade. Blueprints will be studied. Students also will learn the history and rationale of the use of metrics.

LABR 2213 - Landscape Maintenance 3/0 (3)

Students will learn safety concerns involving landscape maintenance. Landscaping plants, planting techniques, fertilizers, and maintenance, pruning, chemical safety, and appropriate powered hand tools will be covered. Field exercises will include pruning, using the chainsaw and the chipper, using straw for erosion control, seeding, planting trees, and determining soil requirements for certain landscaping projects.

LABR 2233 - Blueprint Reading 3/0 (3)

This course is designed to provide a comprehensive study of building construction, working drawings and project manuals. It will present the drawing and project manual organization, the location of information, the coordination of the drawing and specifications, and graphic interpretation skills required for the industry use of the documents. In addition, background information about the types of structures, plumbing systems, HVAC systems, electrical systems, and other building systems and product information will be presented.

LABR 2313 - Construction Surveying 3/0 (3)

Students will learn about basic construction surveying: construction staking; electronic theodolite; line and grade checking; laser track leveling.

LABR 2333 - Bridge Construction 3/0 (3)

Students will learn about proper personal protective equipment and procedures. Other safety regulations that are covered include electrical safety and excavation safety. Different hazards will be covered and the definition and requirements of "permit required confined space" will be discussed. Additional topics include lead abatement on bridges and steel structures, silica, scaffold safety, hoisting and rigging, hand signals for construction equipment, hand and power tool safety, oxyfuel cutting operations, sandblasting, and fall protection. Hands-on demonstrations and activities will be conducted.

LABR 2416 - Hazardous Waste Management 6/0 (6)

Students will learn about training center rules and waste sites. Additional topics to be covered include hazard recognition and identification, hazard communication regulations, hazardous chemical labels and lists, health effects, legal rights, and personal

protective equipment. Field exercises will be conducted on the obstacle course or sandbags, supplied air and self-contained breathing apparatus. Decontamination procedures and walk-through demonstrations will be covered; and students also will learn OSHA regulations, site safety and health plans, material handling, storage and transportation.

Construction Management

CNST 1413 - Introduction to Building Construction 3/0 (3)

Students will be introduced to the principles and practices of residential and light commercial building operations. Lectures will cover history, innovative practices and materials, current developments, and typical employment opportunities.

CNST 1423 - Construction Materials & Methods 2/2 (3)

This course is designed to familiarize students with typical materials and methods used in residential and light commercial construction. Topics will include the affect of regulation and material selection on building costs, as well as factors affecting material strength and resilience.

CNST 1444 - Surveying with Civil Applications 4/2 (4)

Prerequisite: MATH 1113 or appropriate assessment score. This course will familiarize the student with job sites. Surveying techniques and site layout will be discussed, as well as ground elevations and control points, and contour lines. Students will learn about topographic plans, plats of survey, and general site plans. A general overview of village zoning and county planning will be introduced.

CNST 2413 - Mechanical Systems for Buildings 3/0 (3)

Prerequisites: CNST 1413. This course introduces students to the design and operation of electrical, plumbing, and HVAC systems. Topics will include requirements during construction, scheduling, installation procedures, and energy consumption.

CNST 2423 - Masonry Skills 3/0 (3)

This course is designed to familiarize students with formwork analysis and design. Students will be introduced to form setting, placing, finishing and curing procedures, the effect of soil characteristics, and design codes.

CNST 2433 - Estimating & Bidding 3/0 (3)

Prerequisites: DRFT 1154. This course is an introduction to material costs, take-offs, productivity, manual and computer cost estimation, and project bidding. Students will use blueprints and project specifications to submit bids for a particular project.

CNST 2443 - Building Codes & Inspection 3/0 (3)

This course is an orientation to the various international building codes in effect from the International Code Council, and the codes written by and specifically for the state of Illinois. Students will review various codes and their applications and will become familiar with the various jurisdictions for code enforcement and their operations both locally and statewide. Students will conduct various local code enforcement administrative and field activities, and will be oriented on the ICC Certification System for both Code Administrators and Code Officials.

CNST 2453 - Professional Practice
(Based on demand) 3/0 (3)

Prerequisites: Completion of second semester CNST courses and consent of instructor. Students will apply their construction knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

Criminal Justice/ Law Enforcement

LAWF 1513 - Introduction to Criminal Justice 3/0 (3)

A survey and analysis of the criminal justice system, including a historical and philosophical overview of its development, with special emphasis on the system's primary components and its relationship among these components in the administration of criminal justice in America. *IAI: CRJ 901 Criminal Justice.*

LAWF 1613 - Police Operations & Services 3/0 (3)

The student will review basic line procedures with patrol as a fundamental function of the police operation. He or she shall be able to describe and explain special operational units, staff employment, involvement policies, and basic principles involved in handling police problems.

LAWF 1623 - Traffic Administration 3/0 (3)

The course will consist of a study of traffic law enforcement; traffic regulation and control; traffic accident investigation and prevention; and the relationship of road engineering to safety. Also included will be a review of the Illinois Vehicle Code.

LAWF 1713 - Basic Criminal Law 3/0 (3)

Studying case law, the student will be expected to demonstrate an understanding and awareness of the components, purposes, and functions of criminal law and the elements necessary to establish a crime and criminal intent, and distinguish misdemeanor and felony.

LAWF 1723 - Criminal Evidence & Procedures 3/0 (3)

The student will relate knowledge of basic criminal law to the procedures necessary for arrest, use of force, search and seizure, admissions, and confessions.

LAWF 1733 - Criminal Investigation 3/0 (3)

The student will examine the fundamentals and procedures of investigation; crime scene applications; the collection, marking, and preservation of evidence; and the techniques and procedures of the follow-up investigation.

LAWF 1753 - Juvenile Delinquency 3/0 (3)

Using case histories of juvenile delinquents as background information, the student will identify and explain the underlying causes and behavioral patterns of the juvenile delinquent. He or she will utilize this knowledge in applying theories, preventative methods, and techniques. *IAI: CRJ 914 Criminal Justice.*

LAWF 2315 - Selected Problems in Law Enforcement
(Based on demand) 5/0 (5, or variable)

The student will examine specific problem areas in the field of law enforcement. Topics will include issues relevant to police

officers in current society. Students will be required to submit written reports describing the material presented. The course will be conducted in cooperation with local law enforcement agencies and authorities. Course credit will be determined by the instructor and can be varied, up to 5 semester hours, depending on student goals and needs.

LAWF 2413 - Computer Crime Investigation 3/0 (3)

Prerequisite: LAWF 1733 or consent of instructor. This course will provide the student with a rudimentary understanding of the expanding field of computer crime investigation. Through the examination of the operations and interrelationships of computers, software and the internet, the unique challenges, limitations, liabilities and goals of the computer crime investigator will be revealed to the student. Also addressed will be the emerging forensic science field of forensic computer examination.

LAWF 2513 - Criminology 3/0 (3)

The student will examine the theories of criminal behavior. He or she will describe the causes of criminal behavior, the problems of treatment, and the corrections and social controls of crime. *IAI: CRJ 912 Criminal Justice.*

LAWF 2543 - Introduction to Probation, Parole, & Community Corrections 3/0 (3)

This course will offer an overview of the history and philosophical foundations of probation, parole, and community corrections in the United States. The course also includes study of the organization and operations of probation and parole agencies as particular segments of the criminal justice system.

LAWF 2623 - Organization & Administration 3/0 (3)

The student will investigate police organizational structure as a means by which goals are achieved. He or she will identify variations in organizational patterns which result from differing and changing police science objectives.

LAWF 2713 - Community-Oriented Policing 3/0 (3)

The student will identify concepts of community relations through an interdisciplinary survey of problems in the field of police and community relations, emphasizing police administration responsibilities as well as the police role in community tensions and conflicts.

LAWF 2723 - Introduction to Corrections 3/0 (3)

This course will include an overview of correctional processes, methods and systems, including services available at local, state, and federal levels; a historical view of corrections and evolution of correctional philosophy; and a study of the prison community including inmate rules and codes, disciplinary problems and laws governing such institutions. *IAI: CRJ 911 Criminal Justice.*

LAWF 2733 - Private Security 3/0 (3)

This course will cover the scope, purpose, and function of private security, methods and systems of loss prevention, relationship with and contrast to local law enforcement systems, criminal and civil laws and responsibilities, fire safety, and weapons instruction and range use. Upon completion of the course, the student will be eligible for certification from the state of Illinois.

Data Processing

Data Processing program course descriptions are listed under Computer Science. See Pages 130-131.

Drafting

Drafting course descriptions are listed under Computer-Aided Drafting. See Page 128-129.

Economics

ECON 1553 - Principles of Macroeconomics 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. Students will study the nature and method of macroeconomics and the fundamental operations of the American economy, interpret national income information and study forces which determine levels of production and employment. Students also will study monetary and fiscal controls and the impact of government on the U.S. economy. *AAS: Social and behavioral science elective. IAI: S3 901 Social and behavioral science.*

ECON 1563 - Principles of Microeconomics 3/0 (3)

The student will study the factors that determine the structure of resource and product markets and basic microeconomic theories used to determine the level of price and output in the product and resource markets under the various market structures. Selected contemporary economic problems also will be explored. AAS: Social and behavioral science elective. *IAI: S3 902 Social and behavioral science.*

Education

EDUC 1713 - Introduction to Public Education 3/0 (3)

The student shall be able to identify and explain characteristics of the organization and administration of American public education – federal, state, county, and local. He or she also will analyze American education in its legal and financial aspects, identify current issues, and study developments and responsibilities of membership in the teaching profession.

EDUC 1763 - Technology in Education 3/0 (3)

This course is designed to introduce current and future educators and trainers to the use of instructional technologies. Students will be exposed to a wide variety of teaching tools that can be incorporated into the classroom.

EDUC 1773 - Online Teaching (Based on demand) 3/0 (3)

This course is designed to introduce current and future educators and trainers to methods and practices employed in online teaching and training.

EDUC 1833 – Students with Disabilities 3/0 (3)

Prerequisite: ENGL 1413. This is a survey course which presents the historical, philosophical and legal foundations of special education. An overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities is also included. Completion of a clinical observation component is required.

EDUC 2513 - Diversity in Schools 3/0 (3)

Prerequisite: ENGL 1413. This course provides a theoretical and empirical overview of public school issues affecting minorities

and immigrants. Students will analyze historical trends regarding groups including – but not limited to – Native Americans, Asians, Latinos, African-Americans, the working class, women, homosexuals, and individuals with disabilities.

EDUC 2533 - Foundations of Reading 3/0 (3)

This course is designed for education students who need a foundations course in the teaching of reading. The primary goals of the course will be to identify, discuss, and reflect upon effective research-based reading practices. Particular emphasis will be placed on reading principles, procedures, methods, techniques, current practices, and institutional materials. This course is designed to introduce student to multiple perspectives of reading instruction representing a comprehensive and balanced viewpoint in teaching reading.

EDUC 2613 - Educational Psychology 3/0 (3)

Prerequisite: PSYC 1813. The student will define, explain, demonstrate, and discuss those psychological principles and concepts underlying the causes of human behavior. He or she will become familiar with, evaluate, and demonstrate some of the varied traditional and current psychological principles underlying teaching methods and will study and understand significant environmental and inner forces which influence student behavior. He or she will utilize these principles in promoting an environment which permits optimum learning and the emergence of socialized behavior.

Electricity/Electronics

ELTR 1024 - Basic Circuit Analysis 2.5/3 (4)

Prerequisites: ELTR 1064 and one year of high school algebra or equivalent. This course is the second of two which will lay the foundation for all levels of study in the electricity/electronics field. It is designed to utilize a lecture/lab format to cover basic concepts of alternating current (AC) circuits. It is a continuation of ELTR 1064 - Fundamentals of Electricity. Such topics as fundamental sine-wave analysis and measurement, electromagnetics, 60 Hz AC power, inductance, capacitance, reactive circuits, impedance, resonance, filters, and power supplies will be discussed. Basic components and related equipment must be purchased by the student.

ELTR 1034 - Fluid Power 2.5/3 (4)

This course surveys the basics of Fluid Power as it applies to both hydraulic and pneumatic systems. The operation and use of components associated with these systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, compressors, cylinders, pumps, filters, and other components in pneumatic and hydraulic systems.

ELTR 1044 - Semiconductor Electronics 2.5/3 (4)

Prerequisite: ELTR 1024 or concurrent enrollment. The student will identify the materials used in semiconductors. He or she will demonstrate an understanding by explaining how electrons and holes flow in semiconductors. He or she also will describe basic amplifier configurations, explain how to bias amplifier configurations, and calculate the gain and stability for bipolar and unipolar devices. Basic components must be purchased by the student.

ELTR 1064 - Fundamentals of Electricity 2.5/3 (4)

This is an elementary course designed to introduce basic electrical and electronic circuits, devices, and concepts found in residential, commercial, and/or industrial electrical and electronic systems. Laboratory exercises will include electrical and electronic connections, tool identification demonstrations, instrument usage and D.C. circuits. Lectures will cover basic electrical and electronic theory, OHM's law, conductors, electrical safety, rotating machinery and semiconductor devices. Basic components must be purchased by the student.

ELTR 1114 - Digital Fundamentals 2.5/3 (4)

Prerequisite: One year high school algebra or equivalent. The student will employ Boolean Algebra, binary number system, and karnaugh mapping to solve logic problems. He or she will use the connections of the flip-flops, AND gates, OR gates, NAND gates, and NOR gates to form logic circuits. Basic components and a scientific calculator must be purchased by the student.

ELTR 1174 - National Electric Code & Wiring Methods 2.5/3 (4)

Prerequisite: ELTR 1064 or consent of instructor. The student will learn to read and interpret the National Electric Code text, electrical residential blueprints, wiring diagrams, and layouts. Students will wire many different residential and commercial circuits in accordance with the National Electric Code and local ordinance. Basic tools must be supplied by the student.

ELTR 1223 - Survey of Renewable Energy 3/0 (3)

Prerequisites: Basic computer skills for word processing, performing internet searches, sending and receiving e-mail; basic math skills; and ability to use a calculator. This course explores current environmental, social, and technological issues that are driving interest in – and spreading the use of – renewable energy technology. From this background foundation, basic concepts of energy will be explored and explained, then spring-boarding into a general examination of energy conservation, and all the common modes of energy "generation" from renewable sources, including: Solar-Thermal; Solar-Photovoltaic; Wind Energy; Hydro-Power; and others. In addition, topics such as alternative means of space heating, water heating, and alternative transportation technologies will be explored.

ELTR 1402 - Industrial Safety 2/0 (2)

This course focuses on OSHA workplace safety requirements, and instills proper safety practices and procedures for working in an industrial or construction environment. The proper use of tools and equipment also will be discussed with an emphasis on their safe use.

ELTR 1423 - Electrical/Electronic Drafting 2/2 (3)

Students will draw, read, and interpret various types of diagrams and drawings used to represent electrical and electronic circuitry. Topics include board-drafting fundamentals; digital logic diagrams; relay and ladder logic diagrams; wiring diagrams; residential wiring; schematic symbols and diagrams; and printed circuit board artwork. Students will work manually on a drafting table and will engage in computer-aided drafting and computer simulation of various electrical and electronic circuits. Emphasis will be placed on developing the student's ability to correctly understand and interpret electrical and electronic drawings and diagrams. All students will complete a project which involves drafting a proper schematic diagram, creating printed circuit board artwork, fabricating a printed circuit board, and assembling a working electronic circuit. Lab assignments require basic drafting tools.

ELTR 2074 - DC & AC Rotating Machines 2.5/3 (4)

Prerequisite: ELTR 1064. This course will provide the student with a basic understanding of the operation and characteristics of various electric generators, alternators, motors, drive-train components, electronic motor drives, and simple motion control systems. Students will install and operate various kinds of motors, testing them for speed, torque, and efficiency. Basic motor-circuit troubleshooting will be emphasized. This course also explores pulse-width modulated motor-speed control, stepper motors, and servo motors and control systems. Motor and generator related projects may be employed as time permits.

ELTR 2162 - Selected Studies I
(Based on demand) 1.5/1 (2)

Prerequisites: ELTR 1044 or equivalent and consent of instructor. Students will investigate the characteristics and operation of individual electronic devices and/or systems. This may include lasers, fiber optics, phase-locked-loops, active filers, microprocessors, microcomputer hardware and software, and others. A formal paper will be required upon completion of this course.

ELTR 2172 - Selected Studies II
(Based on demand) 1.5/1 (2)

Prerequisites: ELTR 2162 and consent of instructor. This course is a continuation of ELTR 2162 - Selected Studies I.

ELTR 2182 - Special Projects I
(Based on demand) 1.5/1 (2)

Prerequisites: ELTR 1044 or equivalent and consent of instructor. Students will investigate the characteristics and operation of electronic devices and/or systems. Students will construct a personally funded project. The project along with a formal paper will be required upon completion of this course.

ELTR 2192 - Special Projects II
(Based on demand) 1.5/1 (2)

Prerequisites: ELTR 2182 and consent of instructor. This course is a continuation of ELTR 2182 - Special Projects I.

ELTR 2302 - Electronics/Electrical Internship
(By student request) 0/10 (2)

Prerequisites: Successful completion of a minimum of 30 credit hours of ELTR courses and approval of the program coordinator. Students will apply electronic knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be kept, and a summary paper will be required upon completion of the experience.

ELTR 2314 - Intro to Solar-Thermal Technology 2.5/3 (4)

Prerequisites: ELTR 1223 and ELTR 1064. This course explores the use of Solar-Thermal technology for space heating and water heating. Students will be given theory and hands-on lab experience, sizing, installing and maintaining solar-thermal heating systems. Basic hand tools must be supplied by the students. An overall goal of this course is to prepare the student for the NABCEP Solar-Thermal pre-certification exam.

ELTR 2324 - Intro to Small-Wind Energy Tech 2.5/3 (4)

Prerequisites: ELTR 1223, ELTR 1064, and ELTR 1174. This course explores the design, installation and use of Small-Wind Electrical Generator Systems for consumer and commercial applications. Students will be given theory and hands-on lab experience, sizing, installing and maintaining small-wind electrical generating systems. Basic hand tools must be supplied by the students. An overall goal of this course is to prepare the student for the NABCEP Small-Wind pre-certification exam.

ELTR 2334 - Intro to Solar-Photovoltaic Tech 2.5/3 (4)

Prerequisites: ELTR 1223, ELTR 1064, and ELTR 1174. This course explores the design, installation and use of Solar-Photovoltaic power systems for consumer and commercial applications. Students will be given theory and hands-on lab experience, sizing, installing and maintaining solar-photovoltaic electrical generating systems. Basic hand tools must be supplied by the students. An overall goal of this course is to prepare the student for the NABCEP solar-photovoltaic pre-certification exam; see NABCEP Task Analysis: http://tiny.cc/qp1b5.

ELTR 2414 - Industrial Motor Control 2.5/3 (4)

Prerequisite: ELTR 1064. The purpose and function of AC and DC motor controls are covered in this course. By using motor control symbols and line diagrams, students will install and troubleshoot various industrial control circuits found in a modern industrial setting. Basic tools must be supplied by the student.

ELTR 2444 - Industrial Programmable Controllers
& Robotics 2.5/3 (4)

Prerequisite: ELTR 2414. This course is designed for users of industrial programmable controllers who want to become familiar with basic programming skills and for electricians and technicians responsible for the programming and operation of a programmable controller. The course is structured for maximum hands-on programming as well as program development and debugging time. Lecture topics include PC terminology, system hardware, input/output modules, CRT, chassis and power supply, and other peripheral devices. Students taking this course should be familiar with relay logic and motor control diagrams and ladder diagrams and have a working knowledge of all industrial electrical control symbols.

ELTR 2454 - Industrial Instrumentation 2.5/3 (4)

Prerequisite: PSCI 1514. This course gives students the basic understanding of pressure, level, temperature, flow and analytical instrumentation. Sensors, transmitters, recorders, controllers, their selection, calibration, installation, repair and troubleshooting will be explored. Position measurement sensors and their applications also will be covered. Control systems documentation including piping and instrumentation diagrams and loop diagrams will be taught. Instrumentation and process control systems safety aspects will be emphasized. The student will set up and operate various process control instruments and analyze their performance. (Pending approval.)

ELTR 2464 - Process Control 2.5/3 (4)

Prerequisite: ELTR 2454. This course gives students the basic understanding of process control and elements of feedback control loop. Control valves, their selection, calibration, installation, and repair will be explored. Various control strategies including on-off, proportional (P), proportional-integral (PI), and proportional-integral-derivative (PID) will be covered. Different methods of controller tuning will be practiced. Advanced control strategies such as cascade, ratio and feedforward also will be covered. Methods of signal transmission in process control loops will be taught. Students will set up and operate various process control loops and analyze their performance. All laboratory experiments including control loops configuration, controllers

tuning, process graphics (HMI) design, and loops operation, will be conducted using Rockwell PlantPAx Process Automation System and CompactLogix controllers. (Pending approval.)

ELTR 2474 - Advanced Programmable Controllers **2.5/3 (4)**

Prerequisite: ELTR 2444. This course will provide students with an understanding of the operation and development of tag-based industrial programmable controllers, HMI development, and industrial networking system design and implementation. Students will build an industrial network connecting many different components. Students will program standard industrial equipment and will develop process graphics to control and monitor the equipment. (Pending approval.)

ELTR 2472 - In-Plant Training (By student request) **0/10 (2)**

Two credit hours will be granted to a student for 2,000 hours of work experience. The student must be enrolled in the Industrial Electrical Technology program and be or have been employed in the electrical field. Written verification from the employer must be provided to the division chairperson. The student will prepare a paper documenting the various skills and professional benefits obtained from his or her experiences during the 2,000 hours. This paper will describe duties performed, equipment operation training, various job sites, any skilled performance tests taken, any training or instruction given, and all electrical installations made. This paper will be evaluated by the department staff.

Emergency Medical Technician (EMT)

Emergency Medical Technician program course descriptions are listed under Paramedic. See Pages 150-151.

Engineering

ENGR 1513 - Engineering Graphics **1.5/4.5 (3)**

Prerequisite: One year of high school geometry or MATH 1453. The student will be introduced to projection theory and use it in the solution of problems involving the size, shape, and position of common geometrical entities such as lines and su faces. The student will produce orthographic, pictorial, and sectional views of objects and prepare elementary working drawings from given dimensions. Sketching and lettering skills also will be developed. Computer-aided drafting will be used. *IAI: EGR 941 Engineering.*

ENGR 1613 - Statics **3/0 (3)**

Prerequisites: PHYS 2614 and MATH 2515. The student will apply a knowledge of mathematics and basic physics principles to the solution of equilibrium problems in two and three dimensions. After learning to identify forces and reduce them to equivalent systems, the student will use vector algebra in the solution of problems involving forces acting on rigid bodies, structures, and machines. In addition, methods of calculus will be used to locate centroids. *IAI: EGR 942 Engineering.*

ENGR 1623 - Dynamics **3/0 (3)**

Prerequisite: ENGR 1613. The student will apply a knowledge of calculus and basic physical principles to the solution of problems in kinematics and kinetics. The concepts of motion, force, work, energy, impulse, and momentum will be used to solve two- and three-dimensional problems involving the dynamics of particles and rigid bodies. *IAI: EGR 943 Engineering.*

ENGR 1714 - Statics & Dynamics (Based on demand) **4/0 (4)**

Prerequisites: PHYS 2614 and MATH 2515. This course includes an analysis of force systems; equilibrium of two and three dimensional systems; trusses, frames, and friction; and introduces the principle of virtual work. The course also introduces the elements of vector calculus as applied to mechanics; treats the kinematics of three-dimensional motion of a particle and of a rigid body; considers motion relative to translating and rotating reference frames; and treats the kinetics of particles and rigid bodies by using principles involving force, mass and acceleration, work and energy, and impulse and momentum.

ENGR 2613 - Electrical Circuits & Networks **3/0 (3)**

Prerequisites: MATH 2535 and PHYS 2624. This course studies the concepts of electricity and magnetism including circuit variables (units, voltage, inductance, power, and energy); circuit elements (R, L, C, and operational amplifiers); simple resistive circuits; circuit analysis (node-voltage, mesh-current, equivalents, and superimposition); transient analysis; and sinusoidal steady state (analysis and power). *IAI: EGR 931 Engineering.*

English/Writing

WRIT 0911 - Basic Sentence Patterns **(1)**

The student will work with basic sentence patterns. During the course, the student will focus on subject-verb agreement, verb tenses, and parts of speech. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

WRIT 0921 - Clauses & Phrases **(1)**

The student will learn to join ideas together using coordination and subordination. During the course, the student will study compound sentences, subordinate and relative clauses, participles, and appositives. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

WRIT 0931 - Sentence Fragments **(1)**

The student will learn to identify and correct sentence fragments and run-ons. During the course, the student will learn to eliminate sentence fragments and run-ons from his/her own writing. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

WRIT 0941 - Paragraph Development **(1)**

The student will learn to write unified, detailed, coherent paragraphs by learning to make a point; focus on the point; support it with evidence; and organize and connect the evidence within the paragraph. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

WRIT 0951 - Writing Exercises (1)

The student will refine paragraph development skills and learn to effectively connect related paragraphs in theme development or short writings. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

WRIT 0983 - Preparation for College Writing I (3)

Prerequisite: Appropriate assessment score. The student will study basic sentence patterns, review subject-verb agreement and parts of speech, and correct fragments and run-ons. The student will practice these skills by writing paragraphs. Emphasis is on the development of writing skills appropriate for college work. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

WRIT 0993 - Preparation for College Writing II (3)

Prerequisite: Appropriate assessment score or a grade of C or better in WRIT 0983. The student will study how to organize and connect his or her thoughts into fully developed paragraphs and short multi-paragraph themes, how to vary sentences, and how to combine sentences. Mechanics are reviewed. Emphasis is on the development of writing skills appropriate for college work. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

ENGL 1413 - Fundamentals of Writing 3/0 (3)

Prerequisite: Appropriate assessment score or a grade of C or better in WRIT 0993. The student will develop an awareness and mastery of the writing process, including strategies for invention, organization, revision, and editing. The student will develop critical skills in reading, thinking and writing, and will be introduced to research writing and documentation. Some sections of this course are taught in a computer lab; computer literacy skills are recommended. *AAS: Communications elective.*

ENGL 1613 - English I 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. The student will master the writing process, including strategies for invention, organization, revision, and editing. The student will develop critical skills in reading, thinking, and writing. Writing assignments will emphasize analysis and argument and the student will master research writing and documentation. All formal essays will require research. *AAS: Communications elective. IAI: C1 900 Communications.*

ENGL 1623 – English II 3/0 (3)

Prerequisite: ENGL 1613 with a grade of C or better; or appropriate assessment score; or consent of instructor. The student will continue to develop the writing skills acquired in ENGL 1613. Writing assignments will stress rhetorical analysis and argument. Students will produce works demonstrating applied research techniques, depth of insight, and use of collaborative techniques. This course is intended to help students prepare for upper-division course work. To receive credit toward the IAI General Education Core Requirements, this course must be completed with a C or better. *AAS: Communications elective IAI: C1 901R Communications.*

ENGL 1713 - Introduction to Poetry 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better, or consent of instructor. The student will explore poetry for various criteria including language, style, imagery, form, rhythm, and sound. Both classical and modern poetry will be studied. Students will engage in writing exercises as an opportunity to develop their own poetry. Evaluation will be based on class participation, essays, individual assignments and a final exam. *AAS: Humanities elective. IAI: H3 903 Humanities.*

ENGL 1723 - Introduction to Film Study 3/0 (3)

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. This course explores the world of film, emphasizing aesthetics, film theory, and critical analysis. Students will examine film as a medium for communication, as an art form, and as a form of entertainment. *IAI: F2 908 Fine Arts.*

ENGL 1743 – Introduction to Literature 3/0 (3)

Prerequisite: ENGL 1413. The student will be exposed to a variety of literary forms and periods. Assignments will stress the analysis of literary texts through various critical perspectives. *IAI: H3 900 Humanities.*

ENGL 1853 - Introduction to Shakespeare 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. The student will study Elizabethan/Jacobean theatre, ideas, culture, and politics as context and influence on William Shakespeare's writing. Through detailed examination of specific plays and sonnets, students will apply theories of modern criticism and debate interpretations in order to enhance their understanding of the human condition. Evaluation is based on reading the assigned literature and responding to it through study guides, discussion, formal essays, and exams. *AAS: Humanities elective. IAI: H3 905 Humanities.*

ENGL 2553 – Children's Literature 3/0 (3)

Prerequisite: ENGL 1413. This course introduces a wide variety of children's literature with a focus toward development of personal critical judgment and skill in analysis of these works as literary and artistic forms. Texts will be chosen which give students a broad knowledge of children's literature and an understanding of the historical development of the genre. Specific areas that may be examined include fairy tales, fantasy, adventure stories, animal stories, domestic family fiction, realism, illustration, and book series.

ENGL 2613 - Ancient & Medieval World Literature 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better; or consent of instructor. The student will be introduced to literature of the Ancient Mediterranean, the Early and Middle periods of South Asia and East Asia, the Early and Classical Middle East, Early Africa, Early Modern Europe, and the Early Americas from the beginning of oral and written literature to the 1600s. The student will demonstrate orally and in writing the interrelationships of social history, culture, geography, literature, and the other arts. *AAS: Humanities elective. IAI: H3 906 Humanities.*

ENGL 2623 - Modern World Literature 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better; or consent of instructor. The student will be introduced to the literature of South Asia and East Asia, the Middle East, Europe, the Americas, Africa, and Australia and New Zealand from the 1700s to the present. The student will demonstrate orally and in writing the interrela-

tionship of social history, culture, geography, literature, and the other arts. *AAS: Humanities elective. IAI: H3 907 Humanities.*

ENGL 2723 - American Literature Up to 1864 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better; or consent of instructor. The student will be introduced to American literature from its beginnings to 1865. This course focuses on the interrelationship of social history and American writers and texts. *AAS: Humanities elective. IAI: H3 914 Humanities. (pending approval)*

ENGL 2733 - American Literature from 1865 to Present 3/0 (3)

Prerequisite: ENGL 1413 with a grade of C or better; or consent of instructor. The student will be introduced to American literature from 1865 to the present. This course focuses on the interrelationship of social history and American writers and texts. *AAS: Humanities elective. IAI: H3 915 Humanities.*

ENGL 2813 - Creative Writing 3/0 (3)

The student will sharpen his or her perceptions and ability to express them creatively. Published and peer examples of poetry, short fiction, and drama will be read and analyzed in a workshop format. The student will compose radio and television scripts, several short stories, and eight to 12 poems in various poetic forms. Competency in English grammar and mechanics is a requirement. *AAS: Humanities elective.*

French

French classes are taken at Olivet Nazarene University.

FREN 1514 - Elementary French 4/0 (4)

See FREN 101 in Olivet catalog.

FREN 1524 - Intermediate French 4/0 (4)

See FREN 102 in Olivet catalog.

FREN 2535 - Intermediate French II 5/0 (5)

See FREN 301 in Olivet catalog.

FREN 2625 - French Culture 3/0 (3)

See FREN 302 in Olivet catalog.

Geography

GEOG 1513 - World Regional Geography 3/0 (3)

Prerequisite: Appropriate assessment score or consent of instructor. This course studies major regions of the world, focusing on the relationship of humans with their environment, the movement of people and goods, and the ways regions are formed and undergo change. *AAS: Social and behavioral science elective. IAI: S4 900N Social and behavioral science.*

Health

HLTH 1224 - Medical Assistant Administrative Procedures 2.5/3 (4)

Prerequisites: COSC 1513, BSNS 2311, HLTH 1312, and HLTH 1372. This course is designed to provide theoretical and practical applications for performing administrative and general procedures in the medical office/clinic setting. Topics include—but are not limited to—professionalism; administrative duties; office work; communication with members of the health care team and patients; interacting with patients; financial functions and responsibilities; legal and ethical boundaries; and safety practices. This course will identify critical job functions and tasks needed by the medical assistant to deliver appropriate, high quality healthcare. This course includes observation and performance of administrative procedures in a laboratory setting.

HLTH 1243 - Medical Assistant Laboratory Procedures 2/2 (3)

Prerequisites: BIOL 1554 within five years, HLTH 1312, and HLTH 1372. This course provides the student with both the theory and practical applications of the laboratory procedures in medical assisting with an emphasis on performing CLIA-approved point of care testing in urinalysis, hematology, chemistry, immunology and microbiology. Non-waived testing may be performed as exercises. Topics include specimen processing, record keeping, laboratory infection control, quality assessment, quality control and normal ranges of tests performed. This course includes observation and performance of procedures in a laboratory setting.

HLTH 1312 - Medical Terminology 2/0 (2)

This course is designed to give both allied health professionals and health consumers a working knowledge of medical vocabulary. The course offers a systematic study of medical words that relate to body systems, anatomical structures, medical processes and procedures, and a variety of diseases that afflict the human body.

HLTH 1343 - Basic ICD-9-CM 3/0 (3)

Prerequisites: HLTH 1312. This course introduces the theory and structure of the International Classification of Disease - 9 Clinical Modification (ICD-9-CM). Through the use of course materials, the student will become proficient at identifying and accurately assigning ICD-9-CM codes to health records.

HLTH 1353 - Basic CPT Coding 3/0 (3)

Prerequisites: HLTH 1312. This course introduces the theory and structure of Current Procedural Terminology (CPT) coding. Through course exercises and materials, the student will become proficient at identifying and accurately assigning CPT codes to health records.

HLTH 1363 - Insurance Procedures 3/0 (3)

Prerequisites: HLTH 1312, HLTH 1343, and HLTH 1353 (HLTH 1343 and HLTH 1353 may be taken concurrently). This course introduces the basics of medical insurance and reimbursement procedures. Students will become familiar with types of insurance and coverage as well as electronic claims processing and will receive an overview of coding systems and reimbursement processing.

HLTH 1372 - Ethical & Legal Issues 2/0 (2)

This course will examine legal and ethical issues related to the health care field. An emphasis will be placed on federal and state health care legislation and regulations. HIPAA (Health Insurance Portability and Accountability Act) rules and regulations and their influence on the health care field will be discussed. Legal cases affecting health care will be analyzed. An ethical decision making framework to solve ethical problems encountered in the health care field will be utilized.

HLTH 1404 - Phlebotomy Techniques 3/2 (4)

Prerequisite: High school diploma or GED. This is a four-credit-hour course which consists of lecture and laboratory practice in the proper collection of laboratory specimens. The lecture and lab sessions include terminology, anatomy and physiology appropriate to phlebotomy, phlebotomy techniques, electrocardiography, safety, quality control, attitudes, and professionalism. It provides proper job skills for effective functioning as part of the medical lab team and includes instruction, demonstration, and clinical practice of blood collection, and communication techniques consistent with standards of competency.

HLTH 1412 - Phlebotomy Techniques Practicum 0/8 (2)

Prerequisite: HLTH 1404 with a grade of C or better or consent of instructor. HLTH 1412 cannot be taken more than 13 months after completing HLTH 1404, or MEDT 1043. This course consists of 100 hours of clinical rotation practice at an affiliate hospital or clinic. This supervised training will emphasize competency in blood collection, specimen handling and processing, safety, quality control, communication skills, attitude, and professionalism for effective functioning as part of the medical lab team. Upon completion of the clinical rotation, students will be eligible to take the Phlebotomy certification exam offered by certifying agencies. Each student in this course must have a physical exam, criminal background check with no disqualifying convictions and a negative drug screen. Physical exam forms are available in Student Services.

HLTH 1492 - Coding Practicum 0.5/3 (2)

Prerequisites: HLTH 1343, HLTH 1353, HLTH 1363, and HLTH 1372. This course will provide students with experience performing coding and billing by completing case studies in a simulated medical office setting. Students will gain experience in coding procedures and diagnoses, filing insurance claims, troubleshooting rejected claims, catching common coding errors, evaluating compliance with HIPAA (Health Insurance Portability and Accountability Act), and keeping the policy manual up to date. Select medical office procedures also will be emphasized.

HLTH 1513 - Nutrition 3/0 (3)

This course will introduce the student to concepts and principles of normal nutrition. Students will examine the functions of nutritional components, digestion, metabolism, and energy requirements. Nutritional requirements and the relationship between health and nutrition throughout the life cycle will be studied. An emphasis will be placed on the practical application of nutritional concepts in everyday life. Course may transfer as health or other elective. Consult advisor.

HLTH 2102 - Intravenous Therapy for Nurses 1.5/1 (2)

Prerequisite: Current Illinois LPN or RN license. This course is designed to provide the RN or LPN with the knowledge and skills to perform beginning IV therapy tasks. Students will receive classroom preparation, clinical lab practice, and supervised administration of IV therapy in the acute care setting. Starting IV therapy, troubleshooting, and medication administration will be included.

History

HIST 1513 - History of Western Civilization to 1648 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better or consent of instructor. This course traces the development of Western civilization from ancient times to the religious wars of the 17th century. It focuses on the rise of civilizations in the Middle East, the influence of classical Greece and Rome, the rise and spread of Christianity and Islam, European society in the Middle Ages, the Renaissance, and the causes and effects of the Protestant and Catholic Reformations. *AAS: Humanities elective. IAI: H2 901 Humanities.*

HIST 1533 - History of Western Civilization 1648 to the Present 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better or consent of instructor. This course traces the development of Western Civilization from the birth of the European state system in the mid-17th century to the present. It will focus on the development of constitutionalism and absolutism; the impacts of the Atlantic economy and the Enlightenment; the French Revolution and the Napoleonic period; new political ideologies such as liberalism, nationalism, and socialism; the Industrial Revolution; the global causes and effects of European imperialism, World Wars, and the Cold War; the rise of totalitarian dictatorships; and the post-Cold War world. *AAS: Humanities elective. IAI: H2 902 Humanities.*

HIST 1534 - History of Western Civilization through Independent Study & Travel 1/9 (4)

Prerequisite: Consent of instructor. Students will travel through various foreign countries for an in-depth study of each specific country's contributions to Western civilization. The course work involves attendance at orientation sessions, independent study for the educational tour, a formal writing assignment, and participation in the foreign country tour. This course may be repeated twice for credit. *AAS: Humanities elective.*

HIST 1643 - Middle East History 600 to Present 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better or consent of instructor. This course covers the history of the Middle East after the birth of Islam, with emphasis on developments after 1800. It will focus on the beginnings and spread of Islam, civilization during the Islamic caliphates and empires, responses to increasing European involvement in the region, the effects of World War I, the possibilities and problems for newly independent Middle Eastern states after the World Wars up to the present, the founding of Israel, subsequent Arab-Israeli conflicts, and the roots and importance of Islamic terrorism. *AAS: Humanities elective. IAI: H2 903N.*

HIST 1823 - African-American History 3/0 (3)

This course examines the social, political, and cultural history of African Americans. The course covers the development of West African slave trading, middle passage, life under slavery, abolition, the Civil War, Reconstruction, the era of Jim Crow, the 20th century civil rights movements, and discrimination. A formal paper is required in this course. *AAS: Social and behavioral science elective.*

HIST 1913 - Illinois History 3/0 (3)

This course is a survey of the history of Illinois from its early Native American history to the present. Emphasis will be on the political, social, economic, and cultural forces that have shaped the state's past. *AAS: Social and behavioral science elective.*

HIST 2513 - History of the United States to 1877 3/0 (3)

Prerequisite: Appropriate assessment score or consent of instructor. A survey of the history of the United States from the cultures

present when Europeans arrived in the late 15th century through the Civil War and Reconstruction. Emphasis is placed on political as well as economic, cultural, and social forces which have shaped the American past. This course satisfies the U.S. Constitution requirement for graduation. *AAS: Social and behavioral science elective. IAI: S2 900 Social and behavioral science.*

HIST 2523 - History of the United States from 1877 to Present 3/0 (3)

Prerequisite: Appropriate assessment score or consent of instructor. A survey of the history of the United States from the late 1870s to the present. Emphasis is placed on political as well as economic, cultural, and social forces which have shaped the American past. *AAS: Social and behavioral science elective. IAI: S2 901 Social and behavioral science.*

HIST 2533 - Latin American History (Independence to Present) 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. This course will survey the growth and development of Central and South American countries from the early 19th century to the present. Special emphasis will be placed on the relationship between these Latin American countries and the United States of America. A formal paper is required in this course. This course satisfies the non-Western studies requirement for education majors. *AAS: Social and behavioral science elective. IAI: S2 911N Social and behavioral science.*

Horticulture

HORT 1014 – Fundamentals of Horticulture 3/2 (4)

The purpose of this course is to 1) introduce the student to the employment options in the horticulture industry; 2) develop the student's ability to apply the biological concepts of plant structure and function to horticulture practices; 3) develop the student's use of horticulture terminology; and 4) have the student perform basic horticultural tasks.

HORT 1023 – Plant Propagation 2/2 (3)

This course introduces students to the basic principles, techniques, and facilities used in the propagation of horticultural plants. Students will learn to effectively and efficiently propagate plants using seeds and vegetative organs, discriminate among the various major methods of plant propagation, devise propagation plans for various horticultural plants, and apply practical plant propagation knowledge to real world settings.

HORT 1124 – Horticulture Mechanics 2/4 (4)

Major topics in this course will be basic shop procedures, preventive maintenance on engines and equipment, basic principles of engine and equipment operation, systems problem troubleshooting, and mower maintenance. Other topics will relate to irrigation systems, such as concepts, equipment, design, troubleshooting and repair. Emphasis will be on residential design systems. Golf course systems will be introduced.

HORT 1133 – Plant Diseases & Insects 3/0 (3)

The purpose of this course is to develop the student's ability to: 1) analyze and diagnose landscape plant health problems; 2) prescribe treatment alternatives; 3) apply pesticides properly and safely; and 4) pass the Illinois Pesticide Operators/Applicators exam.

HORT 1144 – Landscape Plants 2.5/3 (4)

The purpose of this course is for the student to be able to identify characteristics of evergreen plants, ground covers and vines for landscaping. Emphasis is placed on their culture, use, and aesthetic value. The identification, selection, use and maintenance of deciduous trees and shrubs is also emphasized.

HORT 1154 – Landscape Layout & Design 2/4 (4)

The purpose of this course is to: 1) develop a knowledge of the materials used in landscape construction; 2) develop an understanding of the selection criteria for common construction materials; 3) develop the ability to estimate the quantity of construction materials required for construction; 4) develop the ability to estimate the cost of landscape construction projects; 5) learn and practice basic construction techniques; and 6) learn and demonstrate appropriate safety practices.

HORT 1173 – Greenhouse Operations 2/2 (3)

The purpose of this course is to provide information needed for basic greenhouse production including study of the principles and practices used by commercial growers in production of bulbs, cut flowers, and potted plants. Environmental and nutritional factors are emphasized along with concentration on flowering potted plants production.

HORT 1234 – Turf Management 2/4 (4)

The purpose of this course is to have students apply irrigation principles, maintain golf tees, traps, greens and fairways on golf courses. Students will also learn about maintenance of high and low intensity use turf including scheduling and equipment. Selection of fertilizers, pesticides and turf grass varieties will be emphasized.

HORT 1514 – Introduction to Horticulture Science 3/2 (4)

This course is an introduction to principles and practices in the development, production, and use of horticultural crops including fruits, vegetables, greenhouse, turf, nursery, floral and landscape. It includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries. This course is not part of the Horticulture Technology program or certificate. *IAI: AG 905 Agriculture.*

HORT 2423 – Horticulture Internship Experience 1/15 (3)

Prerequisite: Successful completion of 14 credit hours of Horticulture courses, which can include AGRC 1254. The student will apply his/her knowledge in the horticulture career field by working a minimum of 240 hours at a cooperating business under the supervision of a training sponsor and the program coordinator.

Humanities

HUMS 1513 - Introduction to Humanities 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. This interdisciplinary course is designed to provide the student with experiences from major genres in the humanities with special focus on the visual and performing arts. Extensive use is made of multimedia resources and includes reading, writing, and participation in specific discipline areas. *AAS: Humanities elective. IAI: HF 900 Interdisciplinary Humanities/Fine Arts.*

HUMS 1534 - International Studies in the Humanities (Based on demand) 1/9 (4)

Students will travel to international/regional locations that may vary from year to year to study selected topics in the humanities. These topics may include the literature, language, performing arts, visual arts, or philosophy of the area. The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include – but are not limited to – field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of four credit hours can be used toward a degree or certificate.

HUMS 1712 - Leadership Development (Based on demand) 1 or 2/0 (1 or 2)

Students will develop leadership abilities through the use of theoretical and practical experiences. The course includes topics such as leadership and group dynamics, moral and ethical responsibilities of leadership, delegation of authority, conflict resolution, essential leadership skills, and productive leadership behavior.

HUMS 1813 - African-American Cultural Expression 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. Interdisciplinary study of art, architecture, music, literature, history, and philosophy reflecting the cultural identity of African-Americans.

HUMS 1833 - Hispanic/Latino Culture 3/0 (3)

Appropriate assessment score or completion of ENGL 1413. This interdisciplinary survey of Spanish and Latin-American life and institutions is intended as a background for literacy studies and a better understanding of Hispanic/Latino world contributions. A research project is required.

HUMS 2511 - Readings in Contemporary Issues (Based on demand) 1/0 (1)

This course is a seminar on a special topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, and art history).

HUMS 2613 – World Religions 3/0 (3)
(Formerly PHIL 2613)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. An introductory survey of selected teachings, practices and institutions of major Eastern and Western religions. May include the role of history; appreciation for forms of expression; and criticism of their origins, rituals and forms of religious knowledge and destiny. *AAS: Humanities elective. IAI: H5 904N Humanities.*

Journalism

JOUR 1653 - Introduction to Journalism (Based on demand) 3/0 (3)

The student will examine an overview of the historical development of journalism followed by study and practice which emphasizes the development of professional news gathering and writing. Students will study and write each of the following: news stories, sports stories, feature articles, book reviews, interviews, publicity releases and organizational newsletters.

JOUR 1673 - Introduction to Mass Communication 3/0 (3)

The student will examine the nature and impact of mass communication in our society including historical development and contemporary changes, functions and social responsibilities of media, ethical issues facing media, and freedom of the press. The course includes major media including newspapers, magazines, radio, television, and movies.

JOUR 1683 - Introduction to Radio Production 3/0 (3)

Prerequisite: ENGL 1413. This course will examine theory and operation of broadcast control room and studio equipment. It will focus on the basic planning and production techniques for radio programs, station promotions, commercials and public service announcements.

Law Enforcement

Law Enforcement program course descriptions are listed under Criminal Justice/Law Enforcement. See Pages 132-133.

Learning Resource Center

LRCS 1512 - Library & Information Literacy 1/2 (2)

Students will receive practical experience in using information, regardless of its format (print, subscription database, or Internet) or source (library or Internet). Core topics include: basic research skills in all formats; general organization of materials (classification and online catalog), going beyond keyword searches, critical evaluation of resources and bibliographic form. This is an eight-week course (online or independent study), and students should expect an average of six hours of coursework per week. This course may be taken under the Pass/Fail grading option, see Pages 170-171.

Machine Tool Technology

MCHN 1214 - Machine Tool I 2/4 (4)

The student will explain the proper procedures for layout methods, use of measuring tools, hand tool operation, tap and die work, drill press operation, use of offhand grinders, tool sharpening, and brand machining. The student then will demonstrate these procedures with practical applications in the machine tool laboratory. Basic tools must be supplied by the student.

MCHN 1224 - Machine Tool II 2/4 (4)

Prerequisite: MCHN 1214 or concurrent enrollment. The student will describe engine lathe types and construction, milling machine types and construction, lathe cutting tools, and milling cutters. He or she will explain proper procedures for maintenance of the lathe and milling machines, for lathe facing operations, for lathe speeds and feeds, for center drilling in the lathe, for drilling, reaming, and straight turning in the lathe, for milling speeds and fees, and for basic milling operations. The student will describe necessary safety precautions for machine tool operations. The student will describe necessary safety precautions for working with the lathe and milling machines and demonstrate these procedures and operations in practical applications in the machine tool laboratory.

HOLLIST

MCHN 1234 - Machine Tool III **2/4 (4)**

Prerequisite: MCHN 1224. The student will explain the proper procedures for grinding, boring, internal thread cutting, external thread cutting, tapping, taper turning, and honing on the lathe. He or she will describe the accepted procedures for advanced milling machine operations. The student then will demonstrate these procedures and operations in practical applications in the machine tool laboratory.

MCHN 1311 - Precision Measurement **.5/1 (1)**

This is a course designed to provide students with skills that are essential to a wide variety of industrial and technical trade areas. Topics include on-the-job applications of whole numbers, fractions, decimals, percents, measurement and operations with signed numbers.

MCHN 1432 - Millwright **2/2 (2)**

This is an introductory course covering information needed to become an entry level millwright. Upon completion, the student will have a basic understanding of industrial safety, proper use and application of millwright tools, installation and removal of seals, bearings, belts and chains, troubleshooting and repair of gear boxes, coupling alignment and identification, and application of bolts and fasteners.

MCHN 1442 - Rigging **2/0 (2)**

This course will familiarize the student with safe and accepted industry practices as applied to rigging, rigging equipment and maintenance of rigging equipment.

MCHN 1452 - Lubrication **2/0 (2)**

This course introduces the student to the theories of lubrication, lubricating oils, greases and solid lubricants, as well as the principles of lubrication, lubricating machine parts, lubrication storage, and safety while working with lubricants. Other topics will include lubricant application; history of lubricant application; centralized lubricating systems; and system components, conductors and connectors. Preventive and predictive maintenance also will be covered.

MCHN 2314 - Fundamentals of CNC Machining & Programming **2/4 (4)**

Prerequisites: MCHN 1224 and MATH 1123. The student will plan, G code program, and machine parts on a CNC machining center. The student will demonstrate the components of planning the machining of parts on a CNC milling machine, tool qualifications and definitions, safety set-up, proper use of preparatory commands, miscellaneous functions, incremental and absolute modes, tool path, and offset programming.

Marketing

MKTG 1253 - Sales & Customer Service **3/0 (3)**

The student will study and practice sales and customer service skills. He/she will be able to identify customer needs, communicate the selling points of a product, demonstrate the techniques of making a sale, and describe how to establish long-term relationships with clients by providing follow-up and customer service after the sale.

MKTG 1553 - Principles of Marketing **3/0 (3)**

The student will study basic marketing methods and practices including the functions of planning, pricing, promotion and distribution. Theoretical and practical learning exercises will be incorporated in the class.

MKTG 2063 - Fundamentals of Advertising **3/0 (3)**

The student will study advertising planning and strategy. Topics include marketing research, target marketing, copy, media, budget, and sales promotion strategy. Theoretical and practical learning exercises will be incorporated in the class.

Mathematics

MATH 0911 - Four Operations of Arithmetic (Based on demand) **(1)**

This course is designed to help the student add, subtract, multiply, and divide whole numbers in drill and application. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 0921 - Fractions & Decimals (Based on demand) **(1)**

This course is designed to help students add, subtract, multiply, and divide fractions and decimals. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 0931 - Percentages & Ratios (Based on demand) (1)

This course is designed to help students understand particular relationships expressed by numbers, specifically percentages and ratios. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 0961 - Introduction to Algebra (Based on demand) **(1)**

The student will be introduced to signed numbers, factoring, simple linear equations and inequalities, and exponential notations. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 0971 - Introduction to Geometry (Based on demand) **(1)**

The student will study the vocabulary of geometry, types of angles and triangles, simple closed figures, and the Pythagorean theorem. Applications will be included. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 0983 - Preparation for College Math I **(3)**

Prerequisite: Appropriate assessment score. The student will study arithmetic concepts, including the four operations of arithmetic, fractions, decimals, percentages, and applications. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 0993 - Preparation for College Math II **(3)**

Prerequisite: A grade of C or better in MATH 0983 or appropriate assessment score. The student will study basic statistics, measurements, metrics, plane geometry, integers and rational numbers. Includes an introduction to algebra. Computation

and applications will be stressed. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

MATH 1113 - Technical Mathematics I 3/0 (3)

Prerequisite: MATH 0993 with a grade of C or better or MATH 1213 with a grade of C or better or appropriate assessment score. This course concentrates on real number operations, measurements, plane and solid geometry, algebraic operations (including factoring, fractions, and exponents), linear functions, and inequalities (including their graphs). *AAS: Mathematics elective.*

MATH 1123 - Technical Mathematics II 3/0 (3)

Prerequisite: MATH 1113 with a grade of C or better; or grades of C or better in both MATH 1414 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Topics in algebra and trigonometry are developed and applied to basic problems in technology. Topics include expressions (polynomial, fractional, radical, and exponential), equations (linear, quadratic, and fractional), word problems, linear inequalities, systems of equations, functions, graphs, and right-triangle trigonometry. *AAS: Mathematics elective.*

MATH 1213 - Applied Arithmetic 3/0 (3)

Prerequisite: A grade of C or better in MATH 0983 or appropriate assessment score. The emphasis in this course is on developing skills for working with whole numbers, prime numbers and factoring, fractions, decimals, percents and applications, ratios and proportions, measurements, geometry, and an introduction to algebra. *AAS: Mathematics elective.*

MATH 1414 - Basic Algebra 4/0 (4)

Prerequisite: A grade of C or better in either MATH 0993 or MATH 1213 or appropriate assessment score. The set of whole numbers and its properties are described with the notation of algebra. The number concept is expanded to include the integers, rational numbers, and real numbers. Topics include sets, expressions, equations (linear, quadratic, and fractional), word problems, absolute value, integer exponents, polynomials, special products, factoring, complex fractions, and square root radicals. Skills for success in more advanced courses are emphasized; consequently, the student must have a strong working knowledge of arithmetic before entering this course. *AAS: Mathematics elective.*

MATH 1424 - Intermediate Algebra 4/0 (4)

Prerequisite: MATH 1414 with a grade of C or better or appropriate assessment score. Sets, real numbers, expressions (polynomial, fractional, exponential, and radical), equations (linear, absolute value, fractional, quadratic, and radical), factoring, and word problems are studied in detail. Inequalities (linear and absolute value), systems of equations, complex numbers, rational exponents, functions, and graphs are introduced. *AAS: Mathematics elective.*

MATH 1453 - Geometry 3/0 (3)

Prerequisite: MATH 1414 with a grade of C or better or appropriate assessment score. The student will use inductive, deductive, and indirect proofs in the study of plane and solid geometry, properties of congruence, similarity, ratio and proportion, area, perimeter, and volume of basic figures. *AAS: Mathematics elective.*

MATH 1613 - Mathematics for Elementary Teachers I 3/0 (3)

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Models for operations with whole numbers are developed and relationships between the operations are studied. Numeration systems and additional properties of whole numbers are explored, leading to the development of fractions and integers. In addition, calculators, elementary logic, and Polya's four-step process are used in problem solving. This course cannot be used to satisfy the math requirement for an associate degree.

MATH 1623 - Mathematics for Elementary Teachers II 3/0 (3)

Prerequisite: MATH 1613 with a grade of C or better; and appropriate assessment score or completion of ENGL 1413 with a grade of C or better. Introductory topics in statistics, probability, geometry (including shapes, congruence, relationships, constructions, and the Pythagorean theorem), and measurement are studied. This course may be used to satisfy one of the two mathematics requirements for an associate in science degree in Elementary Education. *IAI: M1 903 Mathematics.*

MATH 1704 - Contemporary Mathematics 4/0 (4)

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry) or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. This is a general education mathematics course that focuses on mathematical reasoning and solving real-life problems. Topics include counting techniques and probability, logic and set theory, the mathematics of finance, and statistics. Some of the topics may be substituted with geometry, graph theory, mathematical modeling, game theory, or linear programming. *AAS: Mathematics elective. IAI: M1 904 Mathematics.*

MATH 1713 - Finite Mathematics 3/0 (3)

Prerequisite: MATH 1814 with a grade of C or appropriate assessment score; and completion of ENGL 1413 with a grade of C or better or appropriate assessment score. Methods from linear algebra, probability, and finance are developed and applied to problems in business and the social sciences. Topics include word problems, functions, systems of equations, matrices, linear programming, sets, probability, counting techniques, finite geometric series, and annuities. *AAS: Mathematics elective. IAI: M1 906 Mathematics.*

MATH 1774 - Statistics 4/0 (4)

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. This course serves as a general introduction to statistics, focusing on mathematical reasoning and the solving of real life problems. Contents include descriptive methods, measures of central tendency and variability, elementary probability theory, elementary combinatorics, probability distributions, sampling techniques, confidence intervals for the mean or proportion, tests of hypotheses, chi square, correlation and linear regression, and the F-test and one-way analysis of variance. Students cannot receive credit for both MATH 1774 and BSNS 2514. AAS: Mathematics elective. *IAI: M1 902 Mathematics.*

MATH 1803 - Trigonometry 3/0 (3)

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Definitions of trigonometric functions of an acute angle are applied to the solution of right triangles, then extended to define the circular functions. Precalculus applications

of the circular functions, including complex number arithmetic, are studied in detail. Topics include functions, graphs, similarity, identities and conditional equations, the laws of cosines and sines, and DeMoivre's theorem. Skills for success in more advanced courses are emphasized. Consequently, the student must have a strong working knowledge of algebra before entering this course. *AAS: Mathematics elective.*

MATH 1814 - College Algebra 4/0 (4)

Prerequisite: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Polynomial, rational, exponential, and logarithmic functions and their graphs are studied in detail. Topics include the algebra of functions, symmetry and transformations, conic sections, equations (linear, absolute value, fractional, quadratic, polynomial, radical, exponential, and logarithmic), inequalities (linear, absolute value, and quadratic), and systems of equations. *AAS: Mathematics elective.*

MATH 1833 - Calculus for Business & Social Sciences 3/0 (3)

Prerequisite: MATH 1814 with a grade of C or better or appropriate assessment score; and completion of ENGL 1413 with a grade of C or better or appropriate assessment score. Introductory calculus topics are developed and applied to problems in business, the social sciences, physics, and geometry. Topics include limits, the derivative, optimization, and integration of polynomial and rational functions of one variable. AAS: Mathematics elective. *IAI: M1 900-B Mathematics.*

MATH 2113 - Technical Mathematics III 3/0 (3)

Prerequisite: MATH 1123 with a grade of C or better; or grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Techniques involving logarithmic functions, trigonometric functions, and complex numbers are used to analyze transient DC and steady-state AC voltages and currents in linear circuits. Other topics include inverse functions, laws of sines and cosines, and solving exponential equations. *AAS: Mathematics elective.*

MATH 2515 - Calculus & Analytic Geometry I 5/0 (5)

Prerequisites: Grades of C or better in both MATH 1803 and MATH 1814 or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. Derivatives and integrals are carefully developed as applications of the limit concept. These ideas are extended to algebraic, trigonometric, and logarithmic functions. A strong emphasis is given to applications in physics, geometry, and other sciences. *AAS: Mathematics elective. IAI: M1 900-1 Mathematics. IAI: MTH 901 Mathematics.*

MATH 2523 - Calculus & Analytic Geometry II 3/0 (3)

Prerequisite: MATH 2515 with a grade of C or better or appropriate advanced placement exam score; and completion of ENGL 1413 with a grade of C or better or appropriate assessment score. Integration techniques, indeterminate forms, improper integrals, and power series expansions are the principal topics of the course. Specific topics include integration (by parts, substitutions, partial fractions, and inverse circular and hyperbolic functions), L'Hopital's rule, convergences tests for infinite series, and Taylor polynomials. *AAS: Mathematics elective. IAI: M1 900-2 Mathematics. IAI: MTH 902 Mathematics.*

MATH 2535 - Calculus & Analytic Geometry III 5/0 (5)

Prerequisite: MATH 2523 with a grade of C or better. This course is an introduction to vector calculus and applications of differentiation and integration to functions of several variables. Topics include partial derivatives, directional derivatives, motion in space, line integrals, and multiple integration. *AAS: Mathematics elective. IAI: M1 900-3 Mathematics. IAI: MTH 903 Mathematics.*

MATH 2613 - Differential Equations 3/0 (3)

Prerequisite: MATH 2523 with a grade of C or better or equivalent. Solution techniques for several types of ordinary differential equations are developed and applied to problems in physics, geometry, and other sciences. Topics include first-order equations (separable, homogeneous, exact, and linear), higher-order linear equations with constant coefficients, the Laplace transform, systems of linear equations, and power series solutions. *AAS: Mathematics elective. IAI: MTH 912 Mathematics.*

Medical Laboratory Technology

Students in the Medical Laboratory Technology program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns completion of all MEDT and BIOL courses in the Medical Laboratory Technology curriculum with a grade of C or better.

MEDT 1032 - Medical Laboratory Assistant Skills I 2/0 (2)

Prerequisite: HLTH 1404. This course provides students with better understanding and knowledge of the health care delivery systems, medical terminology, infection control, safety, quality control, test results, central processing, and work skills such as communication, professionalism, computer, and math skills.

MEDT 1043 - Medical Laboratory Assistant Skills II 2/2 (3)

Prerequisite: MEDT 1032 or consent of instructor. The course will provide the student with a basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences: urinalysis, hematology, chemistry, microbiology, and immunology. Students will be trained to become competent, not only in collection of specimens (Phlebotomist), but will also be competent in performing simple or waived tests (CLIA's reg.) done in hospital labs, clinics, physicians' offices, and ambulatory care settings.

MEDT 1114 - Urinalysis & Body Fluids 3/3 (4)

Prerequisites: Admission to the Medical Laboratory Technology program, or consent of instructor. This course and all MEDT courses are designed to prepare the student for Clinical Practicum I and II. Topics covered in this course are an introductory exposure to the theoretical and technical aspects of serology, immunohematology, clinical chemistry analysis, laboratory safety, lab math and laboratory information systems. Also included is an in-depth coverage of the biochemistry and analysis involved in the production of urine and body fluids as they relate to health and disease.

MEDT 1124 - Hematology & Coagulation 3/3 (4)

Prerequisites: Admission to the Medical Laboratory Technology program and CHEM 1514 or consent of instructor. This

course is designed to prepare the student for Clinical Practicum I and II. Included are introductions to the following topics: lab safety, lab instrumentation, and laboratory mathematics. Theoretical and practical laboratory applications of principles and techniques in phlebotomy, normal to abnormal hematology, and coagulation are covered in depth. In addition, the student receives an orientation to the clinical laboratory through 10 hours phlebotomy experience at the hospital. Students must have a criminal background check without any disqualifying convictions and a negative drug screen prior to enrollment.

MEDT 1415 - Physiologic Systems 4/3 (5)

Prerequisites: Admission to the Medical Laboratory Technology program, or consent of instructor. This is a course in human physiology and an introduction to medical terminology. Emphasis is on the physiology of the circulatory, excretory, respiratory, digestive, endocrine, and nervous systems of the human. The course will use the regulatory systems approach, emphasizing the major homeostatic mechanisms of the body and their integration. Laboratory exercises will be used to illustrate the anatomy and physiology of the systems under study.

MEDT 2044 - Clinical Microbiology 3/3 (4)

Prerequisite: Admission to the Medical Laboratory Technology program and BIOL 2714; or consent of instructor. This course is an in-depth presentation of clinical bacteriology. Topics to be covered include specimen collection and transport, normal human flora and the sites associated with it, medias used for culturing and identification of bacteria from human sources, pathogen susceptibility testing, and pathology and treatment of human bacterial infections. Also included is a study of human pathological mycology, the epidemiology and pathology of fungal infection, the culturing and identification of pathogenic and normal flora fungi and the treatment of fungal diseases. In addition, human parasitology including the epidemiology, pathology, identification from human sources, and treatment of parasitic infestations will be covered. The student performs laboratory exercises that simulate hospital procedures in clinical bacteriology, mycology, and parasitology.

MEDT 2124 - Serology & Blood Banking 3/3 (4)

Prerequisites: MEDT 1114 or consent of instructor. This course provides an introduction to basic genetics and the nature of the immune system, with emphasis on the constituents that comprise serum-mediated immunity. Knowledge of basic laboratory immunologic principles and procedures are studied. Immunohematology specifically looks at blood-related antigens and antibiotics that are encountered in the clinical lab and their relationship to safe transfusion of blood and its components. Laboratory exercises include all the commonly performed immunohematology and serology procedures.

MEDT 2214 - Clinical Chemistry 3/2 (4)

Prerequisites: MEDT 1124 and CHEM 1524; or consent of instructor. The course encompasses an in-depth study and understanding of the physiologic and biochemical processes operant in both health and illness. The student will perform analyses on various body fluids, grouped according to function of organ system and will be able to apply and explain the chemical principles, physiologic and chemical changes, and the clinical interpretation of their results. Understanding the theory and application of laboratory instruments (including computers or laboratory information systems), laboratory math, quality control, and laboratory safety is emphasized.

MEDT 2316 - Clinical Practicum I 0/18 (6)

Prerequisite: Successful completion of the courses listed in the first three semesters of the Medical Laboratory Technology curriculum and concurrent enrollment in MEDT 2326. This course consists of supervised clinical training and is taken simultaneously with MEDT 2326. Students must have a criminal background check without any disqualifying convictions and a negative drug screen prior to enrollment.

MEDT 2326 - Clinical Practicum II 0/18 (6)

Prerequisite: Successful completion of the courses listed in the first three semesters of the Medical Laboratory Technology curriculum and concurrent enrollment in MEDT 2316. This course consists of supervised clinical training and is taken simultaneously with MEDT 2316. A minimum grade of 70 percent for each departmental evaluation, 75 percent for each departmental exam and 75 percent for the mock registry exam must be attained to successfully pass the practicum and graduate from the program.

MEDT 2462 - Medical Laboratory Technology Seminar 2/0 (2)

Prerequisite: Successful completion of the courses listed in the first three semesters of the Medical Laboratory Technology curriculum or consent of instructor. This course is the culmination of the Medical Laboratory Technology program. It provides the student the means to do a comprehensive review in preparation to take the American Society for Clinical Pathology Board of Certification exam or other certifying agency exam. It also introduces the student to topics related to medical technology and the chance to research and report on them. The course also helps prepare students to be workforce ready by giving them the opportunity to perform and teach others important skills used by medical personnel. Lastly, students will compile a working resume and interview skills that can be used when applying for positions in the medical laboratory.

Music

MUSC 1513 - Music Appreciation 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. Students will study representative characteristics and genres from all of the major historical eras. The first unit covers classicism, the second unit covers medieval to baroque music, and the third unit covers romantic through contemporary music. Students will learn to do score reading as is necessary for fundamental historical analysis. *AAS: Humanities elective. IAI: F1 900 Fine arts.*

MUSC 1621 - Community Choir 0/2 (1)

This course provides a variety of choral experiences to community members – as well as college students – who are interested in singing. This course may be repeated for up to four credit hours.

MUSC 1641 - Music Performance & Ensemble 0/2 (1)

Prerequisite: Audition and acceptance into course. Students in this course will pursue excellence in music through the collaborative pursuit of musical expression. Students from all academic disciplines are welcome. Each student must exhibit dedication to

the course's objectives through exemplary attendance, discipline, and proper instrumental techniques. This course will be offered at Olivet Nazarene University.

Nursing

ASSOCIATE DEGREE (Registered Nursing)

Students in the Associate Degree Nursing program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns completion of all RNUR and BIOL courses in the Associate Degree Nursing curriculum with a grade of C or better.

RNUR 1106 - Introduction to Nursing 3.5/5 (6)

Prerequisites: Admission to the Associate Degree Nursing program and BIOL 2644 (may be taken concurrently). The student will acquire knowledge fundamental to the development of basic skills and attitudes necessary to meet the nursing needs common to man. Students will identify and analyze nursing principles derived from scientific concepts of client care. Concurrent with this theoretical framework, clinical experience which will allow the student to identify and practice safe individualized care is obtained in community facilities. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

RNUR 1129 - Nursing – Adult & Child I 5/8 (9)

Prerequisites: RNUR 1106, RNUR 1451 and both BIOL 2644 and BIOL 2654 (BIOL 2654 may be taken concurrently). The student will study nursing care problems of clients of all ages based on normal needs of people and on deviations which affect these needs in times of illness, injury, or surgical intervention. Concurrent clinical experience provides the opportunity for the student to develop appropriate skills in assessing, planning, implementing, and evaluating care of clients in medical/surgical settings.

RNUR 1144 - Transition for LPNs 3.5/1 (4)

Prerequisites: ENGL 1613, PSYC 1813, BIOL 2644, BIOL 2654, BIOL 2714, graduation from a practical nursing program, practical nursing pharmacology course, and acceptance to the Associate Degree Nursing program. This course provides the theory and practice for practical nurses who desire entry into the second year of the Associate Degree Nursing program. Course concepts included are those in the first year of the Associate Degree Nursing Program which are not traditionally included in LPN education. This course combines classroom and clinical instruction. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

RNUR 1451 - Nursing Seminar I 1/0 (1)

Prerequisites: Admission to the Associate Degree Nursing program and ENGL 1613 (may be taken concurrently). This course is taken the first semester of the program. It provides an introduction to historical developments in nursing, the conceptual framework and philosophy of the nursing program, the existence of illness, and unifying concepts basic to nursing practice.

RNUR 1461 - Nursing Seminar II 1/0 (1)

Prerequisite: RNUR 1106 and RNUR 1451. This course is taken second semester of the program. It is designed to present an understanding of nursing in the community and develop a recognition of the needs and methods available for health care.

RNUR 2119 - Nursing – Adult & Child II 5/8 (9)

Prerequisites: RNUR 1129, RNUR 1461, PSYC 1813, and BIOL 2714. The student will continue to study nursing care problems of clients of all ages based on normal needs of people and on deviations which affect these needs in times of illness, injury, or surgical intervention. The student also will learn nursing care concepts and principles of client care focusing on the maternity cycle and care of the newborn or care of the pediatric client. Concurrent clinical experience provides the opportunity for the student to continue to develop appropriate skills in assessing, planning, implementing, and evaluating care of clients in medical/surgical and maternal/child settings.

RNUR 2124 - Nursing – Adult & Child III 2/4 (4)

Prerequisites: RNUR 1129 and RNUR 1461. This course is designed to present theories and concepts which deal with clients presenting problems relating to psychosocial adjustments, emotional stress, and behavioral dysfunction. Concurrent clinical experience provides the opportunity for the student to utilize the nursing process with increasing independence.

RNUR 2137 - Nursing – Adult & Child IV 3/8 (7)

Prerequisites: RNUR 2119, RNUR 2451, and RNUR 2443. The course is composed of two medical-surgical nursing rotations. Advanced medical-surgical concepts are explored in the classroom setting. Concurrent clinical experiences focus on enabling the beginning graduate nurse to utilize the nursing process in managing and administering safe, individualized nursing care.

RNUR 2443 - Concepts of Clinical Pharmacology 3/0 (3)

Prerequisites: RNUR 1129 or RN license. Utilizing a nursing process approach, the student will identify fundamental pharmacological principles and develop a theoretical base for the skills involved in administration of medications. Fundamentals of pharmacology, including history of drug administration, legal controls, how medications work in the human body, and principles of drug interactions will be identified. Classifications of drugs will be studied to give the student knowledge of actions, interactions, adverse effects, contraindications, dosages, routes, and nursing implications. The steps of the nursing process are utilized in safe medication administration.

RNUR 2451 - Nursing Seminar III 1/0 (1)

Prerequisites: RNUR 1129 and RNUR 1461. This course is taken during the third semester of the program. It provides an introduction to legal aspects of nursing and ethical issues involved in nursing.

RNUR 2461 - Nursing Seminar IV 1/0 (1)

Prerequisites: RNUR 2119 and RNUR 2451. This course is taken during the fourth semester of the program. It will focus on issues and responsibilities in nursing, implications of the Nurse Practice Act, nursing organizations, continuing education in nursing, current events in nursing, and the transition from nursing student to practicing registered nurse.

PRACTICAL NURSING

Students in the Practical Nursing program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns completion of all PNUR and BIOL courses in the Practical Nursing curriculum with a grade of C or better.

PNUR 1138 - Practical Nursing I 4.5/7 (8)

Prerequisites: Admission to the Practical Nursing program and BIOL 1554 (may be taken concurrently). Theory and clinical experience are correlated to provide the student with the opportunity to assist the individual in meeting his/her basic needs through the basic use of the nursing process. In addition to basic needs and the nursing process, emphasis will be placed on therapeutic nursing skills, communication skills, growth and development and the legal and ethical aspects of nursing as they relate to physiologic and safety needs. Man will be viewed as a holistic being. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

PNUR 1140 - Practical Nursing II 5/10 (10)

Prerequisites: PNUR 1138; PNUR 1241; and BIOL 1554 or both BIOL 2644 and BIOL 2654. Theory and clinical experiences will be correlated as the student studies man's adaptation to major illness states in his/her attempt to attain, regain, or maintain health. The student will expand upon previous learning of the nursing process, therapeutic nursing skills and communication to provide nursing care to individuals throughout the life cycle who are experiencing interferences with physiologic and safety needs.

PNUR 1241 - Practical Nursing Pharmacology I 1/0 (1)

Prerequisites: Admission to Practical Nursing program; PNUR 1138 (taken concurrently); BIOL 1554 (may be taken concurrently) or both BIOL 2644 and BIOL 2654; and proficiency in basic computational math. The nursing process will be used to teach skills to prepare medications, administer by various routes, and record accurately. Basic mathematical calculations necessary to correctly calculate dosages for a variety of clients will be included. Terminology, abbreviations, and legal implications of drug administration will be emphasized. Basic knowledge of the LPN's responsibilities in IV therapy will be taught. Students must pass this course to participate in the clinical rotation in PNUR 1138.

PNUR 1262 - Practical Nursing Pharmacology II 2/0 (2)

Prerequisites: PNUR 1140 (taken concurrently); PNUR 1241; and BIOL 1554 or both BIOL 2644 and BIOL 2654. The student will study the administration of medications in relation to the nursing process and the role of drug therapy in the prevention of disease and the promotion of health. Classification of drugs will be studied to give the student knowledge of their actions, interactions, side effects, contraindications, dosages and routes, and nursing implications. Concepts of client assessment, care and teaching will be included with each drug classification group.

PNUR 1316 - Practical Nursing III 3/6 (6)

Prerequisites: PNUR 1140; PNUR 1262; and BIOL 1554 or both BIOL 2644 and BIOL 2654. The course is designed to prepare the practical nursing student to care for persons during the normal childbearing cycle, children during the neonatal period, and individuals throughout the life cycle. Emphasis is placed on organizing care for a group of clients.

PNUR 1491 - Practical Nursing Seminar 1/0 (1)

Prerequisite: Practical Nursing advanced certificate. The course is designed to assist graduates of practical nursing programs to prepare for the National Council Licensure Examination for Practical Nurses. Principles and theories relating to medical-surgical nursing, maternal-child nursing, mental health concepts, and pharmacology will be reviewed, utilizing lectures, discussions and testing to simulate the exam experience. This course does not guarantee satisfactory results on the exam. Guidance will be given regarding the method of testing and how to prepare for the examination.

NURSING ASSISTANT

PNUR 1438 - Nursing Assistant 4.5/7 (8)

Prerequisite: Appropriate assessment score. The course is designed to prepare individuals to function in the role of nursing assistants under the supervision of a licensed nurse. Students will be prepared to offer basic services relating to the comfort, welfare and safety of persons requiring health care. The course is designed to meet the curriculum requirements of the Illinois Department of Public Health. The KCC Physical Examination form must be completed prior to beginning the clinical experience; forms are available in the Division of Student Services. Each student in this course must have a physical exam, criminal background check and a negative drug screen.

PNUR 1441 - Alzheimer's & Related Diseases 1/0 (1)

Prerequisite: PNUR 1438 or consent of instructor. This course is designed to prepare the health care worker to care for clients with Alzheimer's and related diseases. This course meets the curriculum requirements of the Illinois Department of Public Health.

Office Professional & Office Assistant

Office Professional and Office Assistant course descriptions are listed among courses with a BSNS and COSC prefix. These descriptions begin on Page 124.

Office Assistant and Office Professional courses are:

BSNS 1312 - Proofreading & Editing
BSNS 1353 - Administrative Office Procedures
BSNS 1411 - Keyboarding
BSNS 2311 - Telephone Techniques
BSNS 2403 - Office Professional Internship

COSC 1023 - Intermediate Word
COSC 1181 - Voice Recognition
COSC 1352 - Word
COSC 2033 - Advanced Word

Orientation

ORIN 1011 - Job Readiness (Based on demand) 1/0 (1)

This course presents job readiness skills which facilitate obtaining employment. A variety of topics are presented to orient the student to interview techniques, resume development, cover letter and follow-up letter writing, basic job search skills, and

job retention. At course end, students will receive a portfolio containing a professionally prepared laser-printed resume, cover letter, and follow-up letter. This course may be taken under the pass/fail grading option. See Pages 170-171.

ORIN 1501 - College Success Skills 1/0 (1)

This is a foundational course in active learning strategies and effective study skills that focuses on the learner's role and responsibility in the learning process. The course presents college survival skills which facilitate student success. Topics such as effective note taking, time management, study methods, and test-taking tips are covered.

ORIN 1601 - Career Exploration 1/0 (1)

This course is for students who have not yet committed to a major and who want to explore their academic options. Topics will include the major/career decision-making process, including self assessment, majors and career options, and action plans. In addition, students will explore career interests, skills, abilities, and work-related values to develop an informed educational and career plan.

Paralegal/ Legal Assistant Studies

PLAS 1103 - Introduction to Paralegal/ Legal Assistant Studies 3/0 (3)

Prerequisites: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor; and ENGL 1613 or concurrent enrollment. This is a survey course introducing students to the paralegal profession. A practical approach is used to explain a paralegal's roles, skills, and responsibilities. The course also emphasizes mastering terms, reviewing basic techniques of legal research and writing, and ethics for paralegals. To continue enrolling in Paralegal/Legal Assistant Studies courses, this course must be completed with a grade of B or better.

PLAS 1123 - Legal Research & Writing I 3/0 (3)

Prerequisites: PLAS 1103 with a grade of B or better; ENGL 1613 with a grade of C or better; BSNS 1653; and one of the following: COSC 1352, Microsoft Office Specialist certification, or instructor consent. This course, the first in a two-semester sequence, emphasizes performing legal research in the library and on the computer. The fundamentals of legal analysis and writing, correct citation form, and eliminating mechanical errors are stressed.

PLAS 1133 - Legal Research & Writing II 3/0 (3)

Prerequisites: PLAS 1123 and PLAS 1213. This course, the second of a two-semester sequence, continues to emphasize performing legal research in the library and on the computer. While the first semester stresses research techniques, this course stresses online research, correct citation form, and eliminating grammatical, spelling, and other writing errors.

PLAS 1153 - Law Office Management 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course offers a realistic look at the law office environment. Practical information to be covered will include client management, case files, confidentiality, deadlines, computer file access and billable hours.

PLAS 1213 - Civil Litigation 3/0 (3)

Prerequisites: PLAS 1103 with a grade of B or better; ENGL 1613 with a grade of C or better; and PLAS 1123 or concurrent enrollment. This course covers both substantive civil law and civil procedure. Special emphasis will be placed on Illinois and federal civil codes. The role of the paralegal in civil litigation, from the client interview through the appeals process, will be addressed.

PLAS 2113 - Legal Technology 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course gives the paralegal student a thorough overview of technology used in the law office. Students will complete online research assignments and use demonstration models of a variety of legal software applications.

PLAS 2213 - Real Estate Law 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course provides a comprehensive understanding of the law of real property. Types of ownership, surveys and legal descriptions, and encumbrances are discussed. The course also addresses contracts and related issues; property transfers by deed; real estate finance and mortgages; title to property; and real estate closings. The paralegal's role in these transactions is a foundation of the course.

PLAS 2223 - Estates, Trusts, & Wills 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course covers the law of the estate planning and probate processes and specifically addresses the role of the paralegal in such transactions. Special emphasis will be placed on Illinois law in the drafting of wills and trusts. The course also addresses the statutory guidelines and court rules that apply to the probate process.

PLAS 2233 - Criminal Litigation 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment; and PLAS 1213. This course covers both substantive criminal law and criminal procedure. Special emphasis will be placed on Illinois and federal criminal codes. The role of the paralegal in criminal litigation, both from prosecution and defense perspectives, will be addressed.

PLAS 2253 - Corporate Law 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course covers the law of business organizations, including corporations, partnerships, and sole proprietorships. Information on corporate finance and securities regulations, changes to corporate structure, and the role of a corporate paralegal also are covered.

PLAS 2263 - Family Law 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment and one of the following: COSC 1372, Microsoft Office Specialist Certification, or instructor consent. This course provides a detailed review of family law issues in Illinois and the paralegal's role in addressing these issues. Special emphasis will be placed on current trends in family law and the implications of these trends on family law proceedings in the 21st Judicial Circuit.

PLAS 2333 - Laws of Evidence 3/0 (3)

Prerequisite: PLAS 1133 or concurrent enrollment. This course provides a detailed review of the rules of evidence and emphasizes the role and importance of these rules to any legal action. The course specifically emphasizes how the paralegal assists the attorney in recognizing and identifying admissible evidence and the challenges to admissibility of evidence.

PLAS 2403 - Special Topics in Paralegal Studies 3/0 (3)

Prerequisites: PLAS 1123, PLAS 1133, and PLAS 2113; or consent of the program coordinator. This course allows the student to apply knowledge of the law to a problem or research topic under the supervision of the program coordinator. A comprehensive capstone project or legal research project will be required at the conclusion of the course.

PLAS 2413 - Paralegal Internship 3/0 (3)

Prerequisites: Completion of all required PLAS courses or consent of the program coordinator. This course is a culmination of all previous PLAS courses and applies the paralegal skills learned in class to use in a real-life setting. 240 hours of on-site time will be required for three credit hours. The program coordinator will make periodic visits to the site for observation and feedback from the internship provider.

Paramedic

Students in the Paramedic Supervision and Emergency Medical Technician programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns completion of all PMED and PEPC courses in these curriculums with a grade of C or better.

PEPC 1308 - Emergency Medical Technician – Intermediate I 8/0 (8)

Prerequisite: PMED 1017; successful completion of the state certification exam for EMT-B; and proof of current CPR certification at the "Health Care Provider" level. The student is introduced to the roles of the EMT-Intermediate/Defibrillator and the paramedic as well as the ethical and legal aspects of the Emergency Medical Services system. Human anatomy and physiology are reviewed as the student studies primary and secondary physical assessment. The student is introduced to pharmacology and general drug groupings as well as the calculation of drug dosages using the metric system. The classification of specific drugs, their therapeutic effect, indications and contraindications, side effects and correct dosages will be studied. The student will learn to administer drugs through the various routes. The student is taught how to use various radios and telecommunication devices to communicate patient information to hospitals. The student also will learn how to manage traumatic injuries including those relating to fluids, shock, and trauma-related respiratory and cardiac emergencies. Selected clinical experiences will be provided to correlate with the course content.

PEPC 1318 - Emergency Medical Technician – Intermediate II 8/0 (8)

Prerequisite: PEPC 1308 or concurrent enrollment. The anatomy and physiology of the cardiovascular system will be studied, with emphasis on the structure, function, and electrical conduction system of the heart as well as the pathophysiology and emergency management of cardiovascular and non-trauma-related respiratory problems. The student also will study the electrocardiogram (EKG) interpretation and treatment of various arrhythmias and specific treatment techniques including EKG monitoring, defibrillation, and cardioversion. A variety of common medical emergencies and their management will be studied, including those in the areas of obstetric and gynecologic, pediatric-neonatal, psychiatric, behavioral, neurological, and environmental. The student also will study infectious and communicable diseases.

PEPC 1324 - Emergency Medical Technician – Intermediate III 0/8 (4)

Prerequisite: PEPC 1318 or concurrent enrollment. The clinical rotation requirements for this course are designed to augment each phase of classroom training. Each student will rotate through specified patient care areas of the hospital, and will work under the direct supervision of a registered nurse or physician to master the practical skills of an EMT-Intermediate while in a controlled environment. The student will spend clinical time in the emergency department, obstetrical unit, medical intensive care unit, surgical intensive care unit, pediatrics department, psychiatric unit, and the morgue. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

PEPC 1343 - Emergency Medical Technician – Intermediate IV 0/6 (3)

Prerequisites: PEPC 1318 or concurrent enrollment. This course is designed to provide the paramedic student with educational experience in the field of an Advanced Life Support unit. The student will be required to participate in a minimum number of ALS calls with a system approved ALS agency. The student will function under the supervision of an EMT-Paramedic who has been licensed and active for at least four years and who is in good standing with the Emergency Medical Services system. The student is required to complete a minimum number of hours of field experience on the ALS unit. Students who are not affiliated with an approved resource hospital EMS system will be required to obtain a minimum of 50% of their ambulance ride time and seven of 10 of their ALS calls with an approved resource hospital ALS agency. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

PMED 1017 - Emergency Medical Technician – Basic 6/3 (7)

Prerequisite: Appropriate assessment score; the Office of Admissions and Registration must have proof of current CPR certification at the "Healthcare Provider" level; and the student's official high school transcript indicating graduation or GED scores indicating successful completion must be on file. (High school seniors should consult an adviser for requirements.) To sit for the Illinois Department of Public Health EMT-B test, the student must be at least 18 years of age. The course prepares individuals to provide basic emergency care at the scene of an accident or illness and to stabilize and transport the victim to a facility providing emergency medical services. Common injuries and medical emergencies will be studied along with the roles and responsibilities of the Emergency Medical Technician—Basic (EMT-B). Students also will be required to complete a minimum number of hours of hospital clinical and ambulance ride time. Upon satisfactory completion of the course, the student will be eligible to take the state EMT-B test. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

PMED 2408 - Emergency Medical Technician – Paramedic I 8/0 (8)

Prerequisite: PMED 1017 and successful completion of the state certification exam for EMT-B, or a current EMT-B license. The student will spend a significant portion of this course doing independent study. The student is introduced to the roles of the

EMT-Paramedic as well as the ethical and legal aspects of the Emergency Medical Services (EMS) system. Human anatomy and physiology are reviewed in-depth as the student studies primary and secondary physical assessment. The student is introduced to pharmacology and general drug groupings as well as the calculation of drug dosages using the metric system. The classification of specific drugs, their therapeutic effect, indications and contraindications, side effects and correct dosages will be studied. The student will learn to administer drugs through the various routes. The student will learn to manage traumatic injuries, including problems relating to fluids, shock, respiratory and cardiac emergencies. Various hands-on skills will be discussed such as otoscope and opthamoscope examinations, rectal and vaginal exams, foley and nasogastric tube insertion. Selected clinical experiences will be provided to correlate with the course content.

PMED 2418 - Emergency Medical Technician – Paramedic II 8/0 (8)

Prerequisite: PMED 2408 or concurrent enrollment. The anatomy and physiology of the cardiovascular system will be studied with an in-depth emphasis on the structure, function, and electrical conduction system of the heart and the pathophysiology and emergency management of cardiovascular and respiratory emergencies. The student also will study the electrocardiogram (EKG) interpretation and treatment of various arrhythmias to include blocks and 12 lead EKG interpretation. Specific treatment techniques including cardiac pacing, synchronized cardioversion, defibrillation, and cardioversion will be discussed. A variety of common medical emergencies will be studied in-depth along with obstetric and gynecologic, pediatric-neonatal, psychiatric, behavioral, neurological, environmental emergencies and their management. The student will spend time on infectious and communicable diseases; and illness and injury prevention.

PMED 2437 - Emergency Medical Technician – Paramedic III 0/14 (7)

Prerequisite: PMED 2418 or concurrent enrollment. The clinical rotation requirements for this class are designed to augment each phase of classroom training. To build upon previous learning experiences in PEPC 1324, each student will rotate through specified patient care areas of the hospital and will work under the direct supervision of a registered nurse or physician. The focus of the hospital clinical experiences will be to further understand and to master the practical skills of an EMT-Paramedic while in a controlled environment. The student will spend clinical time in the emergency department, obstetrical unit, medical intensive care unit, surgical intensive care unit, pediatric department, psychiatric unit and the morgue. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

PMED 2447 - Emergency Medical Technician – Paramedic IV 0/14 (7)

Prerequisite: PMED 2437 or concurrent enrollment. The course is designed to provide the paramedic student with educational experience in the field of an Advanced Life Support (ALS) unit. The student will function under the supervision of an EMT-Paramedic who has been licensed and active for at least four years and who is in good standing with the Emergency Medical Services system. The student is required to complete a minimum number of hours of field experience with a system-approved ALS agency. Students who are not affiliated with an approved resource hospital EMS System will be required to obtain a minimum of 50 percent of their ambulance ride time and seven of 10 of their ALS calls with an approved resource hospital ALS agency. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Philosophy

PHIL 2513 - Introduction to Philosophy 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. An introduction to the perennial issues of philosophy. Both historical and contemporary approaches may be explored. *AAS: Humanities elective. IAI: H4 900 Humanities.*

PHIL 2523 - Ethics 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. An evaluation of competing philosophical justifications of moral responsibility. Issues such as obligation, praise and blame, right and wrong, goodness and badness will likely be examined. *AAS: Humanities elective. IAI: H4 904 Humanities.*

PHIL 2533 - Logic 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. An introduction to symbolic logic. Emphasis will be given to propositional logic, with only marginal exposure to predicate logic. Topics will likely include notions of validity, inference, entailment, and soundness. *AAS: Humanities elective. IAI: H4 906 Humanities.*

PHIL 2543 - Death & Dying 3/0 (3

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better or consent of instructor. An examination of the philosophical issues immediately related to death. Principal consideration will be given to whether it is reasonable to believe human beings will survive the death of their bodies. Questions concerning the value of death also will receive attention: Is death bad? What makes killing wrong? Can it be morally permissible to commit suicide? *AAS: Humanities elective.*

PHIL 2713 - Introduction to Religion 3/0 (3

This course is an introduction to the concept of religion as religion. Special emphasis is given to the legitimacy of the religious experience in the modern world. Both religious and naturalistic approaches to the subject will be explored. *AAS: Humanities elective. IAI: H4 905 Humanities.*

Physical Education

The college reserves the right to require a physical examination or the written consent of the student's physician prior to allowing a student to participate in certain physical activities classes.

PHEC 1611 - Physical Education Activities (Co-ed) 0/2 (1)

The student will participate in selected physical activities. He or she will develop his or her skill proficiency and will demonstrate understanding of the rules and strategies of games, through both written and physical tests. The college may offer

such activities as recreation (provides limited activities), golf, weight training, aerobics, kettlebell training, Latin dance and enrollment in the Fitness Center. These courses may be repeated for credit. Some Physical Education Activities may be taken under the pass/fail grading option, see Pages 170-171. Consult the class schedule or course instructor for which activities may be taken pass/fail.

PHEC 1621 - Physical Education Activities 0/2 (1)

See PHEC 1611.

PHEC 2511 - Physical Education Activities (Co-ed) 0/2 (1)

See PHEC 1611.

PHEC 2521 - Physical Education Activities (Co-ed) 0/2 (1)

See PHEC 1611.

PHED 1512 - Health Education 2/0 (2)

A fundamentals course dealing with personal lifestyle choices and health. Information units may include: drugs, sexuality, mental health, physical health, nutrition, environmental issues, aging, consumer education, and death. *AAS: Health education elective.*

PHED 1521 - Substance Abuse Education 1/0 (1)

This course is designed to develop within the student the understanding of such hindrances to good health as stress, alcohol and drug addiction, peer pressure and other related behaviors, and environmental factors which contribute to non-productive lifestyles.

PHED 1712 - Introduction to Physical Education I 2/0 (2)

An introductory course designed for future health, physical education and recreation career-minded students. Topics covered include lifespan sports and physical education, sport education, and fitness. Historical aspects, philosophies, and current development are emphasized.

PHED 1722 - Introduction to Physical Education II 2/0 (2)

An extension of PHED 1712 concentrating on careers in physical education, coaching, research and testing, and related fields. Future professional concerns and potentials also will be discussed.

PHED 1811 - Officiating Men's Basketball 1/0 (1)

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in men's basketball.

PHED 1821 - Officiating Women's Basketball (Based on demand) 1/0 (1)

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in women's basketball.

PHED 1831 - Officiating Men's Baseball (Based on demand) 1/0 (1)

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in men's baseball.

PHED 1841 - Officiating Women's Softball (Based on demand) 1/0 (1)

This course is designed to serve as a background for students planning to major in physical education and also to prepare a student to be a registered official in women's softball.

PHED 1852 - Theory of Coaching Basketball 2/0 (2)

This course is designed for the individual who is interested in learning the basics of coaching basketball. The course is designed for the physical education major or minor and will deal with all the technical aspects of coaching basketball.

PHED 1862 - Theory of Coaching Baseball 2/0 (2)

This course is designed for the individual who is interested in learning the basics of coaching baseball. The course is designed for the physical education major or minor and will deal with all technical aspects of coaching baseball.

PHED 1913 - Introduction to Athletic Training 3/0 (3)

This course is designed for the individual who is interested in learning about the profession of athletic training. The course covers basic aspects of sports-related health conditions and training techniques.

PHED 1942 - First Aid & Emergency Care 2/0 (2)

This course is designed to introduce students to basic first aid and emergency care techniques.

PHED 1952 - Principles & Problems of Coaching 2/0 (2)

A foundations course placing emphasis on basic coaching principles applied within effective learning techniques and procedures. Practical guidelines, "how to" skills, and behavioral coaching characteristics will be included.

PHEM 2511 - Physical Education Activities (Men) 0/2 (1)

Intercollegiate basketball, soccer and baseball teams.

PHEM 2521 - Physical Education Activities (Men) 0/2 (1)

Intercollegiate basketball and baseball teams.

PHEW 2511 - Physical Education Activities (Women) 0/2 (1)

Intercollegiate volleyball and basketball teams.

PHEW 2521 - Physical Education Activities (Women) 0/2 (1)

Intercollegiate basketball and softball teams.

Physical Science

PSCI 1514 - Introduction to Physical Science 3/2 (4)

Prerequisite: A grade of C or better in either MATH 1113 or MATH 1414 or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. This course is designed to introduce the non-science major to the basic concepts and applications of physics and chemistry. The student will describe and analyze these ideas in the classroom and perform

experiments in the laboratory dealing with the verification and/or application of physical laws. *AAS: Physical science (laboratory science) elective. IAI: P1 900L Physical science.*

PSCI 1524 - Earth Science & Astronomy 3/2 (4)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better. This course is designed to introduce the non-science major to the basic concepts of the earth sciences and astronomy. The student will describe and analyze the structure, evolution and dynamics of the earth, our solar system, and the universe. In the laboratory, the student will apply this knowledge to the identification of earth materials and the analysis of astronomical phenomena. Some algebra is required in this course. *AAS: Physical science (Laboratory science) elective. IAI: P1 905L Physical science.*

Physical Therapist Assistant

Students in the Physical Therapist Assistant program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns completion of all PHTA courses in these curriculums with a grade of C or better.

PHTA 1101 - Introduction to Healthcare 1/0 (1)

Prerequisite: Admission to the Physical Therapist Assistant program. This introductory course focuses on the historical and current issues which influence healthcare and the physical therapy profession. Students will begin to develop a commitment to the physical therapy profession as well as an understanding of the role of the physical therapist and physical therapist assistant within the healthcare delivery team. Techniques for effective communication and problem solving will be introduced, and an understanding of how each individual learns and functions in a teaching/learning group will be presented. The process for reviewing current professional literature will be demonstrated and practiced.

PHTA 1115 - PTA Fundamentals I 3/4 (5)

Prerequisites: Admission to the Physical Therapist Assistant program and BIOL 2644 (or concurrent enrollment). This course studies basic physical therapy theory and principles, with a hands-on introduction to the patient care skills and procedures of therapeutic physical therapy intervention. Emphasis is on universal precautions, infection control and blood borne pathogens, vital signs, transfer techniques, wheelchairs (including basic management and mobility), use of assistive devices/introduction to assisted gait patterns, introduction to normal gait, range of motion exercises and other functional skills and training with age-specific information for each topic. The student will be introduced to common medical terminology in physical therapy and to the patient chart and SOAP (subjective, objective, assessment and plan) note format.

PHTA 1224 - Kinesiology 2.5/3 (4)

Prerequisites: BIOL 2644, BIOL 2654 (or concurrent enrollment), PHTA 1101, PHTA 1115, and concurrent enrollment in PHTA 1234. This course includes an in-depth scientific analysis of human movement. Students will study normal postural alignment, gait, and joint and muscle actions through detailed study of the musculoskeletal and nervous systems. Laboratory practice will allow for a hands-on appreciation of anatomical structures and concepts of human movement science as they relate to the application of physical therapy approaches to treatment. Introductions to growth, development, and pain theories and implications on human movement will be included.

PHTA 1234 - PTA Fundamentals II 2/4 (4)

Prerequisite: BIOL 2644, BIOL 2654 (or concurrent enrollment), PHTA 1101, PHTA 1115, and concurrent enrollment in PHTA 1224. This course continues the study of basic physical therapy skills. Students will study and apply the scientific principles and practices – as well as understand the indications and contraindications – related to these physical therapy interventions. Interventions may include the use of selected modalities of therapeutic heat and cold, ultrasound, electrotherapy, whirlpools, massage techniques, and relaxation techniques. In addition, the student will discuss and understand the theory of shortwave diathermy, ultraviolet, and intermittent compression. Emphasis will be on safe and effective patient interactions, and use of appropriate draping and positioning techniques for treatment. Students will further develop clinical documentation skills.

PHTA 2001 - Professional Standards of the PTA 1/0 (1)

Prerequisites: PHTA 1224 and PHTA 1234, and concurrent enrollment in PHTA 2043 and PHTA 2053. This is a concentrated one-week course. Professionalism through effective verbal and nonverbal communication with all members of the healthcare delivery team, patient-caregiver interaction, interpersonal skills, effective communication, and cultural sensitivity will be further reinforced. Students will learn techniques to provide psycho-social support for patients, families, and classmates. Individual cultural, religious and socio-economic differences will be explored, along with how they factor into a person's response to therapy. Emphasis will be placed on developing the student's awareness of contributing positively to the patient care experience through his/her role as a physical therapist assistant.

PHTA 2043 - Pathology for the PTA 3/0 (3)

Prerequisites: BIOL 2654, PHTA 1224, PHTA 1234, and concurrent enrollment in PHTA 2001 and PHTA 2053. This online hybrid course presents a body systems approach to the etiology, pathology, signs/symptoms, risk factors, and prognosis and medical treatment of specific diseases and conditions often seen in physical therapy. Students will study the fundamental basis of these diseases and illnesses, and discuss related implications for the physical therapist assistant. Discussions will include processes such as inflammation, tissue repair, regeneration of human tissue, and diseases of the circulatory, respiratory, cardiovascular and musculoskeletal systems. Pharmacology for the physical therapist assistant also will be discussed.

PHTA 2053 - Clinical Practicum I 0/9 (3)

Prerequisites: BIOL 2654, PHTA 1224, PHTA 1234, PHTA 2001, and concurrent enrollment in PHTA 2043. Students will be introduced to the healthcare environment in a physical therapy setting. The course provides a combination of observation and hands-on practice of selected physical therapy interventions in a closely supervised clinical setting with ongoing communication between the student, clinical instructor and academic faculty. Emphasis will be on critical thinking and student self-awareness for ongoing personal and professional development. This clinical experience is five weeks, 40 hours per week.

PHTA 2164 - Orthopedics for the PTA 2.5/3 (4)

Prerequisites: PHTA 2043, PHTA 2053 and concurrent enroll-

ment in PHTA 2175 and PHTA 2185. This course is a continuation of PHTA 1224, focusing on orthopedic and arthritic conditions and their therapeutic management in physical therapy. Students will study the fundamentals and theory of exercise, and practice therapeutic exercise and techniques including: stretching and strengthening individual muscles and muscle groups, postural training, mechanical traction, manual muscle strength and length testing. Students will further develop skills in order to master goniometry and normal gait analysis. Abnormal gait will be introduced and common special tests performed by the physical therapist and physician will be covered. Students will develop the ability to adjust interventions and enhance critical thinking and documentation skills while following the established plan of care developed by the physical therapist.

PHTA 2175 - PTA Fundamentals III **3/4 (5)**

Prerequisite: PHTA 2043, PHTA 2053 and concurrent enrollment in PHTA 2164 and PHTA 2185. This course provides an overview of the neuroanatomy of the central and peripheral nervous systems as they relate to the physical therapy of patients across the lifespan. Emphasis is on specialized neurological rehabilitation techniques, physical therapy interventions and procedures and their rationale, structure and function of the nervous system related to physical therapy treatments, neurophysiologic concepts, human growth and development, and neurologic dysfunctions.

PHTA 2185 - PTA Fundamentals IV **3/4 (5)**

Prerequisites: PHTA 2043, PHTA 2053 and concurrent enrollment in PHTA 2164 and PHTA 2175. This is the culmination of academic preparation in therapeutic procedures and includes treatment of selected cardiovascular, respiratory, circulatory, and neuromuscular conditions, burns and wounds. Amputations, prosthetics and orthotics will also be covered. Emphasis is on advanced physical therapy interventions and their rationale.

PHTA 2201 - Current Issues in PT Practice **1/0 (1)**

Prerequisite: Successful completion of all previous Physical Therapist Assistant program curriculum courses. This concentrated one week course provides the opportunity for student discussion, sharing of clinical experiences and student presentations related to physical therapy. As the final preparation before entering the profession, topics will include: board exam review, licensure, job skills, practitioner roles, determining areas of clinical interest, and legal and ethical issues.

PHTA 2224 - Clinical Practicum II **0/12 (4)**

Prerequisite: PHTA 2293. Student will perform advanced physical therapy interventions with additional exposure to adult orthopedic and neurological conditions in a supervised clinical physical therapy setting, including ongoing communication between the student, clinical instructor and academic faculty. The student will develop professional skills and behaviors as well as critical thinking skills to advance patient care interventions. This clinical experience is six weeks, 40 hours per week.

PHTA 2234 - Clinical Practicum III **0/12 (4)**

Prerequisite: PHTA 2293 and PHTA 2224. As the culmination of all academic and clinical education preparation, this clinical experience is designed to simulate full-time clinical work, allowing the student to practice advanced skills and interventions in a variety of supervised settings with ongoing communication between the student, clinical instructor and academic faculty. Emphasis is placed on mastery of entry-level skills in communication, patient care interventions and interactions with patients, families/caregivers, the public and other health care workers. This clinical experience is six weeks, 40 hours per week.

PHTA 2293 - PTA Fundamentals V **2/2 (3)**

Prerequisites: PHTA 2164, PHTA 2175, and PHTA 2185. This course expands upon PHTA 2185 with an emphasis on special patient populations in physical therapy including pediatrics, geriatrics, women's health, industrial, and chronic pain. The emphasis will be a multidisciplinary approach to physical therapy intervention.

Physics

PHYS 1514 - General Physics I
(Based on demand) **3/2 (4)**

Prerequisites: MATH 1803 and MATH 1814 or equivalent; appropriate assessment score or completion of ENGL 1413 with a grade of C or better. The student will explain the basic theories of classical mechanics, simple harmonic motion, and heat and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. Algebra is required for this course. *AAS: Physical science (laboratory science) elective. IAI: P1 900L Physical science.*

PHYS 1524 - General Physics II
(Based on demand) **3/2 (4)**

Prerequisite: PHYS 1514. The student will explain the basic theories of electricity, magnetism, atomic and nuclear physics, special relativity, and optics and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. Algebra is required for this course. *AAS: Physical science (laboratory science) elective.*

PHYS 2614 - Physics I **3/2 (4)**

Prerequisite: MATH 2515. The student will explain the basic theories of classical mechanics and simple harmonic motion and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. *AAS: Physical science (laboratory science) elective. IAI: P2 900L Physical Science.*

PHYS 2624 - Physics II **3/2 (4)**

Prerequisites: PHYS 2614 and MATH 2523. The student will explain the basic theories of heat, electricity, and magnetism and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements results. *AAS: Physical science (laboratory science) elective.*

PHYS 2634 - Physics III **3/2 (4)**

Prerequisite: PHYS 2624. The student will explain the basic theories of atomic/nuclear physics, special relativity, and optics and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with math-

ematical results. *AAS: Physical science (laboratory science) elective.*

Political Science

PLSC 1513 - American Government 3/0 (3)

Prerequisite: Appropriate assessment score or consent of instructor. The student will describe and analyze the basic principles of the U.S. Constitution, the role of voters, political parties, campaigns, and the structure and processes of the three branches of the national government. (This course satisfies the U.S. Constitution requirements for graduation.) AAS: Social and behavioral science elective. *IAI: S5 900 Social and behavioral science.*

PLSC 1523 - State & Local Government (Based on demand) 3/0 (3)

Prerequisite: PLSC 1513; or consent of instructor. The student will describe and analyze the role of state and local governments in the American Union. He or she will describe the differences in the branches of various state governments and in the structures of local governments and the problems of conflicting local jurisdictions. (This course satisfies the Illinois Constitution requirement for graduation.) *AAS: Social and behavioral science elective. IAI: S5 902 Social and behavioral science.*

PLSC 1553 - Comparative Government (Based on demand) 3/0 (3)

The student will compare and contrast the problems, political institutions, and political processes of countries throughout the world. He or she will examine in detail the similarities and differences of the political systems of Great Britain, France, Germany, and Russia.

PLSC 2613 - Introduction to International Relations 3/0 (3)

Prerequisite: Appropriate assessment score or concurrent enrollment in ENGL 1413. This course introduces students to the study of international relations as a broad sphere of international human interaction with subcategories of international organizations, politics, law, economics, security affairs, and development. Emphasis will be placed on an understanding of power, legitimacy, morality, and welfare through a study of contemporary theory and practice in international relations. *AAS: Social science elective. IAI: S5 904N Social and behavioral science.*

Psychology

The Educational Psychology course, EDUC 2613, is listed under Education. See Page 133-134.

PSYC 1813 - Introduction to Psychology 3/0 (3)

Prerequisite: Appropriate assessment score or consent of instructor. This course consists of a survey of the major topics in psychology; analysis of psychological research; intelligence; memory and thinking; the biological basis of behavior; emotions; perception and sensation; motivation; wellness and stress; theories of personality; heredity and learning; developmental psychology; social psychology; abnormal psychology (including therapy and treatment); and states of consciousness. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. AAS: Social and behavioral science elective. IAI: S6 900 Social and behavioral science.

PSYC 2513 - Abnormal Psychology 3/0 (3)

Prerequisite: PSYC 1813 or consent of instructor. This course will cover the major topics of abnormal behavior: diagnosis, assessment, theories of abnormal behavior, classification (types) of abnormal behavior, methods of treatment, and prevention. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective. IAI: PSY 905 Psychology.*

PSYC 2553 - Lifespan Developmental Psychology 3/0 (3)

Prerequisite: PSYC 1813; or consent of instructor. This course focuses on the changes which occur in normal development between conception and death in the areas of cognitive, physical, and social development. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective. IAI: S6 902 Social and behavioral science.*

PSYC 2563 - Alcoholism (Based on demand) 3/0 (3)

Prerequisite: PSYC 1813 or SOCY 2513 or consent of instructor. An interdisciplinary approach will be employed to study the physiological, legal, medical, sociological, and psychological aspects of alcoholism, which has been described as the major social and medical problem in the country. The interaction between alcohol and other psychoactive drugs will be stressed. The course includes the knowledge and skills which can be applied by professionals and/or by an interested person, including family members, to effect early intervention. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective.*

PSYC 2773 - Social Psychology 3/0 (3)

Prerequisite: PSYC 1813; or consent of instructor. This course focuses on the scientific study of social factors which influence individual and group behavior. It includes social perception, social interaction, and social influence. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective. IAI: S8 900 Social and behavioral science.*

Radiography

Students in the Radiography program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns completion of all XRAY and BIOL courses in the Radiography curriculum with a grade of C or better.

XRAY 1014 - Introduction to Radiography 4/0 (4)

Prerequisite: Admission to Radiography program. The student will learn and have an understanding of radiographic history, radiographic room terminology, equipment, physics, radiation biology, and protection. The student will be exposed to basic patient care, medical ethics, medical-legal consequences and program regulations. The student will explore the radiology

departments of area hospitals through a half-day orientation. A Health Care Provider CPR certification is required before completion of this course.

XRAY 1033 - Radiologic Anatomy & Positioning I 3/0 (3)

Prerequisites: XRAY 1014, BIOL 2644 (BIOL 2644 may be taken concurrently) and concurrent enrollment in XRAY 1213 and XRAY 1316. This course is designed to provide the student precise and detailed information on the various positions of the chest, abdomen, upper and lower extremities, and upper and lower gastrointestinal system. A carefully correlated instruction in anatomy will precede each unit. Knowledge of the anatomy is essential to enable the student to understand the importance of routine positions as well as a basis for future understanding of many more specialized procedures.

XRAY 1042 - Radiographic Quality 2/0 (2)

Prerequisites: XRAY 1316, XRAY 1033 and concurrent enrollment in XRAY 1326, XRAY 1222 and XRAY 1053. The student will become acquainted with the complex and highly technical area of radiographic quality. The student will gain a better understanding of the principles of his/her previous clinical and classroom studies as they affect darkroom procedures and methods, film processing, film quality, film and screen formulations, factors influencing radiographic quality, conditions influencing exposure factors, technical conversions of radiographic factors (mAs, SID, Grids, and kVp), and formulating radiographic techniques.

XRAY 1053 - Radiographic Anatomy & Positioning II 3/0 (3)

Prerequisites: XRAY 1316, XRAY 1213, XRAY 1033, and BIOL 2654 (BIOL 2654 may be taken concurrently). This course is a continuation of XRAY 1033 and requires concurrent enrollment in XRAY 1326, XRAY 1222, and XRAY 1042. It is designed to provide the student precise and detailed information on the various positions of the gallbladder, urinary system, cranium, sella turcica and petrous bones, facial bones, zygomatic arches, optic foramen, mandible, TMJ, sinuses, temporal bones of the skull and face, spine to include cervical, thoracic, lumbar, sacrum and coccyx, and ribs to include sternum and mammary glands.

XRAY 1213 - Clinical Procedures I 0/6 (3)

Prerequisites: XRAY 1014 and concurrent enrollment in XRAY 1033 and 1316. This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity will consist of instructor demonstration and student return demonstration designed to develop skills necessary for the beginning radiography student to perform future clinical assignments. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

XRAY 1222 - Clinical Procedures II 0/4 (2)

Prerequisites: XRAY 1213, XRAY 1033, XRAY 1316 and concurrent enrollment in XRAY 1053, XRAY 1326, XRAY 1042. This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity is a continuation of XRAY 1213 and will consist of instructor demonstration and student return demonstration designed to develop the necessary skills needed for the beginning radiography student to perform future clinical assignments.

XRAY 1316 - Clinical I 0/18 (6)

Prerequisites: XRAY 1014 and concurrent enrollment in XRAY 1033 and 1213. Students will observe/participate in programmed clinical experiences within the radiology departments at area hospitals. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

XRAY 1326 - Clinical II 0/18 (6)

Prerequisites: XRAY 1316 and XRAY 1033 and concurrent enrollment in XRAY 1053, XRAY 1042 and XRAY 1222. Students will continue to observe/participate in programmed clinical experiences within the radiology departments at area hospitals.

XRAY 1333 - Clinical III 0/9 (3)

Prerequisites: XRAY 1326, XRAY 1053 and concurrent enrollment in XRAY 2311. Students will participate in programmed clinical experiences within the radiology departments of area hospitals.

XRAY 1346 - Clinical IV 0/18 (6)

Prerequisites: XRAY 1333, XRAY 2311 and concurrent enrollment in XRAY 2114. Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals, dealing with advanced radiographic procedures.

XRAY 1356 - Clinical V 0/18 (6)

Prerequisites: XRAY 1346, XRAY 2114 and concurrent enrollment in XRAY 2125. Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals dealing with difficult exams, surgery and special procedures. Students will be exposed to the diagnostic tools of computer tomography, nuclear medicine, radiation therapy, ultrasound and MRI.

XRAY 2114 - Advanced Radiographic Technology I 4/0 (4)

Prerequisites: XRAY 1333, XRAY 1042, XRAY 2311 and concurrent enrollment in XRAY 1346. The student will be acquainted with the complex, specialized, and highly technical field of advanced radiologic technology. The student will gain a better understanding of the principles of his/her previous classroom and clinical studies as they affect: advanced techniques and positioning, special procedures, radiologic departmental administration and the medical-legal aspects of working in a department of radiology. The student also will have a complete review of the fundamentals of X-ray physics and will be exposed to new regulations in radiation safety and advanced techniques governing radiation protection.

XRAY 2125 - Advanced Radiographic Technology II 5/0 (5)

Prerequisites: XRAY 1346, XRAY 2114, and concurrent enrollment in XRAY 1356. This course is designed to give the student a comprehensive review of radiography. The student will cover a vast amount of material – some new, but most in the form of review with emphasis in the areas most needed.

XRAY 2312 - Survey of Radiographic Pathology 2/0 (2)

Prerequisites: BIOL 2644, BIOL 2654, XRAY 1326, XRAY

1053 and concurrent enrollment in XRAY 1333. This course will acquaint the student with certain changes that occur in the disease process and with injury and their applications to radiography. An understanding of these should enable the student to: handle seriously injured or ill patients more intelligently, produce more informative radiographs, be a more competent member of the health care team, obtain a greater satisfaction from his/her work, and be able to recognize basic radiographic pathology on a finished radiograph.

Reading

READ 0911 - Word Attack (Based on demand) (1)

The student will learn to recognize word parts and phonetic configurations, enabling him/her to recognize written words already in the spoken vocabulary and to decipher words not encountered previously. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0921 - Spelling (Based on demand) (1)

The student will work with general spelling principles especially homophones, contractions, and commonly misspelled words. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0931 - Vocabulary (Based on demand) (1)

The student will study word meanings through use of context clues and structural analysis. Both sight vocabulary and dictionary skills will be emphasized. Special vocabulary drills are available for medical and administrative assistant students. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0941 - Comprehension I (Based on demand) (1)

Students will focus on recognizing the main idea. Students will practice discerning fact from opinion and general statements from specific statements. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0951 - Comprehension II (Based on demand) (1)

Prerequisite: READ 0941 or consent of instructor. Practical application of reading skills will be emphasized in the class. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0961 - Effective Reading (Based on demand) (1)

The student will apply basic reading skills in textbook reading. Skills will be applied to increase reading rate and comprehension. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0984 - Preparation for College Reading I (4)

Prerequisite: Appropriate reading assessment score. The student will work with word attack techniques, briefly reviewing consonant and vowel sounds. General spelling principles and vocabulary development using prefixes, suffixes, combining forms and context clues are important aspects of the course. Individual learning styles will be identified and reinforced. Study skills, including time management, note taking, study habits and test-taking techniques will be emphasized. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 0994 - Preparation for College Reading II (4)

Prerequisite: A grade of C or better in READ 0984 or appropriate reading assessment score. The student will identify the subject matter, recognize the main idea, discern fact from opinion, locate supporting details, and recognize general statements from specific statements. Individual learning styles and study skills introduced in READ 0984 will be reviewed and expanded. Use of the dictionary, thesaurus, and other reference sources will be emphasized, as well as using the Learning Resource Center and on-line resources. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

READ 1484 - Introduction to College Reading (4)

Prerequisite: A grade of C or better in READ 0994 or appropriate reading assessment score. The student will develop strategies for effective comprehension of passages from essays to text chapters to books. Content will comprise a variety of reading formats, including social science, science, business, and technical. Emphasis will be on improving study skills, reading rate, flexibility and critical reading skills. Grades in this course will be calculated into student grade point averages.

Respiratory Therapist

Students in the Respiratory Therapist program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 173. This regulation concerns the completion of all RESP, BIOL, and PSCI courses in the Respiratory Therapist curriculum with a grade of C or better.

RESP 1113 - Respiratory Physiology 3/0 (3)

Prerequisites: Admission to the Respiratory Therapist program, COMP 1521, BIOL 1554, and PSCI 1514 (BIOL 1554, PSCI 1514, and COMP 1521 may be taken concurrently). An in-depth study of the cardiovascular and pulmonary systems. The student will learn the mechanics and the neuromuscular control of ventilation. The student also will become familiar with the transport of oxygen and carbon dioxide via the blood.

RESP 1224 - Clinical I 0/12 (4)

Prerequisites: RESP 1113 and RESP 1425; BIOL 1554 or PSCI 1514; COMP 1521. The student will participate in respiratory therapy situations emphasizing patient assessment, oxygen therapy, bronchial hygiene skills, and aerosol medications. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

RESP 1324 - Respiratory Procedures I 4/4 (4)

Prerequisites: Admission to the Respiratory Therapist program, COMP 1521, BIOL 1554, and PSCI 1514 (BIOL 1554, PSCI 1514, and COMP 1521 courses may be taken concurrently). This course provides students with an introduction to respiratory care and the basic skills and equipment associated with this health care field. The respiratory skills that will be learned are respiratory as-

sessment, humidity and aerosol therapy, medical gas therapy and professional behavior. Function, application, and maintenance of common respiratory equipment will be covered. Emphasis will be on production, storage, and delivery of medical gases, humidifiers, nebulizers, and oxygen appliances.

RESP 1331 - Respiratory Skills I **2/1 (1)**

Prerequisites: RESP 1113 and RESP 1324. This course emphasizes hands-on learning experiences with respiratory equipment and procedures. The didactic portion of this material was presented in RESP 1324. Students will practice and demonstrate competency of the skills associated with this information.

RESP 1435 - Respiratory Procedures II **4/2 (5)**

Prerequisites: RESP 1113, RESP 1425, BIOL 1554, PSCI 1514, and COMP 1521. This course stresses interpretation of the findings of the respiratory assessment. The theory and administration of all therapies will be presented. Airway management will be included. The lab portion of this course will teach the student the technical skills needed to apply theory in a clinical situation.

RESP 1445 - Respiratory Procedures III **5/0 (5)**

Prerequisites: RESP 1113, RESP 1425, BIOL 1554, PSCI 1514, and COMP 1521. This course will provide the student with an in-depth understanding of airway pharmacology and a general knowledge of the most common drugs used in the care of cardiopulmonary patients. The student will be instructed in the proper protective procedures both for the patients and themselves. This includes a general understanding of clinical microbiology as well as specific skills in a variety of infection control procedures.

RESP 2212 - Clinical Medicine **2/0 (2)**

Prerequisites: RESP 1435 and RESP 1445. This course is designed to provide students with the basic knowledge and understanding to assess and treat patients with respiratory disease.

RESP 2225 - Clinical II **0/15 (5)**

Prerequisites: RESP 1224, RESP 1435, and RESP 1445. Increased proficiency in skills and knowledge covered in RESP 1224 will be expected of students in this course. Airway management, arterial blood gases, noninvasive ventilation and mechanical ventilation will be stressed.

RESP 2245 - Clinical III **0/15 (5)**

Prerequisites: RESP 2212, RESP 2225, RESP 2411, RESP 2433, and RESP 2445. The student will study and work in a clinical setting for 16 hours per week to gain knowledge and experience. Emphasis will be in the following respiratory areas: management of the neonate and pediatric patient, practice in the home setting, practice in skilled, sub-acute care, long-term mechanical ventilation settings, ECG, stress and sleep testing, and critical care.

RESP 2353 - Cardiopulmonary Procedures **3/0 (3)**

Prerequisites: RESP 2212, RESP 2225, RESP 2433, RESP 2411, RESP 2445; or consent of instructor. This course will provide the student with the information to interpret basic cardiac monitoring and drug interventions for treatment of arrhythmias. Current "Advanced Cardiac Life Support" (ACLS) guidelines will be introduced. This course also will introduce the respiratory therapy student to opportunities in areas other than the acute care setting. It will include home care, nutrition for the pulmonary patient, pulmonary rehabilitation, cardiopulmonary stress testing, and sleep and breathing disorders.

RESP 2411 - Professional Skills **1/0 (1)**

Prerequisite: RESP 1224, RESP 1435, and RESP 1445. This course will stress the non-technical skills expected of a respiratory therapist. Verbal and written communication skills will be stressed.

RESP 2433 - Respiratory Procedures IV **3/0 (3)**

Prerequisites: RESP 1224, RESP 1435, and RESP 1445. The student will be introduced to acid-base balance factors which affect the pH and a clinical approach to interpretation of arterial blood gases. Applying blood gas values to patient care will be emphasized.

RESP 2445 - Respiratory Procedures V **4/2 (5)**

Prerequisite: RESP 1224, RESP 1435, and RESP 1445. This course includes assessment of the critically ill, and in-depth study of airway management and mechanical ventilation. The lab portion of the course will reinforce material presented in lecture and will require the student to demonstrate competency in the technical skills expected for each topic.

RESP 2453 - Respiratory Procedures VI **3/0 (3)**

Prerequisite: RESP 2212, RESP 2225, RESP 2411, RESP 2433, and RESP 2445. Hemodynamic monitoring and management of the critically ill patient will be studied. An overview of the neonate and pediatric patient will be presented with emphasis on the treatment and management of those with cardiopulmonary disease. Advanced pulmonary function testing and the interpretation of the test results, bronchoscopy and chest tubes also will be covered.

RESP 2483 - Respiratory Seminar **3/0 (3)**

Prerequisites: RESP 2212, RESP 2225, RESP 2411, RESP 2433, and RESP 2445. This course will provide a comprehensive review of all material presented in the program to prepare the student for the National Board for Respiratory Care credentialing exams. Some of the material will be new. The clinical simulation exams will be stressed as well as test-taking skills. The NBRC Entry-Level and Advanced-Level Self Assessment Exams will be administered. Computer-based "mock" board exams must be passed before the student is eligible to complete the course.

Social Science

SOSC 1533 - International Studies in the Social Sciences (Based on demand) **1/6 (3)**

Students will travel to international/regional locations that may vary from year to year to study selected topics or current issues in the social or behavioral sciences (anthropology, economics, geography, history, political science, psychology). The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include, but are not limited to, field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of three credit hours can be used toward a degree or certificate.

SOSC 1543 - The Ascent of Man

(Based on demand) **3/0 (3)**

This interdisciplinary course examines some major events in human cultural evolution. The course traces the development of human creativity, particularly as it has been expressed through scientific discoveries. The processes of thought and imagination which are involved in various attempts made by man to analyze and understand the nature of the universe and of himself are emphasized.

Social Work

SOCW 2523 - Introduction to Social Work **3/0 (3)**

Prerequisite: PSYC 1813 or SOCY 2513 or ANTH 1713 or experience in the field. The student will explore the principles, techniques, and educational requirements for professional practice. The philosophy and values of the profession will be emphasized. The fields of social work practice and their relationship to the other helping professions will be studied.

Sociology

SOCY 1611 - Introduction to Volunteerism **1/0 (1)**

This course is intended to give students a theoretical background in volunteerism and service learning. Materials will cover the history of volunteerism and voluntary organizations, along with the role of volunteerism in democracy. The course will place the students' respective service projects in a social context and facilitate learning about issues relevant to their service area. A requirement of the course is involvement in a service learning project and membership in KCC's Rotaract Service Club, an affiliate of Rotary International.

SOCY 1621 - Internship in the Social Sciences **0/5 (1)**

Prerequisite: SOCY 1611 or concurrent enrollment or consent of instructor. This course will provide participation in a work experience in an area of the social and behavioral sciences under supervision of both the college and the volunteer site supervisor. Internship objectives will be identified for each student. Each student will be a member of the KCC Rotaract Service Club, an affiliate of Rotary International.

SOCY 2513 - Sociology **3/0 (3)**

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. This course will acquaint the student with basic concepts and methods used in the study of sociology. Materials will cover major social differences, such as class, race, sex, age, and deviant behavior. Institutions of social life, such as family, education, religion, power, and work will be examined. *AAS: Social and behavioral science elective. IAI: S7 900 Social and behavioral science.*

SOCY 2523 - Contemporary Social Problems **3/0 (3)**

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713. The course will present concepts and methods of sociology and will require an analysis of current issues. The student will learn to select appropriate data from personal experience, journalistic sources, and sociological materials in order to critique and analyze issues. *AAS: Social and behavioral science elective. IAI: S7 901 Social and behavioral science.*

SOCY 2543 - Race & Ethnic Relations **3/0 (3)**

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713. This course is an analysis of racial, ethnic and religious groups using the sociological perspective. Students will become familiar with and analyze current issues and social problems related to race and ethnicity. *AAS: Social and behavioral science elective. IAI: S7 903D Social and behavioral science.*

SOCY 2553 - Marriage & The Family **3/0 (3)**

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713. This course examines the changing nature of the family in America. It considers how mates are selected, the nature of relationships within marriage, and the process and effects of ending or altering the marital situation. *AAS: Social and behavioral science elective. IAI: S7 902 Social and behavioral science.*

Spanish

Native speakers of Spanish should consult the department for further information.

SPAN 1503 - Basic Spanish **3/0 (3)**

The student will be introduced to the basics of the Spanish language with emphasis on essential speaking and listening skills. The student will learn the fundamentals of idiomatic vocabulary, basic grammar and syntax, and introductory cultural traditions. This course is not intended to be part of the Spanish language sequence. It is a stand-alone course. It is an excellent supplement to the regular Spanish sequence of SPAN 1514 and SPAN 1524 since it gives additional practice in basic conversational patterns. Students who choose to take the regular sequence can take this course prior to, concurrently with, or following SPAN 1514 and/or SPAN 1524. *AAS: Humanities elective.*

SPAN 1514 - Elementary Spanish I **4/0 (4)**

Prerequisite: Appropriate assessment score or consent of instructor. This is a comprehensive elementary course including: grammar, oral and written composition, oral practice, and cultural studies. One research project and one oral presentation will be required. *AAS: Humanities elective.*

SPAN 1524 - Elementary Spanish II **4/0 (4)**

Prerequisites: SPAN 1514 and an appropriate assessment score or consent of instructor. This course is a continuation of SPAN 1514 with introduction of the preterite and subjunctive verbs along with emphasis on reading. A research project and oral presentation will be required.

SPAN 2514 - Intermediate Spanish I
(Based on demand) **4/0 (4)**

Prerequisite: SPAN 1524 and consent of instructor. This course provides the advanced student a general review of Spanish grammar and structure with an underpinning of Spanish culture. Sentence structure and verb usage along with other elements of

grammar study will be the focus. The customs and traditions of the Spanish people will supply the themes for written work. A research paper and oral presentation will be required.

SPAN 2524 - Intermediate Spanish II
(Based on demand) 4/0 (4)

Prerequisite: SPAN 2514. This is a survey of Spanish and Latin-American life and institutions intended as a background for literary studies and a better understanding of Spanish world contributions. A research project is required. *AAS: Humanities elective. IAI: H1 900 Humanities.*

SPAN 2713 - Advanced Communication in Spanish
(Based on demand) 3/0 (3)

Prerequisite: SPAN 2514. This course is designed to give intensive practice in communicating in Spanish. The course provides opportunities to improve listening, speaking, and writing abilities.

Speech

SPCH 1553 - Introductory Speech 3/0 (3)

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better or consent of instructor. The student will be introduced to basic principles of effective speaking and listening. Emphasis is on both understanding basic communication theory and on improving oral communication skills. The student will learn to prepare, organize, and deliver effective research-based informative and persuasive speeches. *AAS: Communications elective. IAI: C2 900 Communications.*

SPCH 1563 - Interpersonal Communication 3/0 (3)

The student will study components of face-to-face interaction between individuals and in groups. Relationship skills will be explored, analyzed, and practiced. Among the topics covered are the communication process, verbal and nonverbal communication, cooperation and conflict management. Communication principles will be applied to a variety of settings including family and work situations. *AAS: Humanities elective.*

Study Skills

SKIL 0911 - Study Skills I (1)

The student will develop effective study skills through practice focusing on appropriate use of the textbook; test-taking techniques; note taking, outlining and summarizing skills. Individual learning styles (visual, auditory, and tactile) will be identified and reinforced. Time management and consistent study habits will be stressed. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

SKIL 0921 - Study Skills II (1)

The student will become proficient in the use of various reference sources including the dictionary and thesaurus. The student also will use the on-line computer to access information. Proper term paper format will be emphasized with stress on footnotes/endnotes and works cited. *This course is designed to prepare students for college-level coursework. See Page 118 under "Course numbering system."*

Supply Chain Management

Course descriptions are listed under Transportation. See Page 162.

Tower Construction & Maintenance

TOWR 1111 – Tower Erection Basics
(Based on demand) (Variable, up to 1.5)

This course will teach and expose the student to the basic techniques and standards necessary to erect the most common communication towers, utilizing industry standards applicable to basic tower erection.

TOWR 1121 – Emergency Medical Response
(Based on demand) (Variable, up to 1.5)

This course is designed to meet the requirements of OSHA 1910.1030, the bloodborne pathogens standard and the knowledge and psychomotor skills to recognize emergencies at the worksite and give first aid.

TOWR 1131 – OSHA 10-Hour
(Based on demand) (Variable, up to 1.5)

This course as prescribed by OSHA, provides safety training to workers in the construction industry in basic hazards they are normally faced with. This course meets the requirement for the OSHA 1926.21 standard for the construction industry.

TOWR 1141 – RF Safety & Hazard Signage
(Based on demand) (Variable, up to 1.5)

This course will familiarize the issues associated with signage and signal hazards and safety. The student will become familiar with the recommended signage to be utilized on most communications related job sites and equipment to assure personnel and equipment safety. In addition, students will be shown the hazards associated working with radio frequency and microwave signals and how to be protected.

TOWR 1152 – Haz-Woper
(Based on demand) (Variable, up to 1.5)

This course is design for the tower erector who may, from time to time, be working at a job site where the ground is contaminated, or where hazardous materials or special wastes may have previously been handled or stored, and to which he or she may now become exposed.

TOWR 1162 – Tower Rescue & Competent Climber
(Based on demand) (Variable, up to 1.5)

This course will provide students with skills needed to properly use restraint systems and address tower rescues.

TOWR 1171 – Rigging & Ropes
(Based on demand) (Variable, up to 1.5)

This course provides rigging standards, uses and applications for slings, shackles, and hooks to workers in the construction industry in order to impart the most efficient and safe methods to use.

TOWR 1181 – Authorized Climber

(Based on demand) **(Variable, up to 1.5)**

This is an introductory course designed to allow the student to develop the basic skills necessary for safe tower work. This course will address a variety of subject areas including regulatory safety standards, equipment commonly used, engineering controls, or practice controls, and return demonstrations. Upon completion, the authorized climber will be able to demonstrate knowledge, understanding, and application of the equipment used, as well as safe practices while working on the tower.

Theater

THEA 1813 - Introduction to Drama **3/0 (3)**

Prerequisite: Consent of instructor. The student will be introduced to basic techniques of acting. He or she will participate in improvisations and present practice scenes in class to develop abilities in character analysis and creation, stage movement, and voice and body control. The student also will be introduced to technical elements of play production. *AAS: Humanities elective.*

THEA 1823 - Intermediate Drama
(Based on demand) **3/0 (3)**

Prerequisite: THEA 1813. The student will continue to develop the acting skills presented in THEA 1813. He or she will present practice scenes in class to develop a greater understanding of characterization, stage composition and movement, and to apply techniques of various modern and historical styles of acting and production.

Theatre Practicum

Prerequisite: Consent of instructor. The student will acquire practical experience by working in theatrical productions. He/she will choose the area in which he/she wishes to gain experience during each semester: (a) acting, directing, and stage management, (b) set design and construction, lighting and sound, (c) costuming and makeup, (d) publicity and program construction. The student may repeat this course for a maximum of four semester hours credit choosing a different area during each enrollment. Each enrollment awards one credit hour.

THEA 1941 - Acting, Directing, Stage Management **0/3 (1)**

THEA 1951 - Set Design & Construction **0/3 (1)**

THEA 1961 - Costuming & Makeup **0/3 (1)**

THEA 1971 - Publicity & Program Construction **0/3 (1)**

Transportation

TWDL 1003 - Transportation & Physical Distribution **3/0 (3)**

This course studies the fundamental roles and importance of transportation in companies and society. The course evaluates the complex environment in which transportation services are provided and discusses how to adapt to a fast-paced and rapidly changing industry. Specific topics include overview of transportation, supply chain, the economy, traditional modes of transportation, special carriers, global transportation, economic and operating characteristics of each mode, cost, prices, carrier strategy and information management.

TWDL 1103 - Introduction to Supply Chain Management **3/0 (3)**

This course covers the basics of supply chain management, which includes all activities in the flow of materials from the supplier to the consumer. Such activities include the supply chain concept, inventory and warehouse management, physical distribution, order management, materials handling, capacity management, just-in-time manufacturing and total quality management.

TWDL 1203 - Introduction to Import/Export **3/0 (3)**

This course focuses on the practices of international trade professionals. It is designed to form a sound foundation and understanding of the major factors affecting the global marketplace. Students will build exporting and importing skills and an understanding of the methods and procedures of importing and exporting products. All of the major concepts and terminology of international trade will be addressed through hands-on activities and topic papers. Emphasis will be on practical details, and case histories will be studied.

TWDL 1303 - Principles of Operations Management **3/0 (3)**

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping costs as low as possible. This course provides detailed operations management study. The major areas covered include integrated product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning.

TWDL 1402 - Transportation & Cargo Security **3/0 (2)**

This course examines relevant facets of maritime, land, pipeline, and air transportation security related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation.

Welding Technology

WELD 1114 - Basic Welding **2/4 (4)**

The student will be able to perform basic welding skills using the oxyacetylene and shielded metal arc processes. The student also will be able to explain the principles of shielded metal arc welding and oxyacetylene, cutting, welding, and brazing. Basic tools must be supplied by the student.

WELD 1124 - Advanced Arc Welding **2/4 (4)**

Prerequisite: WELD 1114. The student will be able to explain the principles of design of weldments, weldability of metals, welding defects, weld testing and inspection, and preheating and post-

heating. The student also will weld various joint designs in the vertical and overhead projections using a variety of electrodes.

WELD 1263 - Metallurgy & Heat Treatment 3/0 (3)

The student will describe the physical properties of various metals and alloys, the classification of ferrous and non-ferrous steel, the effect of alloying elements, and the results of heat treatment.

WELD 2044 - Pipe Welding 2/4 (4)

Prerequisites: WELD 1114 and WELD 1124. The student will be able to explain the principles of ASME and API pipe welding and the ASME and API pipe welding codes. The student will develop skills enabling him or her to take the ASME and API pipe welding certification test.

WELD 2124 - Tungsten Inert Gas Welding 2/4 (4)

The student will be able to explain the principles of TIG welding, TIG power supplies and joint preparation. The student also will weld various joint designs in the flat, horizontal, vertical, and overhead positions using the TIG processes.

WELD 2224 - Metallic Inert Gas Welding 2/4 (4)

Upon course completion, the student will be able to explain the principles of MIG welding, MIG power supplies, and MIG joint preparation. The student also will weld various joint designs in the flat, horizontal, vertical, and overhead positions using the MIG process.

WELD 2301 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 1F Welder Qualification Test. (Flat fillet.)

WELD 2311 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 2F Welder Qualification Test. (Horizontal fillet.)

WELD 2321 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 3F Welder Qualification Test. (Vertical fillet.)

WELD 2331 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 4F Welder Qualification Test. (Overhead fillet.)

WELD 2341 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 1G Welder Qualification Test. (Flat groove.)

WELD 2351 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 2G Welder Qualification Test. (Horizontal groove.)

WELD 2361 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 3G Welder Qualification Test. (Vertical groove.)

WELD 2371 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 4G Welder Qualification Test. (Overhead groove.)

WELD 2381 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 5G Welder Qualification Test. (Pipe axis in horizontal fixed position.)

WELD 2391 - Special Problems in Welding (Based on demand) 0/2 (1)

This course prepares the student to take the AWS 6G Welder Qualification Test. (Pipe axis is 45° fixed position.)

X-ray

Course descriptions are listed under Radiography.
See Pages 156-157.

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Course Fees

Course no. Title and fee

ACCT 1413 - General Accounting – $5
ACCT 1514 - Financial Accounting – $5
ACCT 1523 - Managerial Accounting – $5

AGRC 1254 - Basic Soils – $30
AGRC 1624 - Soil Science – $50
AGRC 1704 - Animal Science – $50
AGRC 1724 - Plant Science – $50

AIRC 1014 - Fundamentals of Air Conditioning – $55
AIRC 1023 - Controls & Circuitry for HVAC – $30
AIRC 1114 - Domestic Refrigeration – $50
AIRC 1124 - Commercial Refrigeration – $30
AIRC 1214 - Heating Plants – $25
AIRC 1313 - Air Handling – $50

ARTS 1503 - Basic Drawing – $15
ARTS 1513 - Two-Dimensional Design – $15
ARTS 1553 - Art Appreciation – $20
ARTS 1603 - Drawing II – $15
ARTS 1613 - Survey of Art (Caves - Cathedrals) – $15
ARTS 1623 - Survey of Art (Renaissance - Rococo) – $15
ARTS 1633 - Survey of Art (1800 - Present) – $15
ARTS 1813 - Three-dimensional Design – $20
ARTS 2513 - Painting – $20
ARTS 2523 - Painting II – $20
ARTS 2533 - Ceramics I – $25
ARTS 2553 - Photography – $50
ARTS 2563 - Photography II – $50
ARTS 2573 - Introduction to Printmaking – $20
ARTS 2583 - Color Photography – $50
ARTS 2613 - Figure Drawing – $15
ARTS 2623 - Figure Drawing II – $15
ARTS 2713 - Introduction to Sculpture – $25

AUTO 1021 - Service Shop Operations I – $10
AUTO 1064 - Internal Combustion Engines – $30
AUTO 1073 - Ignition & Electrical Systems I – $30
AUTO 1123 - Ignition & Electrical Systems II – $30
AUTO 1143 - Brakes – $30
AUTO 1213 - Manual Transmissions & Drivelines – $30
AUTO 1223 - Automatic Transmissions – $30
AUTO 2013 - Computerized Engine Controls I – $30
AUTO 2233 - Heating & Air Conditioning – $30
AUTO 2243 - Alignment, Steering and Suspension – $30
AUTO 2252 - Service Shop Operations II – $20

BIOL 1514 - General Biology I – $20
BIOL 1524 - General Biology II – $20
BIOL 1554 - Human Biology – $20
BIOL 1584 - Environmental Biology – $20
BIOL 1614 - General Zoology – $20
BIOL 1714 - General Botany – $20
BIOL 2644 - Anatomy & Physiology I – $25
BIOL 2654 - Anatomy & Physiology II – $25
BIOL 2714 - Microbiology – $40

BSNS 1353 - Administrative Office Procedures – $25
BSNS 1411 - Keyboarding – $10
BSNS 1603 - Business Communications – $10
BSNS 2514 - Business Statistics – $15

CDEV 2033 - Instructional Methods of Early Childhood Education – $15

CHEM 1504 - Basic Chemistry – $30
CHEM 1514 - General Chemistry I – $30
CHEM 1524 - General Chemistry II – $30
CHEM 2614 - Quantitative Analysis – $30
CHEM 2714 - Organic Chemistry I – $30
CHEM 2724 - Organic Chemistry II – $30

CNST 1423 - Construction Materials and Methods – $30
CNST 2423 - Masonry Skills – $30

COSC 1023 - Intermediate Word – $25
COSC 1152 - Introduction to Windows – $25
COSC 1172 - Introduction to the Internet – $25
COSC 1181 - Voice Recognition – $25
COSC 1341 - PowerPoint – $25
COSC 1352 - Word – $25
COSC 1362 - Access – $25
COSC 1372 - Excel – $25
COSC 1382 - Microsoft Office Suite Integration – $25
COSC 1513 - Introduction to Information Processing – $25
COSC 2033 - Advanced Word – $25
COSC 2362 - Advanced Access – $25
COSC 2513 - Introduction to Computer Science – $25
COSC 2613 - Computer Programming for Science and Engineering – $25

DRFT 1154 - Technical Drafting & Blueprint Reading – $10
DRFT 2114 - Computer-Aided Drafting I – $30
DRFT 2124 - Computer-Aided Drafting II – $30
DRFT 2134 - Computer-Aided Drafting III – $30
DRFT 2164 - Technical Illustration – $30
DRFT 2414 - Architectural Drafting – $30

DSGN 1113 - Digital Photography – $10
DSGN 1123 - Introduction to Web Design – $5
DSGN 1133 - Package Design – $10
DSGN 1213 - Photoshop Digital Imaging – $10
DSGN 1223 - Digital Motion Graphics – $5
DSGN 1233 - Document Design – $5
DSGN 1243 - Computer Illustration – $10
DSGN 1253 - Portfolio Development – $10

ELTR 1024 - Basic Circuit Analysis – $15
ELTR 1034 - Fluid Power – $30
ELTR 1044 - Semiconductor Electronics – $25
ELTR 1064 - Fundamentals of Electricity – $25
ELTR 1114 - Digital Fundamentals – $25
ELTR 1123 - Microcomputer Fundamentals – $15
ELTR 1174 - National Electric Code & Wiring Methods – $35
ELTR 1322 - Microcomputer Applications – $15
ELTR 1423 - Electrical & Electronic Drafting – $20
ELTR 2074 - DC & AC Rotating Machines & Drive Trains – $25
ELTR 2162 - Selected Studies I – $15
ELTR 2172 - Selected Studies II – $15
ELTR 2182 - Special Projects I – $15
ELTR 2192 - Special Projects II – $15
ELTR 2254 - Industrial Instrumentation – $25
ELTR 2314 - Introduction to Solar-Thermal Technology – $35
ELTR 2324 - Introduction to Small-Wind Energy Technology – $75
ELTR 2334 - Introduction to Solar-Photovoltaic Technology – $100
ELTR 2414 - Industrial Motor Control – $30
ELTR 2444 - Industrial Programmable Controllers & Robotics – $15
ELTR 2454 - Industrial Instrumentation – $25
ELTR 2464 - Process Control – $25
ELTR 2474 - Advanced Programmable Controllers – $25

ENGL 1413 - Fundamentals of Writing – $5
ENGL 1613 - English I – $5*
ENGL 1623 - English II – $5*
*The fee varies for off-campus sections
ENGL 2813 - Creative Writing – $5

ENGR 1513 - Engineering Graphics – $35

HLTH 1224 - Medical Assistant Administrative Procedures – $50
HLTH 1343 - Basic ICD-9-CM – $15
HLTH 1353 - Basic CPT Coding – $15
HLTH 1363 - Insurance Procedures – $15
HLTH 1404 - Phlebotomy Techniques – $40
HLTH 1411 - Phlebotomy Techniques Practicum – $20
HLTH 1492 - Coding Practicum – $15
HLTH 2102 - Intravenous Therapy for Nurses – $40

HORT 1014 - Fundamentals of Horticulture – $30
HORT 1023 - Plant Propagation – $30
HORT 1124 - Horticulture Mechanics – $30
HORT 1133 - Plant Diseases and Insects – $30
HORT 1144 - Landscape Plants – $30
HORT 1154 - Landscape Layout & Design – $30
HORT 1173 - Greenhouse Operations – $30
HORT 1234 - Turf Management – $30
HORT 1514 - Introduction to Horticulture Science – $50

HUMS 1513 - Introduction to Humanities – $15
HUMS 1813 - African-American Cultural Expression – $15
HUMS 1833 - Hispanic-Latino Culture – $15

JOUR 1653 - Introduction to Journalism – $10
JOUR 1683 - Introduction to Radio Production – $10

LAWF 2733 - Private Security – $60

MATH 1774 - Statistics – $15

MCHN 1214 - Machine Tool I – $35
MCHN 1224 - Machine Tool II – $35
MCHN 1234 - Machine Tool III – $35
MCHN 2314 - Fundamentals of CNC Machining & Programming – $35

MEDT 1043 - Medical Laboratory Skills II – $35
MEDT 1114 - Urinalysis & Body Fluids – $40
MEDT 1124 - Hematology & Coagulation – $40
MEDT 1415 - Physiologic Systems – $35
MEDT 2044 - Clinical Microbiology – $50
MEDT 2124 - Serology & Blood Banking – $55
MEDT 2214 - Clinical Chemistry – $50
MEDT 2316 - Clinical Practicum I – $30
MEDT 2326 - Clinical Practicum II – $30

PEPC 1308 - Emergency Medical Technician – Intermediate I – $30
PEPC 1318 - Emergency Medical Technician – Intermediate II – $30
PEPC 1324 - Emergency Medical Technician – Intermediate III – $30
PEPC 1343 - Emergency Medical Technician – Intermediate IV – $60

PHEC 1611 - Physical Education Activities (Coed) – $5
PHEC 1621 - Physical Education Activities (Coed) – $5
PHEC 1611 - Basketball – $12
PHEC 1621 - Basketball – $12
PHEC 1611 - Golf – $10
PHEC 1621 - Golf – $10
PHEC 1611 - Physical Fitness – $20
PHEC 1621 - Physical Fitness – $20
PHEC 1611 - Physical Fitness/Aerobics – $30
PHEC 1611 - Physical Fitness/Yoga – $5
PHEC 2511 - Physical Education Activities – (Coed) – $5
PHEC 2521 - Physical Education Activities – (Coed) – $5

PHED 1913 - Introduction to Athletic Training – $25
PHED 1942 - First Aid & Emergency Care – $25

PHEM 1611 - Men's Baseball – $10
PHEM 1621 - Men's Baseball – $10

PLAS 2113 - Legal Technology – $25

PHTA 1101 - Introduction to Healthcare – $15
PHTA 1115 - PTA Fundamentals I – $55
PHTA 1224 - Kinesiology – $40
PHTA 1234 - PTA Fundamentals II – $55
PHTA 2001 - Professionals Standards of the PTA – $15
PHTA 2043 - Pathology for the PTA – $25
PHTA 2053 - Clinical Practicum I – $50
PHTA 2164 - Orthopedics for the PTA – $40
PHTA 2175 - PTA Fundamentals III – $45
PHTA 2185 - PTA Fundamentals IV – $45
PHTA 2201 - Current Issues in PT Practice – $50
PHTA 2224 - Clinical Practicum II – $60
PHTA 2234 - Clinical Practicum III – $60
PHTA 2293 - PTA Fundamentals V – $35

PHYS 1514 - General Physics I – $30
PHYS 1524 - General Physics II – $30
PHYS 2614 - Physics I – $30
PHYS 2624 - Physics II – $30
PHYS 2634 - Physics III – $30

PMED 1017 - Emergency Medical Technician – Basic – $50
PMED 2408 - Emergency Medical Technician – Paramedic I – $50
PMED 2418 - Emergency Medical Technician – Paramedic II – $50
PMED 2437 - Emergency Medical Technician – Paramedic III – $50
PMED 2447 - Emergency Medical Technician – Paramedic IV – $70

PNUR 1138 - Practical Nursing I – $50
PNUR 1140 - Practical Nursing II – $50
PNUR 1241 - Practical Nursing Pharmacology I – $50
PNUR 1262 - Practical Nursing Pharmacology II – $50
PNUR 1316 - Practical Nursing III – $70
PNUR 1438 - Nursing Assistant – $25

PSCI 1514 - Introduction to Physical Science – $25
PSCI 1524 - Earth Science & Astronomy – $25

RESP 1224 - Clinical I – $20
RESP 1425 - Respiratory Procedures I – $100
RESP 1435 - Respiratory Procedures II – $50
RESP 2225 - Clinical II – $20
RESP 2245 - Clinical III – $20
RESP 2445 - Respiratory Procedures V – $20
RESP 2483 - Respiratory Seminar – $135

RNUR 1106 - Introduction to Nursing – $50
RNUR 1129 - Nursing – Adult & Child I – $60
RNUR 1144 - Transition for LPNs – $60
RNUR 2119 - Nursing – Adult & Child II – $50
RNUR 2124 - Nursing – Adult & Child III – $60
RNUR 2137 - Nursing – Adult & Child IV – $50
RNUR 2443 - Concepts of Clinical Pharmacology – $52

THEA 1813 - Introduction to Drama – $15

WELD 1114 - Basic Welding – $50
WELD 1124 - Advanced Arc Welding – $50
WELD 2044 - Pipe Welding – $50
WELD 2124 - Tungsten Inert Gas Welding – $50
WELD 2224 - Metallic Inert Gas Welding – $50
WELD 2301 - AWS1F Welder Qualification Test – $15
WELD 2311 - AWS2F Welder Qualification Test – $15
WELD 2321 - AWS3F Welder Qualification Test – $15
WELD 2331 - AWS4F Welder Qualification Test – $15
WELD 2341 - AWS1G Welder Qualification Test – $15
WELD 2351 - AWS2G Welder Qualification Test – $15
WELD 2361 - AWS3G Welder Qualification Test – $15
WELD 2371 - AWS4G Welder Qualification Test – $15
WELD 2381 - AWS5G Welder Qualification Test – $15
WELD 2391 - AWS6G Welder Qualification Test – $15

XRAY 1014 - Introduction to Radiography – $40
XRAY 1042 - Radiographic Quality – $20
XRAY 1213 - Clinical Procedures I – $40
XRAY 1222 - Clinical Procedures II – $40
XRAY 1316 - Clinical I – $60
XRAY 1326 - Clinical II – $60
XRAY 1333 - Clinical III – $60
XRAY 1346 - Clinical IV – $60
XRAY 1356 - Clinical V – $60
XRAY 2114 - Advanced Radiographic Technology I – $40
XRAY 2125 - Advanced Radiographic Technology II – $40

Testing fees:

Career interest test – $10

Proctor (per hour) – $12

COMPASS re-test – $10
(for second and subsequent tests within four years)

COMPASS remote testing fee – $25

Proficiency test – Equal to one credit hour tuition

GED retesting
Writing test – $15
Reading test – $10
Social studies test – $10
Science test – $10
Mathematics test – $10

GED "no show" fee – $25

Myers Briggs test – $20

CAI test – $8

Other fees:

Reissue diploma – $25

Graduation
for first degree – $20
for second degree – $6
late fee – $10

Transcript – $3

Transcript (same day or online) – $5

Student ID card first replacement – $5

Student ID card additional replacement – $10

Code of Campus Affairs and Regulations

The Code of Campus Affairs and Regulations applies to College Credit Division students. It applies to Continuing Education students where specified by an asterisk (*).

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Code of Campus Affairs and Regulations

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1.0* Application

1.1* Kankakee Community College students are responsible for knowing and abiding by the Code of Campus Affairs and Regulations.

1.2* The current code of Campus Affairs and Regulations does not apply retroactively to situations/conditions which occurred when a previous edition was in force.

2.0* Admissions

2.1* High school graduates and non-graduates whose class has graduated are eligible for admission. Admission to the college will be consistent with Section 103-17 of the Illinois Public Community College Act.

2.2* Admission to KCC does not guarantee enrollment in specific courses or programs. Students requesting admission to specific courses or programs must meet the criteria for those programs and courses. Only high school graduates, home school high school graduates, and General Educational Development (GED) certificate holders are eligible for regular admission to a program.

(a) Students requesting admission to transfer programs should have qualifications similar to those established by state universities for comparable programs. Students accepted on a provisional basis with deficiencies as defined by Public Act 86-0954 may be admitted to transfer programs by completing the number of transfer-level semester hours specified in the admission requirements for baccalaureate-transfer programs with a grade point average (GPA) of 2.0 or better. Students must submit assessment scores as proof of qualification and for academic advisement and placement. Transfer students exempted from assessment requirements will meet the admissions records obligation. Go to http://www.kcc.edu/admissions for more information.

(b) Students applying to health career programs are responsible to meet timelines and eligibility requirements. Information concerning health career requirements is available in Student Services.

2.3* The Social Security number will be requested, though not required, to process the admission form. After the admission form has been processed, a permanent identification number will be assigned.

2.4 The Admissions form must be submitted to the Office of Admissions and Registration.

2.5 Applicants planning to enroll:

(a) Must request the high school last attended to send an official transcript directly to the college. Students also may submit an earned GED* in place of their high school transcript, but they must complete college administered testing for placement purposes.
*GED may not meet specific program requirements where a high school prerequisite course and transcript verification is required.

(b) Official transcripts of previously attended colleges or universities must be on file for financial aid and/or for coursework evaluations needed for graduations.

(c) Health career program applicants must complete an application to the appropriate health career program and satisfy all specific program requirements.

(d) Before enrolling, international applicants must submit TOEFL (Test of English as a Foreign Language) scores as evidence of English language proficiency and evidence demonstrating the ability to meet financial obligations. Special admissions packets are available in Student Services or online at www.kcc.edu under Admissions and Registration. International students may be required to submit their transcripts from foreign colleges to an approved member of the National Association of Credential Evaluation Services (NACES) to complete a course by course transcript evaluation.

(e) General Educational Development (GED) certificate holders must request an official copy of GED test scores be placed in their admission files.

(f) Non-degree and non-certificate seeking students are not required to provide high school or college transcripts.

(g) Transfer students seeking a degree/certificate who have previously earned an associate degree or higher are not required to provide a high school transcript

to meet records requirements. Official college transcripts are required to verify the degree before the high school transcript requirement will be waived.

2.6 Students not completing the admission procedures may be denied permission to register and may have their college records/transcripts withheld.

2.7* Student admission and registration data are the property of the college. Information recorded on the official transcript is transferable to a third party only upon written consent of the student.

2.8 A student's semester hour load may be limited by an advisor upon review of assessment scores, GED scores, academic records, or the lack of academic records.

2.9 Students will be initially classified in a curriculum based on their Admissions Form and the criteria for the requested program.

2.10 High school students enrolling in general courses:
(a) High school students 16 and older must provide a letter of recommendation from their high school advisors or principals and request that their high school transcripts be sent directly to the KCC Office of Admissions and Registration.
(b) Students under 16 years of age are required to meet with the dean of Student Services to review their appropriate enrollment in classes. Students must be eligible for high school before they are considered for admissions.
(c) *Students wishing to enroll in continuing education classes may enroll in courses or programs specifically designed for this age group.

2.11 Non-high school students less than 18 years of age may enroll at KCC only after submitting written verification of their severance from the high school of their legal residence.

3.0* Attendance and Campus Behavior

3.1* Regular attendance at scheduled class sessions is expected. Students are responsible for notifying their instructors if and why they are unable to attend any class session if this is required in the course syllabus. Permission to make up work missed because of absence may be granted at the instructor's discretion.

3.2* The instructor has the right to record the grade of F for the course or reduce a student's grade if a student has excessive absences as defined in the course syllabus.

3.3* Administrative Withdrawal
Students who are reported at mid-term by their instructors on the mid-term grade lists as non-attending/failing "F" (not actively pursuing completion of the course) will be institutionally withdrawn from those courses and will have final grades of WX recorded on their transcripts. The WX grade is treated the same as a withdrawal (W) grade. When the semester or term ends, "WX" will be officially recorded as the final grade.

An instructor may ask a student whose behavior is disruptive to leave the classroom. If an instructor feels a student's behavior justifies dismissal from a course, program or the college, a recommendation shall be submitted to the dean of Student Services for consideration, recommendation, and action. The dean of Student Services will initiate an investigation of reported violations in accordance with college policy for student due process (see section 17.3).

3.4* If an instructor is more than 15 minutes late in arriving at a class session, the students may be excused.

3.5* Classroom visitors are prohibited without prior permission from the instructor. Approved visitors to laboratory classes are required to have approved safety equipment.

3.6 For their safety and well-being, children are not permitted in classes, in the testing center, in computer, or tutoring labs, or in employee work areas.

Also, for safety reasons, children under age 14 cannot be left unattended. This includes KCC campus property and vehicles, satellite centers, employee work areas, and college events. In the event a child under the age of 14 years is left unattended, KCC employees will notify campus security and the dean of student development to locate the parent/guardian and document the incident. Every effort will be made to locate the child's parents/guardians before contacting the Department of Children and Family Services (DCFS).

4.0* Credit, Grades and Grade Points

4.1* KCC uses the semester hour system. The academic year consists of two semesters (fall and spring) and a summer term.

4.2* Class standing is determined by the total number of hours earned by a student. The classification follows:
(a) 0-29 hours earned = Freshman
(b) 30-64 hours earned = Sophomore
(c) 65 or more hours earned = Advanced
(d) Degree or advanced certificate earned = Graduate
(e) Concurrent enrollment in high school = Dual enrolled

4.3 Academic load and status for a semester:

12 semester hours or more	=	full-time
9-11 semester hours	=	3/4 time (part-time)
6-8 semester hours	=	1/2 time (part-time)
below 6 semester hours	=	less than 1/2 time (part-time)

Summer terms are prorated.

4.4* A four-digit course number is assigned to each college course. The first digit (extreme left) identifies the course as a remedial (0), first-year (1), or second-year (2) course. Remedial, continuing education, and other courses with first digits of 0, 3, 4, or 5 are not applicable to college degree programs. Second digits of 0, 1, 2, 3, or 4 generally indicate courses within occupational curricula. Second digits of 5, 6, 7, 8, or 9 generally indicate courses within transfer curricula. Third digits of 1, 2, 3, 5, 6, or 7 may indicate that the course is one of a sequence and where that particular course falls within the sequence. The fourth digit (extreme right) generally indicates the number of credit hours awarded for the course.

4.5 Final course grades are used to compute grade point averages (GPA). Only KCC courses for which the first digit in the course number is either a "1" or "2" will be used to calculate GPA.

4.6 A semester/term GPA is computed as follows:
(a) Multiply the hours of credit in each course by the grade point value of the grade earned.
(b) Add the grade points earned for all courses attempted during the term. ("Courses attempted" are

courses for which grades other than those specified in Section 4.9 are received.)

(c) Divide the total grade points earned by the credit hours attempted.

4.7* A cumulative GPA is the total number of grade points earned in all semesters/terms divided by the total number of semester hours attempted in all semesters/terms.

4.8* The following grading system is used at KCC:

Grade			Grade Point Value
A	-	Outstanding quality	4
B	-	High quality	3
C	-	Satisfactory quality in meeting minimum course requirements	2
D	-	Quality below satisfactory level established for course	1
F	-	Failure	0
S	-	Satisfactory	0
I	-	Incomplete	0
PR	-	Proficiency	0
AU	-	Audit	0
U	-	Unsatisfactory	0
W	-	Withdrawal	0
WA	-	Withdrawn for active duty	0
WX	-	Institutionally withdrawn for non-attendance	0
X	-	Grade deleted by approval of petition or when course is repeated	0

4.9* Grades of S, I, PR, AU, U, W, WA, WX, X, DX and FX are not included in any grade point average. An R next to the grade indicates a repeated course.

4.10 A request for an "I" (Incomplete) will be granted upon the request of the student and the written approval of the instructor. Such an approved request must be submitted to the Office of Admissions and Registration prior to the final examination for the course. The course work must be completed by the date specified on the request; but is not to exceed six months from the ending date of the semester/term. If the work is not completed by the specified time, a grade of F will be recorded. The incomplete work must be made up through independent study.

4.11 A student may register to audit a class only during late registration. Full tuition and fees are assessed for auditing a course. If the student completes the course, an audit designation of "AU" will appear on the student's permanent record. Auditing students are expected to complete all course requirements.

A change from credit to audit is not permitted, but a student may change from audit to credit prior to the mid-term of a course if he/she receives written approval from the instructor of the class and the dean of instruction. These written approvals must be obtained by the student and presented to the Office of Admissions and Registration prior to the mid-point of the course. Audits are not permitted for Fitness Center enrollments.

4.12* Courses dropped before the end of the refund policy period, as designated in the official college schedule, will not be included on a student's permanent record. A course withdrawal completed after the end of the refund policy period but before the end of the withdrawal period for that specific course will be recorded as a W grade.

4.13* The last date for withdrawal from a course(s) is dependent upon the length of the course as established on the following basis:

(a) 16-week course
10 school days after the mid-point

(b) 8-week course
5 school days after the mid-point

(c) 4-week course
3 school days after the mid-point

(d) Courses offered which may vary in length from the above will be treated on the same prorated basis.

Deadlines to petition the Academic Appeals Committee for a late withdrawal from a course are:

(a) Spring semester course: The last day of the following fall semester.

(b) Summer session course: The last day of the following fall semester.

(c) Fall semester course: The last day of the following spring semester.

4.14 Students who need to withdraw from all classes after the deadline (due to special circumstances such as health emergency, employment issues, or family crisis) can appeal to the dean of Student Services. All appeals will require supporting documentation.

4.15* The grade submitted to the Office of Admissions and Registration at the end of the academic session is final. A faculty member's recommendation for change of a grade must receive written approval from the dean of Instruction before being acted upon by the Office of Admissions and Registration.

4.16 Unless otherwise officially designated, a student who receives a grade of D or F in a course may repeat the course only once for the purpose of improving his or her grade, and only the latter grade will enter into the computation of the semester/term and cumulative GPA. This regulation applies only to KCC courses. Students who still fail to improve their grade and need to take the course for a third time must petition the Academic Appeals Committee and appear in person at the next committee meeting.

4.17 A mid-term grade will be given in all 16-week courses for the fall and spring semesters only and is optional for courses of shorter duration. Mid-term grades are not permanently recorded by the college.

4.18 Students enrolled and subsequently called for active duty with the United States Armed Services during that semester or term will be extended the following privileges:

(a) Full refunds of tuition and fees will be granted through the midterm of enrollment after submission of official written orders to report for active duty.

(b) An official withdrawal from class(es) designation will be granted for students who are ordered to active duty before the end of the course.

4.19 Pass/Fail Grading Option (S-F)

The pass/fail grading option is designed to allow students an alternative grading option.

A maximum of 10 semester hours, which apply to the student's curriculum, may be earned using the pass/fail option. Only courses specified by the division and approved by the Curriculum and Academic Standards

Committee may be designated pass/fail. Divisions will have the option of allowing students to elect the pass/fail option themselves or to designate a course as pass/fail option only.

Students must request the pass/fail grading option by completing a written request in the Office of Admissions and Registration before the midterm of the course. Students may elect to return to the regular grading system by filing an amended written request in the Office of Admissions and Registration before the midterm of the course.

Student performance at a level of "C" or better is required in order to receive a satisfactory grade of S. Performance below a "C" level will be assigned an F grade which represents no credit earned and will be included in the grade point average and hours attempted. Satisfactory grades in pass/fail courses are not included in the grade-point average but are included as part of the total credit hours earned.

The repeat course regulation applies in the same manner to the pass/fail option as in the standard grading system. Students who receive an F grade in a course may repeat the course only once for the purpose of improving their grade. Only the latter grade will enter into the computation of the semester/term and cumulative GPA. If a course is designated as repeatable for credit, all applicable grades will remain on the student's permanent academic transcript.

4.20 Grade Forgiveness

Students who officially complete a curriculum change may file a petition with the Office of Admissions and Registration to exclude the D or F grade from their GPA in KCC courses which cannot be applied to the new curriculum. The grade will remain on the transcript and an "X" will appear next to the grade which was forgiven. This petition will be considered after 12 hours have been completed with a grade of C or better in each of the KCC courses earned toward the new curriculum. Only KCC D or F grades earned prior to the 12 hours of new curriculum work can be changed to X grades. Though grades may be forgiven, students' suspended statuses will remain on record.

4.21 Students may file a "Grade Forgiveness Petition" with the Office of Admissions and Registration to request removal of D and/or F grades from computation of their KCC GPAs if they satisfy the following conditions:

(a) The student must have re-enrolled at KCC after a lapse of two calendar years or longer since being enrolled in a credit division course at KCC.

(b) The student must have completed a minimum of 12 semester hours of credit division coursework at KCC since enrolling after the lapse. These additional semester hours must apply to his/her current curriculum, and the student must have earned a grade of C or better in each course. Proficiency credit and transfer credit do not apply.

If the petition is granted, the original grade(s) will remain on the transcript, and an "X" will appear next to the deleted grade(s) which no longer will be used to compute the KCC GPA.

This forgiveness policy may be used only once by a student and does not apply to non-credit division courses such as Academic Skills Center courses, Adult Education courses, Continuing Education courses, or Corporate Education courses.

4.22 Students may petition their advisor for permission to repeat a science course required for restricted health programs, or an occupational or developmental course, if he/she has earned a grade of C or higher, and there has been a lapse of time or change in course content which justifies a need to repeat the course.

5.0 Academic Honors

5.1 To be eligible for the President's List, a student must achieve a semester/term GPA of 3.80 or higher while carrying six or more semester hours.

5.2 To be eligible for the Honors List, a student must achieve a semester/term GPA of 3.25 to 3.79 while carrying six or more semester hours.

6.0 Academic Warning and Suspension for Poor Scholarship

6.1 A student will be informed of academic warning at the close of any semester/term that he/she fails to maintain a cumulative grade point average according to the following progressive scale:

Semester Hours Attempted	Minimum Cumulative Grade Point Average
1-15	No Minimum
16-30	1.5
31-45	1.75
more than 45	2.0

6.2 A student who is informed of academic warning must have a conference with an advisor before he/she may register again, and he/she may be restricted as to the number of hours enrolled.

6.3 Students who have received academic warnings will be allowed to finalize registration by payment of tuition and fees for the next term/semester but will be institutionally withdrawn if they are academically suspended prior to the start of the next term or semester.

6.4 A student will be suspended for academic reasons if at the end of a term/semester the student:

(a) has been on academic warning at the start of the current term/semester and remains on academic warning at the end of that term/semester; and

(b) does not attain a semester GPA of at least 2.0 during that term/semester and would remain on academic warning at the end of that term/semester.

6.5 Students may enroll in Academic Skills Center courses, Adult Education courses, Corporate Education courses, and Continuing Education courses while on academic suspension.

7.0 Readmissions

7.1 Students may be required to file for readmission to the college if they have not attended KCC for a period in excess of three years.

7.2 Students academically suspended for the first time from KCC are eligible for readmission after one semester.

7.3 Students academically suspended twice from KCC are eligible for readmission after two semesters. The summer term does not apply to the suspension period.

7.4 Students academically suspended more than twice from

KCC must petition the Academic Appeals Committee for readmission following a one-year suspension and appear in person at the next committee meeting.

7.5 Students suspended for disciplinary reasons from KCC must send a written request to the dean of Student Services to be considered for readmission.

7.6 Students readmitted following academic suspension may be allowed a limited academic load during the first term/semester of their readmission.

8.0 Credit by Examination

8.1 A maximum of one-fourth of the credit for a degree or certificate may be earned by proficiency or other recognized test instrument.

8.2 For the College Level Examination Program (CLEP), college credits may be granted for tests completed.

Credit will be awarded to specific equivalent courses based upon the recommended standard by CLEP and the college's recommended credit.

8.3 For the Advanced Placement (AP) examination, college credit may be granted for tests which are completed with a score of three (3) or higher. Credit will be awarded for specific equivalent courses.

8.4 Credit earned through proficiency examinations will be added to the total credit and entered on the student transcript as Credit by Proficiency, "PR."

8.5 Proficiency Examination Procedures:

(a) A student who has an Admissions Form on file at KCC is eligible to petition for a proficiency examination. A student may not sit for a proficiency examination to earn credit for a course in which he/she already has received a grade, nor may he/she register for credit in a course for which proficiency credit has previously been received. Exceptions to the policy related to health career programs requirements must be approved by the registrar. Furthermore, a student may not receive proficiency credit for a course when he/she has completed a higher level course in the same discipline, as determined by the appropriate division chairperson/program director. Upon successful completion of the proficiency examination, credit will be recorded. The student requesting a proficiency examination will meet with the appropriate division chairperson/program director to determine eligibility and obtain the necessary petition.

(b) A student desiring general information about a proficiency exam may contact the appropriate division chairperson/program director. If the division chairperson/program director determines that the student may sit for the exam, a non-refundable examination fee must be paid to the Accounting Office at the time the petition is filed.

(c) Upon payment of the examination fee, the petition will be sent to the appropriate division chairperson/program director who will schedule the exam at a time that is agreeable to both the student and the test administrator. The examination will be scheduled within 10 class days of payment of the fee.

(d) The division chairperson/program director or his/her designate is responsible for administering and scoring the examination.

(e) Prior to the examination, the faculty member administering the examination will provide the student with the following:
1. The course objectives.
2. The name of the text and learning materials used in the course.
3. A description of the type of proficiency test to be given.

(f) The results of the exam will be transmitted to the Office of Admissions and Registration, which will inform the student in writing of the results.

(g) If a student wishes to take proficiency examinations for course(s) in which he/she is presently enrolled, he/she must complete the examination(s) prior to the mid-term date.

If a student successfully passes the proficiency examination(s), he/she must complete a withdrawal in Student Services prior to the mid-term of the course(s) to avoid receiving a grade for that enrollment. A refund will only be given during the designated refund date for the course.

(h) A student may be required to pass a proficiency exam for health career and/or occupational programs to prove competency in certain coursework towards the degree in order to advance in the program, though additional credit is not awarded on the transcript. The student must fill out the proficiency form with the division chairperson/program director, but he/she is not required to pay an examination fee as mentioned above.

(i) A student may take a proficiency examination for a course only one time.

9.0 Credit Granted for Work Completed While in the United States Armed Forces

9.1 Students who have served in the U.S. Armed Forces will be granted applicable college credit which applies to their program upon presentation of appropriate official military transcripts to the office of Admissions and Registration.

All evaluations of credit will be made on the basis of recommendations issued by the American Council on Education in its Guide to the Educational Experiences in the Armed Services. Credit will be awarded for courses completed and not for the Military Occupational Skill (MOS).

10.0 Acceptance and Evaluation of Transfer Credits

10.1 Credit earned at Council on Higher Education Accreditation (CHEA) recognized colleges or universities which are **regionally accredited** (i.e. Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges) will be accepted for transfer.

The National Home Study Council, Career College Association, (i.e., Association of Independent Colleges and Schools, and Accrediting Commission on Trade and Technical Schools) are not recognized for accep-

tance of college transfer credit.

Transfer credit from foreign colleges and universities will be reviewed after an approved agency completes an official evaluation of credit. KCC will make the final determination as to acceptance of credit.

10.2 When more than one institution has been attended, a combined evaluation will be completed when all transcripts are received.

10.3 Transfer credits which are evaluated as equivalent to KCC courses or as elective credit will be used toward requirements for the KCC degree or certificate sought. Only transfer credit with an earned grade of C or higher and proficiency credit will be accepted.

11.0 Requirements for Graduation

11.1 A candidate for an associate degree or a certificate must submit a petition for graduation to the Office of Admissions and Registration at least 30 working days prior to the commencement ceremony and also must pay a graduation fee. Late petitions will be processed, but participation in commencement cannot be guaranteed. Late petitions received after the summer term ends will require the approval of the Graduate Review Committee. Students who can reasonably expect to complete a program at the end of a summer term may petition to participate in the spring commencement ceremony.

11.2 To be eligible for graduation from KCC, a student must have settled financial and records obligations with the college. Records obligations are specified in the admissions policies (listed in section 2.0 of these regulations).

11.3 To qualify as a candidate for a degree, advanced certificate or certificate, a student must pass courses required in the curriculum and have a minimum cumulative GPA of 2.0 for all course work included for that degree, advanced certificate or certificate, as well as a 2.0 cumulative GPA for all courses. Course substitutions must be approved by the Graduate Review Committee.

11.4 Students enrolled in a health career curricula must complete required courses that are designated by the appropriate prefix for their program (PEPC, PHTA, PMED, PNUR, RNUR, MEDT, RESP, or XRAY) with a minimum grade of C.

If students perform below a "C" level in a health career course which is a prerequisite for an advanced health career course, they must repeat the course. The repeated course must be completed with a C or better grade before enrolling in the advanced course.

Courses with a BIOL or PSCI prefix that are included in a health career curriculum must be completed with a minimum grade of C. If a student who has been accepted to a health career program has performed below a "C" level in a BIOL or a PSCI course which is a prerequisite for the next health career course in the curriculum, the student is not eligible to continue in the program. For information about readmission procedures, see the program director.

Beginning with the first day of class in a course with a health career program prefix, the student must complete required courses for a certificate program within one (1) academic year or an associate degree within two (2) years unless otherwise approved by the appropriate program director.

11.5 As of Oct. 21, 2008, students who petition to graduate are no longer required to prove completion of federal constitution, state constitution and U.S. flag exams.

11.6 Graduates of KCC must satisfy the following residency requirements:

(a) To obtain a degree, a student must either earn a minimum of 35 semester hours of KCC courses or the final 15 hours toward that degree in KCC courses.

(b) To obtain an advanced certificate at KCC, a student must earn at least one-half of the required credits through KCC courses.

(c) To obtain an additional degree or advanced certificate, a student must earn a minimum of 15 hours through KCC courses toward that second degree. Those 15 hours must not have been used toward a previous degree or advanced certificate.

(d) Proficiency and similar tests do not satisfy residency requirements.

11.7 Students may graduate according to curricular requirements:

(a) In effect at the time of their graduation; or

(b) In effect not more than four years prior to the anticipated date of graduation only if the student was officially enrolled in that same curriculum during the academic year which corresponds to the year of the catalog under which the student wishes to graduate. Dates of effect for curricula will be according to catalog issues. Catalog editions expire at commencement of the year(s) of issue.

11.8 The Graduate Review Committee consists of the vice president of Instruction and Student Services, the dean of Student Services, and the division chairperson(s) whose department(s) is (are) affected by the requested substitution(s).

11.9 The Graduate Review Committee has the authority to grant exceptions to graduation requirements. A majority opinion will dictate action.

12.0* Privacy Act and Directory Information

12.1* In compliance with the Family Educational Rights and Privacy Act (FERPA) and all amendments, any unit of the college holding student records shall obtain written consent of the student before disclosing personally identifiable information other than directory information from his/her educational records. Student educational records are under the direct supervision and coordination of the Registrar, while records on disciplinary actions are held by the dean of Student Services. Students are afforded the following rights with respect to their education records. These rights include:

1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit a written request that identify the record(s) they wish to inspect to the Office of Admissions and Registration. The college will make the arrangements for access and notify the student of the time and place where the records may be inspected. The college shall respond to reasonable requests for explanations and interpretations of the records.

2) The right to request the amendment of the stu-

dent's education records that the student believes are inaccurate. Students who believe that information in their records is inaccurate, misleading, or violates privacy may make a request to the Registrar to amend the records. In a written statement to the registrar, students should identify the part of the record they want changed and specify why it is inaccurate, misleading, or violates their privacy. If the registrar decides not to amend the record as requested, the student will be notified in writing of the decision and will advise the student of his/her right to request a hearing to the Dean of Student Services regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information (not "Directory Information") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. An exception to the disclosure statement without student consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has a contract to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the college. Also exempt are officials of other colleges, universities, or schools in which the student intends to enroll; and in compliance with a judicial order or subpoena, provided the student is informed before the information is released.

   FERPA also gives certain rights to parents regarding their children's educational records. Parents of legally dependent students have the right to inspect the records even without the student's written permission. A parent may prove that a student is dependent by producing official copies of the current year's federal income tax return which identifies the student as a dependent for income tax purposes.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-5920

12.2* KCC hereby designates the following categories of student information as public or "Directory Information": name, address, telephone number, enrollment status (full- or part-time), dates of attendance, most recent institution attended, major field of study, awards, honors, degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical data (height and weight of athletes only), date and place of birth, e-mail address, and photo ID. Such information may be disclosed to inquiring parties at the discretion of the college.

Under provision of FERPA, currently enrolled students may prevent disclosure of information under FERPA by completing the "Student Request to Prevent Disclosure of Directory Information" to the Registrar during the first 10 days of the semester. The form is available in Admissions and Registration. Once received, all directory information will be withheld until such time that the student notifies the Registrar in writing to have the hold removed. Note: if a student places a hold on directory information at the time of graduation or withdrawal from the college, the college will be unable to comply with any directory information requests received after the student's departure. The student must consider the consequences of any decision to withhold directory information, because future requests for such information from other schools, prospective employers or other persons or organizations will be refused. The college assumes no liability for honoring the student's instructions to withhold information. Only a student who is currently enrolled at the college may suppress directory information. If the form is not received in the Office of Admissions and Registration by the 10th day of the semester, it is assumed that the above information may be disclosed.

If a student wishes to have his/her attendance, academic progress, financial information, etc., discussed by staff/instructor with another person(s) whom the student designates, the student must first complete and present the "FERPA Release Form" to the Registrar. All forms may be obtained by the Office of Admissions and Registration or from the KCC web site at www.kcc.edu/ferpa .

Students are annually informed of the FERPA Act through this section in the official college catalog and through the web site mentioned above.

13.0 Academic Eligibility

13.1 To be eligible to participate in intercollegiate athletics, a student must meet National Junior College Athletic Association (NJCAA) eligibility standards.

13.2 To be eligible for Student Advisory Council, a student must be currently enrolled in a minimum of six hours and maintain a minimum of a 2.25 cumulative GPA at KCC.

14.0* Registration

14.1* Students must register during registration dates which are published in this catalog and other registration publications.

14.2* Students requesting permission to register after the end of the scheduled registration period must obtain written permission from the instructor(s) involved. Instructors are not obligated to allow students to register after the end of the late registration period.

15.0* Change of Schedule

15.1* Students wishing to add or drop a class or withdraw

from the college must complete a Change of Schedule form, including the required signatures. The form is available in Student Services and at www.kcc.edu/admissions.

15.2* For changes of schedule, signatures are required under the following circumstances:

To add a class during late registration: advisor signatures are required on schedule changes. Instructor signatures are required to enroll in a closed (filled) class and during late registration.

To add a class after late registration: instructor and/or advisor signatures are required.

16.0* Code of Conduct

16.1* KCC is an educational institution with a collegiate environment and thus has an obligation to adopt rules and regulations that both respect and protect the rights of the student and the campus community.

The following Code of Conduct for students and visitors is enforced to prevent conduct which adversely affects the pursuit of educational goals. The Code of Conduct applies on KCC property as well as off-campus including extension class locations, clinical, lab settings, and in online formats (where applicable).

By committing any of the actions listed, the student/visitor is subject to immediate disciplinary action including – but not limited to – being asked to leave the classroom, computer area, resource location, or the college premises. Faculty members have the right to require that a student leave the class and not return until a meeting occurs with the dean of Student Services. All violations are subject to official college disciplinary actions including suspension and expulsion. Some violations are subject to state and/or local police action.

The following are prohibited:

(a) Providing false information. Violation includes knowingly furnishing false information to the institution, forging, altering or using the college's documents or instruments of identification with intent to defraud.

(b) Obstruction of college business and activities. Violation includes obstruction or disruption of any operation of the college, including, but not limited to teaching, testing, classroom settings, college activities, public service functions, and operation of the physical facilities of the college.

(c) Inappropriate conduct/behavior. Violation includes conduct which is not respectful of others and/or the college. Disruptive activities, misuse of furniture or other property, and inappropriate behavior (includes classrooms, activities, and common areas) are violations.

(d) Abuse/assault/harassment, infringement upon the rights of others. Violation includes making threats of harm, including abusive language, using any form of physical aggression or displaying threatening behaviors toward any person on the campus, at any college-sponsored activity, or through any online format.

(e) Destruction of property. Violation includes damaging college property or another individual's property.

(f) Theft. Provisions are found in Chapter 720, Article 16, of the Illinois Revised Statutes (theft and related offenses).

(g) Failure to comply with college officials. Violation includes failure to comply with any request by college officials in the performance of their duties, including failure to produce a KCC student ID or state-issued photo ID.

(h) Failure to comply with state law. Violation includes not complying with any of the laws of Illinois or its political subdivisions.

(i) Possession, use or distribution of alcohol and illegal substances. Violation includes the possession, use, or distribution of alcoholic beverages or illegal substances (unless authorized by the college for approved college functions).

(j) Illicit drugs and controlled substances. In accordance with local, state, and federal laws, violation includes the use, unlawful manufacture, sale, possession, or distribution of illicit drugs and controlled substances.

Anyone suspected, in the judgment of KCC faculty/administrators, to be under the influence of drugs, alcohol or other behavior-altering substances may be tested without notice according to board-approved procedures. Violation also includes failure to comply with college procedure for testing.

(k) Weapons. Violation includes possessing or using firearms, explosive devices, or any other devices classified as a weapon by the state of Illinois. Instruments used to simulate such weapons in acts that endanger or tend to endanger any person shall be considered weapons. Sworn police officers in compliance with their police department policy are exempt.

(l) Failure to meet debts and obligations. Violation includes not meeting all financial obligations to the college. Note: the registered student is responsible for his/her own financial obligations.

(m) Abuse of computer technology. Use of campus equipment and facilities is a privilege, and violation of this privilege includes inappropriately use of computers, accessing pornographic materials on computer equipment or other similar abuses and infringements.

(n) Motorized vehicle noncompliance. Violation includes not complying with college rules regarding the use of motorized vehicles.

(o) Inappropriate attire. Violation includes wearing clothing which is disruptive to the learning environment.

(p) Disruptive use of electronic devices. Violation includes use of cell phones, pagers, and other devices which disrupts the learning environment. Students and visitors are expected to exercise good judgment and to de-activate such devices any time it may be a disruption.

(q) Inappropriate classroom behavior. Violation includes failing to follow classroom or program rules established by instructional staff.

(r) Gambling. Violation includes betting on the outcome of a game, contest, or other event or activity; playing games of chance or skill (such as cards, dice, or coin-tossing, etc.) for money or other stakes.

(s) Solicitation. Violation includes soliciting without

approval from the department of Student Services.

(t) Tobacco and tobacco-related product use in non-designated areas. Violation includes using tobacco or tobacco-related products in any area except where designated. Usage in designated areas must be at least 20 feet away from the building.

(u) Unauthorized use or possession of keys. Violation includes the unauthorized possession, duplication or use of keys to any college premises or possessing unauthorized keys at college sponsored or supervised functions.

(v) Fire safety violations. Violation includes tampering with fire safety equipment, setting or causing unauthorized fires, or calling in or setting off false fire alarms.

16.2 An academic community is based on the assumption of mutual integrity shared by its students and faculty. The following violations of this assumption disrupt the teaching and learning environment and tarnish the public image of the college. Violations will result in disciplinary action by the college against the student.

(a) Cheating: Using or attempting to use unauthorized materials, information, or study aids during any academic exercise or examination.

(b) Plagiarism: Representing the words or ideas of another as one's own. Plagiarism includes claiming credit for assignments completed by someone else.

(c) Fabrication: Falsifying or inventing information or citations in any academic requirement, such as a term paper.

(d) Cooperative Learning Violation: Claiming credit for group assignments without making a significant contribution.

(e) Team Testing Violation: Participation in team testing without meeting the specific requirement of an instructor, e.g. failure to participate in the study group for the required amount of time outside of class.

(f) Misuse of Materials: Abuse or unauthorized possession of academic materials or removing an article that other students are required to read from the Learning Resource Center or any other location.

(g) Misrepresentation: Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the requirements of an assignment or course.

(h) Multiple Submissions: Submitting the same assignment to two or more instructors. If he or she believes that he/she can complete an assignment that meets the requirements of two or more instructors during the current term, he/she should obtain prior approval from all instructors involved.

(i) Facilitation of Academic Dishonesty: Helping or permitting another student to violate any provision of this code.

(j) Clinical site violations: Unprofessional behavior and unsafe practices.

16.3 The college prohibits the sexual harassment of and discrimination toward students, staff, and campus visitors.

17.0* Reporting a Concern

17.1* Each higher education institution is required to develop and implement a Campus Threat Assessment Team to address behavior that could pose a threat to the campus community or facility. Students and employees of the college are usually the first to notice when a member of the community is distressed or behaving in a potentially dangerous or disruptive manner.

For emergency concerns, call 911, or call KCC security at 5555 from any campus phone.

Non-emergency referrals: e-mail bit@kcc.edu, or phone the assistant dean of student services at 815-802-8524 or phone KCC security's non-emergency number, 815-802-8190.

All concerns and reports are confidential.

For more information on behavioral intervention and threat assessment procedures at KCC, see Page 179 in this catalog.

18.0* Discipline Procedures

18.1 Through the student judicial process, KCC may impose disciplinary action for a student found guilty of violating the college's Code of Conduct. Every effort will be taken to advise and guide the student to more appropriate behavior. The dean of Student Services and Campus Security personnel will combine efforts to enforce the college's Code of Conduct.

18.2 When a student is suspected of violating the Code of Conduct, the following investigative procedures will be followed:

(a) College personnel and student directly involved or who witnessed the incident should submit written statements to the dean of Student Services as soon as possible following the incident.

(b) The student will be contacted by the dean of Student Services to discuss the alleged incident and the reports received and filed by campus security. The student will be asked to write a statement at the end of this discussion. Students may be asked to leave campus until an investigation is conducted which cannot exceed three (3) school days. Note: Many instances of reported misconduct will be handled immediately.

(c) At the conclusion of the investigation, the dean of Student Services will schedule a meeting with the student, summarize the investigation and render a decision. All sanctions will be delivered by mail.

18.3 In accordance with college policy for student due process, a student has the right to appeal the decision by requesting in writing to the dean of Student Services that a judicial hearing be conducted by the Discipline Council. This request must be received within five (5) days of receipt of the letter of notification. Members of the Discipline Council will be the dean of Student Services, the vice president for Instruction and Student Services, one administrator appointed by the president, two faculty members appointed by the Instructional Program Administrators Committee, and two students appointed by the Student Advisory Council; with no one serving who has a direct interest in the case. The dean of Student Services shall have the right to appoint members from each area in such cases where availability of recommended members presents scheduling challenges.

18.4 Upon written request of a hearing, the dean of Student Services will convene a hearing of the Discipline Council.

18.5 If the student requests a hearing before the Discipline Council, he or she must appear in person and is entitled to present a defense, call witnesses, and be represented by counsel. Counsel will be allowed to advise the student, but cannot speak on the student's behalf. If the student fails to appear before the Discipline Council, the hearing will be held in the student's absence; the student waives the right to appeal if not present at the hearing. The student will be assumed to have entered a claim of "Not in Violation" to each cited regulation, but will have forfeited the opportunity to present any information and/or witnesses on their behalf. No student shall be found to have violated the code solely because he/she failed to appear before the council.

18.6 The hearing process is as follows: During the hearing the dean of Student Services presents the facts of the case, allegations brought against the student, and summarizes the judicial sanction issued. The student is given the opportunity to respond to the council, providing a summary response to allegations as reported to the council by the dean of Student Services. The student is allowed to bring witnesses who can speak to the specific incident or who can provide verifiable information pertaining to the incident.

18.7 The council is invited to ask questions of the dean, the student involved, and the witnesses and Campus Security personnel. The student is released from the hearing to allow the council to deliberate and render a decision. The student is informed in writing of the decision of the Discipline Council by the dean of Student Services, within seven (7) days of the rendered decision.

18.8 The student has the right to appeal the decision of the Discipline Council to the president of the college in writing within 10 (ten) days of the decision. The student has the right to appeal the decision of the president to the board of trustees by giving written notice within 10 (ten) days.

18.9 The dean may impose appropriate penalties regarding student violations that include:

(a) Suspension for the following durations: five years, four years, three years, two years, one year, one semester, or one week.
(b) Restricted enrollment;
(c) Restricted advisement;
(d) Restriction from campus and college activities; or
(e) Any other penalty judged to be appropriate for the particular offense.

19.0* State and District Resident

(a) To be classified as a resident of the district, one must have occupied a dwelling in the community college district for 30 days immediately prior to the beginning of the term/semester and must demonstrate district residency by providing a high school transcript, a drivers license, a voter's registration card, or other requested documentation.
(b) Residents of a contiguous community college district whose "home" high school, due to consolidation of high school districts, is within KCC's district will be considered in-district residents for purposes of tuition assessment and admission to programs.
(c) Individuals who do not reside in district 520 but work at least 35 hours or more a week within the district are eligible for in-district tuition. Students will be asked to provide proof of employment by submitting a signed affidavit from their in-district employer on company letterhead stating they are employed for 35 hours or more per week.
(d) Students owning property within the district will be assessed in-district tuition if acceptable documentation is provided.

19.1* Other Provisions

(a) Students who fail to meet the 30-day requirement prior to enrollment may not satisfy the requirement while enrolled in consecutive terms as a student.
(b) Students who move to Illinois from outside the state or from other parts of Illinois to the district with a verifiable interest of establishing a permanent residence and without the primary intent of attending a community college may be exempted from the 30-day requirement for establishing state and/or district residency.

19.2* For the college's purposes of determining residency, an adult student is a person 18 years of age or older, and a "minor" student is a student under 18 years of age. Nonresident status will be assigned to those students who do not meet the requirements for resident status other than those exceptions clearly indicated in the following regulations.

19.3* Residency determination

Evidence for determination of residence status of each applicant for admission to the college is to be submitted to the Office of Admissions and Registration at the time of application for admission. A student may be reclassified at any time by the college upon the basis of additional or changed information. Student residency will be reviewed each semester/term of enrollment. However, if the student is classified in error as a resident student, the change in tuition will be applicable for the semester or term in which the reclassification occurs; if the student is classified in error as a nonresident, the change in tuition will be applicable to the term in which the reclassification occurs, provided the student has filed a written request for a review with the Office of Admissions and Registration in accordance with these regulations.

Definition of Terminology:

To the extent that the terms "bona fide residence," "independent," "dependent," and "emancipated" are not defined in these regulations, definitions will be determined by according due consideration to all of the facts pertinent and material to the question and to the applicable laws and court decisions of the state of Illinois. Voter registration, filing of taxes, proper license and registration for the driving or ownership of a vehicle, and other such transactions may verify intent of residency in a district.

19.4* Procedure for review of residency status and/or tuition assessment:

A student who takes exception to the residency status assigned and/or tuition assessed will pay the tuition assessed, but may file a claim in writing to the Office of Admissions and Registration for a reconsideration of residency status and/or an adjustment of the tuition assessed. For purposes of admission, the written claim must be filed within 20 (twenty) calendar days from the start of the term/semester.

19.5* Married student:
A nonresidential student who is a citizen of the United States of America or who holds permanent resident, "Refugee-Parolee," or "Conditional Entrant" status with the United States Immigration and Naturalization Service, whether male or female, or a minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish resident status will be classified as a resident.

19.6* Persons not citizens of the United States:
A person who is not a citizen of the United States of America, to be considered a resident must have permanent resident status at least 30 days prior to enrollment.

19.7* Armed Forces personnel:
A student on active duty in the Armed Forces of the United States who resides in the district will be assessed in-district tuition along with his/her dependents.

19.8* Staff members: KCC staff members and their dependents will be treated as residents.

20.0* Petition and Appeal

20.1* Whenever students believe that application of these policies in their individual case is unfair or inappropriate, they may petition for review and consideration by the Academic Appeals Committee (AAC). A written petition signed by an advisor must be submitted to Student Services which will forward it to the AAC. The student may be asked to appear before the committee. The decision of the committee is final.

20.2* The student and other involved personnel will be notified in writing by the chairperson of the Academic Appeals Committee as to the action taken on the appeal.

20.3* All official action relative to a student appeal must be in writing, and copies of correspondence will be filed with the Office of Admissions and Registration.

20.4* The Academic Appeals Committee is composed of one division chair/program director selected by the Instructional Programs Administrators, two student services advisors, and three faculty members.

Behavioral intervention and threat assessment

KCC is concerned about the care, welfare, safety and security of everyone and is committed to providing an environment in which individuals are free to work, learn and teach without threats of intimidation and harm. The Campus Threat Assessment policy follows Illinois mandate Title 29: Emergency Services, Disasters, and Civil Defense, Section 305.80, Campus Threat Assessment Team (Behavioral Intervention Team).

Each higher education institution is required to develop and implement a Campus Threat Assessment Team to address behavior that could pose a threat to the campus community or facility. Students and employees of the college are usually the first to notice when a member of the community is distressed or behaving in a potentially dangerous or disruptive manner.

The goal of the Behavioral Intervention Team is to promote a safe environment for all students and staff. The team encourages members of the campus community to report behaviors that are concerning. This action enables intervention, support, and quick connections to appropriate resources. The team includes personnel from faculty, campus security, counseling, disability services, health care administration, and student services and human resources. The Kankakee Police Department is involved as appropriate. The team also provides education about services at the college and in the community, including mental health services, crisis management and services for victims.

The college offers information sessions to students and employees on "Identifying Red Flag Behaviors" throughout the semester.

The Behavioral Intervention Team invites suggestions to improve its services and resources. Contact Michelle Driscoll, assistant dean of student services, at mdriscoll@kcc.edu, 815-802-8524.

For more information on other emergency management efforts, contact Rich Soderquist, rsoderquist@kcc.edu, or 815-802-8173.

Reporting a concern

Emergency concerns: Call 911, or call KCC security at 5555 from any campus phone.

Non-emergency referrals: e-mail bit@kcc.edu, or phone the assistant dean of student services at 815-802-8524 or phone KCC security's non-emergency number, 815-802-8190.

All concerns and reports are confidential.

By reporting concerns about individuals who display odd, suicidal and/or aggressive behaviors, you provide the college with the opportunity to address the behavior before an outburst occurs or the problem escalates to an aggressive action.

Discrimination/ sexual harassment

As prohibited by applicable state and federal laws and regulations, Kankakee Community College does not condone discrimination or sexual harassment by any employee against students. Students suspecting instances of discrimination or sexual harassment should contact the dean of Student Services or the Affirmative Action officer to report such events and to be advised as to college policy regarding these issues. The dean of Student Services or the Affirmative Action officer can provide students with a copy of the college's "Administrative Procedures for Student Complaints and Grievances of Discrimination and Sexual Harassment."

Formal student complaint policy

Kankakee Community College is required to compile and share formal student complaint information with its regional accreditation agency. KCC is accredited by The Higher Learning Commission and is a member of the North Central Association.

For the purpose of this reporting requirement, KCC considers as formal complaints only those which are written complaints/appeals grievances from enrolled students mailed or delivered to the offices of a division chair/program director, the vice president for Instruction and Student Services, the dean of Instruction, the dean of Student Services, and/or the president. Records of student complaints shared with NCA representatives will not mention by name any individual in a complaint/appeal grievance.

Student complaint records are not otherwise considered public records to which non-KCC individuals or organizations have access.

A student who wishes to file a formal complaint/appeal/grievance regarding an issue pertaining to enrollment, attendance, or provision of services at Kankakee Community College shall first meet with the program division chair/director to obtain the proper forms and be advised on the proper appeal process to be followed and the person with whom the process should begin.

Religious observations

As provided by Illinois Public Act 84-212, Kankakee Community College will reasonably accommodate the religious observations of individual students in regard to admissions, class attendance, the scheduling of examinations, and work requirements. A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices may seek redress through the dean of Student Services.

Rights of the disabled

KCC shall provide that no otherwise qualified disabled person shall, solely by reason of disability, be excluded from the participation in, denied the benefits of, or subjected to discrimination under any program of activity engaged in by the college as required by Section 504 of the Rehabilitation Act of 1973. Inquiries and complaints may be addressed to the Office of Disability Services, Kankakee Community College, 100 College Drive, Kankakee, IL 60901-6505; 815-802-8482. TTY users in Illinois may contact the office by phoning Illinois Relay at 711. Outside of Illinois, the toll-free number is 800-526-0844.

To accommodate the needs of disabled students, KCC provides that any student who has a physical disability that prevents him or her from accessing a classroom for a particular course shall have the right to petition the coordinator of Disability Services to have the meeting place relocated.

Sexual misconduct policy

In compliance with the Crime Awareness and Campus Security Act, KCC has adopted a policy concerning forcible and non-forcible sex offenses. The policy, available in the Student Services Department, specifies prohibited conduct, disciplinary action and awareness programs.

Drug and alcohol-free learning and working environment policy

Standards of Conduct

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226), Kankakee Community College reiterates its position and sanctions concerning drug abuse as found in PL 100-690, the Anti-Drug Abuse Act of 1988. KCC has adopted the following policy toward the goals of helping to prevent alcohol and drug abuse while providing a healthy working and learning environment for all college constituencies.

1. **Prohibited conduct:**

   The use, sale, distribution, manufacture, or possession of a controlled substance by college employees or students is prohibited in campus buildings, on campus grounds, or at any college-sponsored activity. The use of alcohol within the workplace, including meal periods and breaks, is absolutely prohibited except when authorized by the college for approved college functions. Penalties for student violators may include dismissal and/or termination of financial aid.

2. **Employee notice of conviction:**

   As a condition of employment, KCC employees are required to comply fully with this policy, to include agreeing to notify the employer, no later than five (5) days after each conviction, of any criminal drug conviction resulting from a violation occurring at the workplace.

   KCC will notify any federal contracting agency within 10 (ten) days of having received notice that an employee who is engaged in the performance of such contract has had a criminal drug statute conviction for a violation occurring in the workplace.

   Within 30 (thirty) days of receiving notice of a conviction for a drug-related offense in the workplace, the convicted employee:

   (a) is subject to appropriate disciplinary action by the employer, which may include termination; and

   (b) may be required to participate in an approved drug abuse assistance or rehabilitation program.

3. **Student violations and discipline:**

   Students convicted of drug use, possession, or delivery of controlled substances risk losing student financial aid for one year or longer. Other penalties for drug and/or alcohol abuse are detailed in the KCC Code of Conduct, section 16.0 in the Code of Campus Affairs and Regulations in this college catalog.

4. **Rights of due process:**

   Rights of due process for employees and/or students are addressed in the student Discipline Procedures and the college's Personnel Policies and Procedures Handbook.

5. **Policy review:**

   This policy and the program of implementation will be reviewed biennially. The policy is subject to change without notice, however, as federal regulations or court orders require.

6. **Dissemination of policy and rules:**

   (a) Copies of the college's Drug and Alcohol-Free Learning and Working Environment Policy are available to all students and employees.

   (b) Failure of an employee or student to receive a copy of the Drug and Alcohol-Free Learning and Working Environment Policy will not constitute a defense for violations of the college's policy and rules.

7. **Drug awareness program:**

   The college will institute and maintain a drug awareness program to inform employees and students about:

   (a) the dangers of drug and alcohol abuse;

   (b) the college's policy of maintaining a drug and alcohol-free learning and working environment;

   (c) any available drug counseling rehabilitation and student or employee assistance programs; and

   (d) the penalties that may be imposed on employees and students for drug abuse and alcohol violations.

The college's policy/program administrator is the dean of Student Services, Room L20F, or his/her designee.

ENVIRONMENT POLICY

It is the policy of the Kankakee Community College board of trustees that it shall conform fully with the federal Drug-Free Workplace Act of 1988, Public Law 100-690, Section 5151, et seq. and the Drug-Free Schools and Communities Act Amendment of 1989 (PL101-226). By establishing these policies, the college seeks to improve the environment by reducing and eliminating substance abuse in the schools and in the workplace. The president of the college is directed to establish and administer appropriate rules to implement this policy.

KCC Personnel

Faculty/Administrators

Deisy Anderson – Humanities and Social Sciences Division
B.A. Illinois State University
B.A. University of Illinois
M.A. Illinois State University
Ph.D. University of Illinois
Eddie Anderson Jr. – Coordinator
Upward Bound Support Services
A.A. Lansing Community College
B.A. Siena Heights University
M.A. Western Michigan University
JuTun Andrews-King – Health Careers Division
A.D.N. Kankakee Community College
B.S.N. Indiana Wesleyan University
M.S.N. Olivet Nazarene University
Barbara Arseneau – Director, Student Advisement Services
B.S. Illinois State University
M.A. Governors State University
John Avendano – President
A.S. Waubonsee Community College
B.S. Northern Illinois University
M.S. Northern Illinois University
Ph.D. Illinois State University
John Babich – Business/Technology Division
B.S.C. DePaul University
M.B.A. Lewis University
C.P.A., state of Illinois
Karen Becker, Assistant Director, Learning Resource Center
B.A. Southern Illinois University
M.A.L.A. University of Columbia
Linda Berg – Health Careers Division
A.A.S. Purdue University
B.S.N. Purdue University
M.S.N. Governors State University
Diane Berger – Health Careers Division
A.A. Moraine Valley Community College
B.A. Governors State University
M.H.S. Governors State University
Bonnie Bergeron – Academic Advisor, Student Services
A.A. Kellogg Community College
B.S. Western Michigan University
M.A. Governors State University
Kris Blum – Coordinator, Financial Aid
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B.B.A. Olivet Nazarene University
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B.S. Northern Michigan University
M.S. Northern Michigan University
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B.S. Olivet Nazarene University
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A.A. University of Central Florida
B.A. University of Central Florida
M.Ed. University of Central Florida
M.S. University of Central Florida
Ed.D. University of Central Florida
Diane Buswell – Health Careers Division
B.S.N. Lakeview College of Nursing
M.S.N. Olivet Nazarene University
David Cagle – Director, Human Resources
B.S. Illinois State University
M.B.A. Olivet Nazarene University
Mary Cahoe – Health Careers Division
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B.S.N. Lakeview College of Nursing
M.S.N. University of Phoenix
Kelly Canerday – Health Careers Division
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B.S.N. Lewis University
M.S.N. Lewis University
Paul Carlson – Chairperson, Business/Technology Division
B.S. Southern Illinois University – Carbondale
Ed.M. University of Illinois
Oshunda Carpenter Williams – Academic Advisor
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B.A. Wayne State University
M.A. Governors State University
William Chipman – Business/Technology Division
B.S. Eastern Illinois University
M.A. Governors State University
M.S. National-Louis University
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B.S.N. Northern Illinois University
M.S.N. Aurora University
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B.S. Eastern Illinois University
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B.S. Benedictine University
D.C. National University of Health Sciences
Amy Comerford – Mathematics, Science and Engineering Division
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B.S. University of Central Florida
M.S. University of Central Florida
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M.Ed. Loyola University
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Ph.D. Illinois State University
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M.A. DePaul University

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M.A. Olivet Nazarene University
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B.S. Eastern Illinois University
M.A. Sangamon State University
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B.S. Franklin University
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M.A. Olivet Nazarene University
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M.S. University of Central Texas
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B.A. Governors State University
Ed.M. University of Illinois
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B.A. Roosevelt University
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B.S. Northern Illinois University
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M.S. University of Illinois
M.A. Governors State University

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A.O.S. WyoTech

Yuri Starik – Business/Technology Division
B.S. Donetsk National Technical University
M.S. Donetsk National Technical University
Ph.D. Kharkiv State Polytechnic University

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M.A. Western Illinois University

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M.A. Eastern Illinois University

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B.A. Eastern Illinois University

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A.S. Brigham Young University, Idaho
B.A. Brigham Young University, Utah
M.A. Yale University

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Scholarships and Annual Giving
B.A. Governors State University

Tim Wilhelm – Business/Technology Division
A.A.S. Kankakee Community College
B.S.Ed. Kent State University

John Willard – Coordinator
Continuing Education and Career Services
Certification, National Ironworkers Apprenticeship and Training

James Wosz – Coordinator, Network System
B.S. DeVry University

Brian Yeoman – Assistant Director
Physical Plant Department

Christine Young – Assistant Director, Upward Bound
B.S. University of Wisconsin
M.Ed. University of Illinois

Whom to See for What

For answers to your questions, here's who to call. KCC's website, www.kcc.edu, has in-depth information as well.

TTY/TDD users in Illinois, call 711. Outside of Illinois, the toll-free number is 800-526-0844.

Academic regulations
Any advisor, Student Services
815-802-8500

Activities program
Coordinator of Student Life, Student Services
815-802-8628

Address changes/local address/permanent address change
Student Services
815-802-8529

Admission requirements
Any advisor, Student Services
815-802-8500

Adult & Community Education
Instruction
815-802-8300

Advisement
Student Services
815-802-8500

Alumni
Foundation
815-802-8251

Athletics
815-802-8600 or 815-802-8628

Baccalaureate Scholars
Student Services
815-802-8208

Bookstore
815-802-8590

Campus facilities use
Business Office
815-802-8120

Canceled classes – Inclement weather
Visit www.kcc.edu/severeweatherinfo for information as well as services offered to notify the community when there is a closure.

Career planning
Continuing Education and Career Planning
815-802-8575

Catalogs
Student Services
815-802-8500

Change of major or program
Any advisor, Student Services
815-802-8500

Change of schedule
Any advisor, Student Services
815-802-8500

Child Development Center
Student Services
815-802-8505

Class schedules
www.kcc.edu/schedule
Student Services
815-802-8500

Club information
Coordinator of Student Life, Student Services
815-802-8628

Continuing Education and Career Services
815-802-8200

Dropping/adding classes
Any advisor, Student Services
815-802-8500

Dual Enrollment/Dual Credit
Coordinator of Recruitment Services
815-802-8508

Education and Employment Center
Kankakee Workforce Services
815-802-8963

English as a Second Language (ESL)
Adult and Community Education
815-802-8300

Evaluation of courses for credit
Office of Admissions and Registration, Student Services
815-802-8520

Financial aid
815-802-8550

Fitness Center
Ice Valley Centre
815-802-8610

Food Service
Vice president for Finance and Administration
815-802-8130

Foundation
Executive director
815-802-8250

GED – General Educational Development certificate classes and pretesting
Adult and Community Education
815-802-8304

GED – Testing
Testing Services
815-802-8530

General information
College Center receptionist
815-802-8100

Grade reports
Student Services
815-802-8523

Graduation petition/requirements
Admissions and Registration, Student Services
815-802-8523

G.I. Bill, veterans' benefits, Illinois Veterans Scholarship
Financial Aid, Student Services
815-802-8557

I.D. cards
Learning Resource Center
815-802-8400

Illinois Virtual Campus
Coordinator, Transfer Services, Student Services
815-802-8208

Incomplete grades
Instructor for appropriate class

Learning Assistance Center
Learning Services
815-802-8474

Learning Resource Center (Library)
815-802-8400

Learning Services Department
815-802-8450

Lost and Found
College Center receptionist
815-802-8100

Orientation
Student Services
815-802-8500

Out-of-district authorization
Admissions and Registration, Student Services
815-802-8523

Parking regulations
Dean of Student Services, Student Services
815-802-8510

Preregistration
Any advisor, Student Services
815-802-8500

Proficiency examination
Appropriate division chairperson

Registration procedures
Registrar, Admissions and Registration, Student Services
815-802-8524

Repeating a course
Admissions and Registration, Student Services
815-802-8523

Safety regulations/issues
Dean of Student Services, Student Services
815-802-8510

Scholarships
815-802-8250

Self-paced computer studies
Business Division, Continuing Education and Career Services
815-802-8650

Social activities
Coordinator of Student Life, Student Services
815-802-8628

Disability Services
815-802-8632

Student employment/Work Study Program
Financial Aid, Student Services
815-802-8550

Student government
Coordinator of Student Life, Student Services
Student Advisory Council (SAC)
Members of SAC
815-802-8628

Student petitions for any purpose
Any advisor, Student Services
815-802-8500

Testing program
(ASSET, ACT, CAI, EMT-B, GED, MBTI, NATCEP,
proctoring, correspondence)
Learning Services
815-802-8530

Testing Services
Learning Services
815-802-8530

Textbooks, course supplies
Bookstore
815-802-8590

Transcript of grades and credits request
Office of Admissions and Registration,
Student Services
815-802-8527

Transfer information
Coordinator of Transfer Services,
Student Services
815-802-8208

TRiO Student Support Services
Assistant director of TRiO Student Support Services
815-802-8472

TRiO Talent Search
Student Services
815-802-8570

Tuition payments and refunds
Accounting, Business Affairs
815-802-8140

Tutoring services
Learning Assistance Center
815-802-8450

Upward Bound
Student Services
815-802-8560

Veterans opportunities
Financial Aid, Student Services
815-802-8550

Withdrawal from classes
Admissions and Registration
Student Services
815-802-8500

Workforce Investment Act
Workforce Services
815-802-8963

Youth Program Services
Student Services
815-802-8268

Glossary of terms

academic placement: Unless direct from a high school which provides an ACT score, most entering credit students are required to take institutional placement tests which determine knowledge in basic reading, writing and math or provide formal documentation of basic learning skills. The KCC assessment test is COMPASS.

academic calendar: Important dates for each semester; e.g., registration, when classes begin, withdrawal deadlines, holidays and exams.

academic advisor: KCC staff member who assists students in planning course work to complete their academic goals.

area of concentration: Courses that create a foundation for an intended major or electives to meet credit-hour requirements for a degree.

associate degree: Various types are offered at KCC including Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Associate in Arts in Teaching (A.A.T.), Associate in Engineering Science (A.E.S.), Associate in Fine Arts (A.F.A.), and Associate in General Studies (A.G.S.).

articulated course: A course that meets the requirements for a specific course or elective credit at a four-year college or university. This term could also apply to a high school course that meets the requirements of a specific college course.

attendance policy: The number of absences permitted will vary from class to class.

audit: Taking a class to benefit from experience without receiving a grade or college credit. The cost of auditing a course is the same as that charged for enrolling for credit. Special registration procedures apply.

certificates: Certificates and advanced certificates are awarded to students who complete specific requirements in career education certificate programs.

chargeback: Partial tuition assistance for residents who want to enroll in an occupational degree or certificate program at another college for a program that is not offered at KCC.

cooperative agreement: The understanding between KCC and other community colleges that residents can pay in-district rates when enrolled in programs named under the agreement.

credit by examination: Course credit awarded to students demonstrating knowledge through proficiency exams.

credit hour: The unit used to quantitatively measure courses. The number of credits assigned to a course is usually determined by the number of in-class hours per week and the number of weeks per session.

degree: Awarded to a student who has completed all requirements for a program of study.

department or division chair: Person who assists in the organization of curricula, scheduling of classes, and management of faculty members within his/her department or division.

developmental course work: Provides the knowledge of basic reading, writing, and mathematical skills that are necessary for success in the course or program of study chosen by the student. Developmental courses often do not meet graduation requirements.

disciplinary action: Students who fail to comply with KCC policies, regulations, and rules will be subject to disciplinary action, which may include dismissal from the college.

district: The communities within the geographic boundaries of the college.

drop a course: Action taken when a student no longer wants to take a course for which he/she has registered. A course dropped during the refund period does not appear on the student's transcript. Dates when a drop is permitted are listed in course syllabi.

elective: Course that a student chooses (elects) to take in order to reach the required number of hours for a certificate or degree. Some curricula have "suggested electives" or "program electives."

extension sites: An outreach center of KCC offering credit and/or non-credit courses.

extracurricular activities: Activities and events offered beyond regularly scheduled coursework; e.g. intramural sports.

fee: Money charged for additional services other than tuition (e.g. laboratory fee).

financial aid: Financial assistance designed to bridge the gap between the resources of students and their families and the cost of attending KCC. The different forms of financial aid are: grants, loans, work on or off campus, scholarships, and veterans' benefits.

flexible scheduling: Classes offered with varying times, course lengths and locations that respond to the students' needs.

full time: Enrollment in 12 or more credit hours per semester (six credit hours in summer).

general studies: A type of associate degree (A.G.S.) intended for students whose educational goals cannot be precisely met by other degree programs. The A.G.S. is awarded in personalized curricula that have been agreed upon by the student and his/her advisor within college regulations.

grade point: Numerical value assigned to the letter grade received in a class. Used to calculate a grade point average.

graduation petition: A form required for a student to be considered for graduation.

incomplete grade: If a student is passing a course and misses the final examination (with authorization of the appropriate division chair) or fails to complete a major course assignment, the instructor may assign a grade of "I" – Incomplete. Coursework must be completed within the time period stated on the approval request, not to exceed six months.

international student procedure: Non-U.S. citizens who plan to attend KCC must comply with the student and exchange visitor information system (SEVIS) application procedure.

lecture/lab: Number of hours students spend in a course per week in lecture and/or laboratory time.

orientation: An information session designed to introduce students to KCC programs, services, and facilities.

part time: Enrollment in fewer than 12 credit hours per semester (less than six credit hours in summer).

permanent record: The college's internal document reflecting the unabridged academic history of the student at the institution.

placement tests: Institutional placement tests in reading, writing and math are required for most credit-seeking students whose ACT scores were not sent directly from their high school. The scores are used to determine placement into appropriate levels of course work.

prerequisite: A course or courses that must be completed before taking another.

probation (disciplinary): Students who fail to comply with college rules and regulations will be subject to disciplinary action, including dismissal from the college. Disciplinary hearings are conducted.

refund: A student who officially withdraws from any class may be refunded the course tuition, depending on when withdrawal is made.

registration: The process of completing forms and steps necessary to enroll in classes.

repeating a course: Students may repeat courses in which they have received "D" and/or "F" grades but may not receive credit for the courses more than once. Only the most recent of the two grades will be used in computing the grade point average. This policy pertains to courses taken and repeated at KCC.

schedule (class): A publication providing a complete listing of dates and times for courses offered for a semester.

schedule (student): A listing of times, days and locations of a student's courses.

selective admission programs: Programs that have restrictive or competitive enrollment requirements.

semester: The period when courses are conducted. KCC has fall and spring semesters and a summer term.

semester hour: See credit hour.

short-term loan: Agreement to delay a portion of your balance due to the college for a specified time period. Apply for this loan at the Office of Financial Aid.

standards of academic progress: Standards that identify students' expected progress in terms of credits earned and time elapsed.

syllabus or syllabi (plural): An outline of the learning outcomes (and related course and instructor information) and requirements for a specific course.

transcripts: Documents which are forwarded to persons or agencies for their use in reviewing the academic performance of the student. An official transcript is a legal document which contains an official signature, date of issuance and college seal. An unofficial transcript has no signature, date, or seal and is intended for reference or advising purposes only.

transfer credit: Credit that has been earned at another accredited college or university which is applied to the student's KCC record.

tuition: Cost of attending courses based on the number of semester hours enrolled and residency status.

withdrawal: Procedure to terminate enrollment in a class after the add/drop period.

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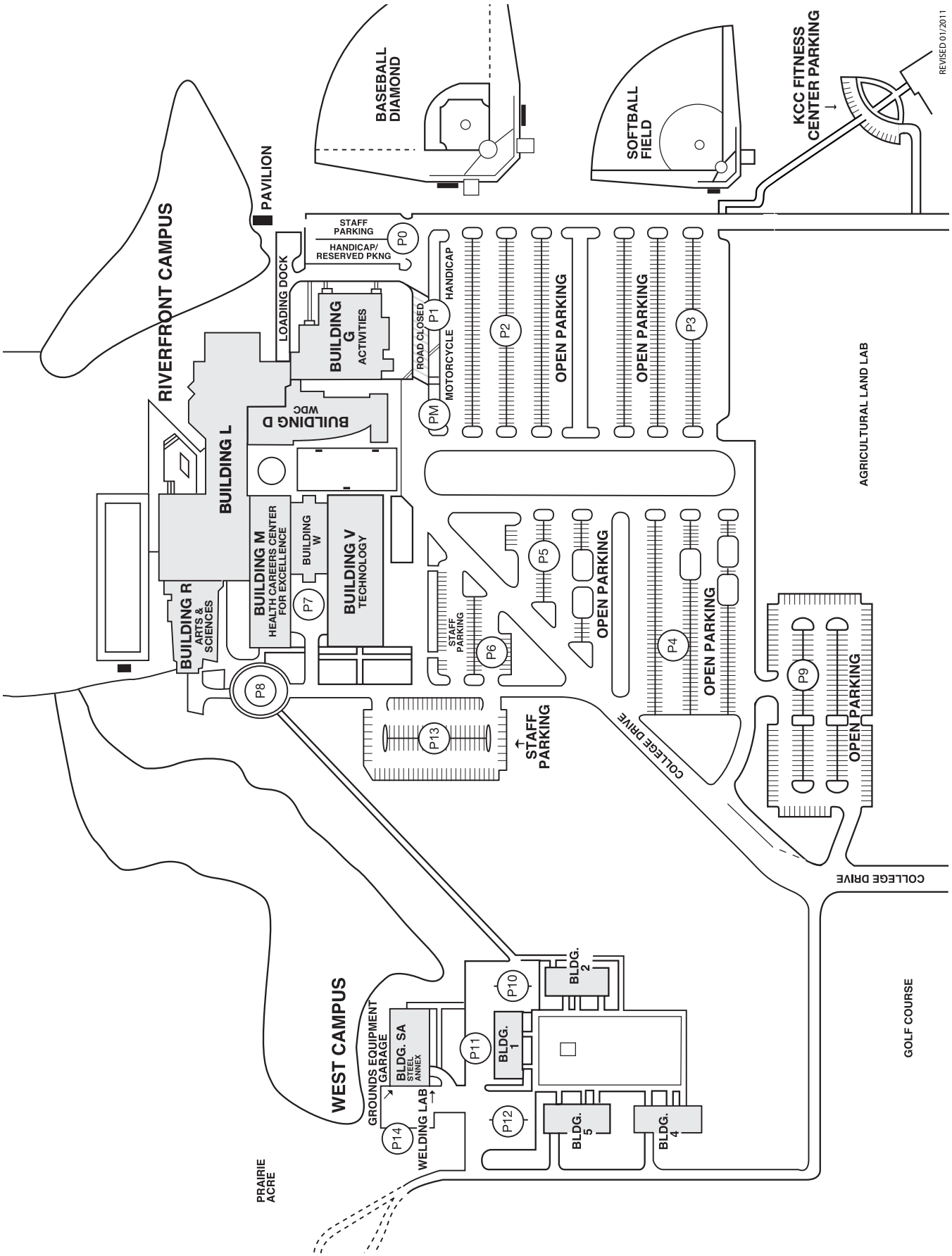
RIVERFRONT CAMPUS
PAVILION
BASEBALL DIAMOND
SOFTBALL FIELD
KCC FITNESS CENTER PARKING
REVISED 01/2011
STAFF PARKING
HANDICAP/ RESERVED PKNG
P0
LOADING DOCK
BUILDING G ACTIVITIES
ROAD CLOSED
P1
HANDICAP
MOTORCYCLE
PM
P2
OPEN PARKING
OPEN PARKING
P3
AGRICULTURAL LAND LAB
BUILDING D WDC
BUILDING L
BUILDING M HEALTH CAREERS CENTER FOR EXCELLENCE
BUILDING W
BUILDING V TECHNOLOGY
P7
BUILDING R ARTS & SCIENCES
P8
STAFF PARKING
P6
P5
OPEN PARKING
P4
OPEN PARKING
P9
OPEN PARKING
P13
STAFF PARKING
COLLEGE DRIVE
COLLEGE DRIVE
WEST CAMPUS
GROUNDS EQUIPMENT GARAGE
BLDG. SA STEEL ANNEX
P14
WELDING LAB
P11
BLDG. 1
P10
BLDG. 2
P12
BLDG. 5
BLDG. 4
GOLF COURSE
PRAIRIE ACRE

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