

2021-22 Catalog

Kankakee Community College



UNIVERSAL

Recruitment committee
Materials - pre-pkg.
Consistent
Branded

Good - track contacts
Thanks
Follow up with Recruitment

Staff Club for example
go to ballroom
give away pens, pencils,
sharpener, stapler
Biker bags (black/red/white)

1 - M. Borg
P. B. B. B.
Good

Advisory
committee
other materials

2021-22 College Catalog

Kankakee Community College (KCC) is proud to provide varied opportunities for learning. And, our faculty and staff are committed to helping you reach your goals.

Whether you are a first-time student seeking an affordable education, in the workforce and ready to improve your job skills, or looking for personal enrichment opportunities, KCC is a great value of your educational investment. The college prepares students to transfer to four-year colleges and to enter the workforce immediately. Additionally, KCC offers continuing education courses and certification training, English as a Second Language and GED preparation. The KCC mission is “Enhancing quality of life through learning.”

For the most current information about KCC, visit www.kcc.edu.

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Kankakee Community College
100 College Drive, Kankakee, IL 60901
815.802.8100 • www.kcc.edu

About this catalog

The KCC catalog is an information book and reference guide dealing with different aspects of the college—its policies, facilities, degree programs, course offerings, services, and faculty.

This edition is in effect from the beginning of the fall semester through the end of the next summer term. It represents the college's academic, social, and financial objectives at the time of its publication. Course and curriculum changes, modifications of tuition or fees, policies and other changes may occur after the catalog has been published and before these changes can be incorporated in a later edition. For this reason, this catalog does constitute a contractual obligation with its students, either collectively or individually. In the case of discrepancies between the online and published catalogs, the online version takes precedence.

If you have suggestions for improving this catalog, please contact us.

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.

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 identity/expression, sexual orientation, sex, genetic information, creed, religion, color, marital or parental status, veteran status, age, national origin, membership in any professional group, organization or association, socioeconomic status, mental or physical 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, director of human resources/Affirmative Action officer; Dr. Jose da Silva, vice president for student affairs/Title IX coordinator; or Kim Harpin, director of support services/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.

Cagle and da Silva ensure 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 coordinates the college's services/programs for disabled student/staff populations that allow access to education.

On the front cover: KCC student Jacquelyn Henrichsen.

On the back cover: KCC student Alexander Freytes.

KCC at a Glance

Academic Calendar

Following are select dates from the academic calendar. For additional dates, refer to the complete calendar at kcc.edu/calendar. Note: Holidays for students are marked with an asterisk (*).

The final exam schedule is at kcc.edu/finals.

SUMMER 2021

May 21-23	College closed.
May 24	Six-week summer courses begin.
*May 28-31	Memorial Day observed. College closed.
June 1	Eight-week summer courses begin.
June 11-13	College Closed.
June 18-20	College Closed.
June 25-27	College Closed.
*July 2-5	Independence Day observed. College closed.
July 16-18	College Closed.
July 23-25	College Closed.
July 30 – Aug. 1	College Closed.

FALL 2021

Aug. 16	Credit division fall semester begins.
Aug. 16	Adult Education classes begin.
*Sept. 4-6	Labor Day observed. College closed.
*Nov. 11	Veterans Day observed. No classes. College is open until 5 p.m.
Nov. 24	Thanksgiving break. College is open until 5 p.m.
*Nov. 25-28	Thanksgiving break. College closed.
Dec. 13-17, 20-21	College is open until 5 p.m.
Dec. 22	College offices are open until noon.
Dec. 23-Jan. 2	Winter break. College closed.

SPRING 2022

Jan. 10	Credit division spring semester begins.
Jan. 10	Adult Education classes begin.
*Jan. 17	Dr. Martin Luther King, Jr. Day observed. College closed.
*Feb. 18	President's Day observed. No classes. College is open until 5 p.m.
*March 7-11	Spring break. No classes. College is open until 5 p.m.
*March 12	College closed.

SUMMER 2022, TENTATIVE

May 23	Six-week summer courses begin.
*May 27-30	Memorial Day observed. College closed.
May 31	Eight-week summer courses begin.
June 10-12	College closed.
June 17-19	College closed.
June 24-26	College closed.
*July 1-4	Independence Day observed. College closed.
July 15-17	College closed.
July 22-24	College closed.
July 29-31	College closed.

Accreditation

KCC is accredited by the Higher Learning Commission (HLC) which accredits degree-granting post-secondary educational institutions in the North Central region. The college is accredited through 2024. Documents supporting the college's accreditation are available at www.kcc.edu/aqip 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 KCC's director of institutional research, who serves as the accreditation liaison officer.

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

Board of Trustees

KCC is governed by a seven-member, elected board of trustees which convenes monthly on the Riverfront Campus at 100 College Drive, Kankakee. Most meetings are held on the second Monday of the month at 5 p.m. The board is responsible for establishing institutional policies, approving financial expenditures and the tax levy, appointing and supervising the college president.

Patrick D. Martin of Manteno serves as board chair; he has been a trustee since 2005. Bradley W. Hove of Bourbonnais, a trustee since 2006, is vice-chair. Todd A. Widholm of Clifton, a trustee since 2010, is secretary.

Other seated trustees, and the years they joined the board, are: Jerald W. Hoekstra of St. Anne, 1991; Richard J. Frey of St. Anne, 2001; Bill Orr of Reddick, 2014; and Cathy Boicken of Bourbonnais, 2015.

Annually, the Student Advisory Council appoints a student representative to the board to represent student interests. The student representative for 2020-21 is Ariana Ramirez of Gilman. Claire Chaplinski serves as legal counsel. KCC's president is Michael Boyd, Ph.D.

For board meeting agendas and minutes, visit www.kcc.edu/board.

Commencement

A Commencement ceremony is held annually at the end of the spring semester. The celebration recognizes the cumulative achievements of students who earn various degrees from KCC. Information on Commencement, including the process to petition to graduate, is at www.kcc.edu/commencement.

Historical Background

KCC was organized in October 1966 and the first classes were held in September 1968. Each year, hundreds of new alumni join more than 14,000 previous graduates who live and work in this area and throughout the U.S.

Today, the college has a Riverfront Campus in Kankakee, extension centers in Bradley and Watseka, and a Manufacturing and Industrial Technology Center in Kankakee. KCC serves 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.

A complete college history is at kcc.edu/history.

Philosophy and Mission

KCC 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 is committed to diversity and embraces the value it brings to our college community. KCC also recognizes that all aspects of diversity enrich the educational experience and advance the mission of the institution. Inclusion, respect, and sensitivity are the pillars of our commitment, and promotion of diversity, in all its ideals, is our goal.

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.

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)
- 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)

Locations

KCC serves the residents of District 520 at a number of locations. Maps and directions to KCC's Riverfront (main) Campus and extension centers are at kcc.edu/directions.

Credit classes, adult and community education programs, and continuing education and career services programs are offered at several locations throughout the district, including:

Riverfront Campus

The college's Riverfront Campus has 178 acres located 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. Services and amenities include in-person registration, testing, advising, financial aid, the Hammes Bookstore, classrooms, Workforce Development Center, Health Careers Center for Excellence, Harold and Jean Miner Memorial Library, computer labs, a full-service cafeteria, auditoriums, athletic fields, gymnasium and fitness center. Visit kcc.edu/riverfront for directions and related information.

The Riverfront Campus is 10 minutes from downtown Kankakee and easily accessible from Interstate 57 (Exit 308) and U.S. 45/52. The mailing address is 100 College Drive, Kankakee, IL 60901.

South Extension Center

The KCC Harold and Jean Miner South Extension Center, at 1488 E. Walnut St. in Watseka, has registration and advising services, four classrooms, and amenities including clinical space, a testing area, offices and a student gathering area. The center offers KCC college credit, continuing education, high school equivalency and adult education classes. Visit kcc.edu/sec for directions and other information.

North Extension Center

The KCC North Extension Center, at 450 N. Kinzie Ave. in Bradley, serves the northern communities of KCC's district and offers credit division courses, corporate training, adult education, ALIVE literacy services and high school equivalency classes. Kankakee Workforce Services also is at this location. Visit kcc.edu/nec for more information.

Manufacturing and Industrial Technology Center

The Manufacturing and Industrial Technology Center, at 2580 S. Route 45/52 in Kankakee, offers classrooms and labs for welding, manufacturing technology, machine tool technology and millwright. Visit kcc.edu/mitc for directions and related information.

Welcome Center

The KCC Welcome Center has enrollment services and information for prospective and current students and visitors.

There are services including student ID photos, enrollment information, job postings, career information, continuing education conference registration, conference check-in, and lost and found.

The Welcome Center is on the first floor of the Workforce Development Center on KCC's Riverfront Campus.

More information is at www.kcc.edu/welcomecenter.

College Center

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

The center includes food service, a dining area, auditorium and the Cavalier Room, which is used for special programs.

Cavalier Corner – The lower-level of the College Center is a student recreational area. It features gathering spaces for socializing, air hockey, ping pong, and foosball, all with an unbeatable view of the riverfront. Stop by to relax, gather with friends, or de-stress with some recreational fun. For additional information or suggestions on other gaming or recreational activities, please visit kcc.edu/studentlife.

Fitness Center

The KCC Fitness Center is located in the Kankakee Valley Park District's Ice Valley Centre, 1601 River Road in Kankakee. The location is next to the KCC Riverfront Campus. Monthly and annual membership packages are available for individuals, families and couples. A personal trainer also is available for an additional fee.

More information is on the Fitness Center website.

George H. Ryan Activities Center

The George H. Ryan Activities Center, on the southeast corner of the Riverfront Campus 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.

Parking/Traffic Information

Unless designated, permits are not needed to park at KCC. There are special parking areas for disabled persons, temporarily disabled, motorcycles and bicycles. Speed limit in parking lot is 15 mph, on College Drive it is 30 mph, and 20 mph on other roadways unless indicated. Violators are subject to fines in accordance with state law.

Copies of KCC's parking regulations and maps are available in Student Affairs. Complete information is at kcc.edu/parking.

Who to Contact

For answers to your questions, here are popular links and phone numbers. Visit www.kcc.edu/whotocontact for a more complete list of departments and services.

TTY/TDD users in Illinois, call 711. Outside of Illinois, the toll-free number is 800-526-0844.

Adult & Community Education Instruction

815-802-8300

Advisement/Student Affairs

815-802-8500

Alumni Foundation

815-802-8251

Bookstore

815-802-8590

Continuing Education and Career Services

815-802-8200

Kankakee Workforce Services/WIOA

815-802-8963

Library

815-802-8400

Testing Services

815-802-8530

Glossary of terms

academic placement: Unless direct from a high school which provides an ACT or SAT 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.

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 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.

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.

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 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.

division dean: Person who assists in the organization of curricula, scheduling of classes, and management of faculty members within his/her division.

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 associate dean) 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 and math are required for most credit-seeking students. Students enrolling in an English or math course must have placement test results on file.

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 enrollment based on the number of semester hours enrolled and residency status.

withdrawal: Procedure to terminate enrollment in a class after the add/drop period.

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 part of the consumer information at www.kcc.edu/consumerinfo.

Alumni Association

All alumni of KCC are members of the Alumni Association. KCC Cavalier Alumni have access to college resources and receive invitations to alumni events -- plus alumni newsletters. The Alumni website has alumni stories, and opportunities to share your updated contact information and support current students.

Faculty and Deans

Deans

Sheri Cagle

Health Careers Division
B.S. Olivet Nazarene University
M.S. Saint Xavier University

Paul Carlson

Business, Technology and Human Services Division
B.S. Southern Illinois University – Carbondale
Ed.M. University of Illinois

Jennifer Hays-Huggins

Liberal Arts and Sciences Division
B.S. Illinois State University
M.S. Illinois State University

Full-Time Faculty

Deisy Anderson

Liberal Arts and Sciences Division – Spanish
B.A. Illinois State University
B.A. University of Illinois
M.A. Illinois State University
Ph.D. University of Illinois

JuTun Andrews-King

Health Careers Division – Nursing
A.D.N. Kankakee Community College
B.S.N. Indiana Wesleyan University
M.S.N. Olivet Nazarene University

Lamanda Baade

Health Careers Division – Medical Laboratory
Technology
B.S. Illinois State University
M.Ed. University of St. Francis

John Babich

Business, Technology and Human Services Division –
Business
B.S.C. DePaul University
M.B.A. Lewis University
C.P.A. state of Illinois

Robert Babich

Business, Technology and Human Services Division –
Business
B.S. Marquette University
M.B.A. DePaul University

Bridget Bertrand-Essington

Business, Technology and Human Services Division –
Law Enforcement/Criminal Justice
A.S. Kankakee Community College
B.S. Calumet College of St. Joseph
M.S. Calumet College of St. Joseph

Jacqueline Billings

Health Careers Division – Nursing
A.S. Joliet Junior College
B.S. Purdue Calumet University

Jennifer Blanchette

Health Careers Division – Physical Therapist Assistant
A.A.S. Kankakee Community College
B.A. Governors State University
D.P.T. University of Findlay

John Bordeau

Business, Technology and Human Services Division –
Computer Graphic Technology
B.S. Northern Michigan University
M.S. Northern Michigan University

Kim Brands

Health Careers Division – Nursing
B.S.N. Olivet Nazarene University

Patricia Bukowski

Health Careers Division – Nursing
B.S.N. Olivet Nazarene University
M.S.N. Olivet Nazarene University

Diane Buswell

Health Careers Division – Nursing
B.S.N. Lakeview College of Nursing
M.S.N. Olivet Nazarene University

Michael Caparula

Liberal Arts & Sciences Division – Mathematics
B.S. Western Illinois University
M.Ed. University of Illinois

Jonathon Cohen

Liberal Arts & Sciences Division – Anatomy &
Physiology
B.S. Benedictine University
M.A.E. Benedictine University
D.C. National University of Health Sciences

Charles Cooke

Business, Technology and Human Services Division
– Heating, Ventilation & Air Conditioning
B.S. Wheeling Jesuit University

Jaclyn Cruz

Health Careers Division – Respiratory Therapist
A.S. Kankakee Community College
A.A.S. Kankakee Community College
B.S. University of Illinois

Linsey Cuti

Liberal Arts and Sciences Division – English
B.A. Illinois State University
M.A. Governors State University
Ph.D. Illinois State University

Trisha Dandurand

Liberal Arts and Sciences Division – English
B.A. DePaul University
M.A. DePaul University
M.A. Southern New Hampshire

Krista Davis

Health Careers Division – Nursing
A.A.S. Kankakee Community College
B.S.N. Olivet Nazarene University
M.S.N. Western Governors University

Steve DePasquale

Liberal Arts and Sciences Division – History
A.A.S. Kankakee Community College
B.S. Illinois State University
M.A. Illinois State University

Kelly Edwards

Health Careers Division – Nursing
A.A.S. Kankakee Community College
B.S.N. Olivet Nazarene University
M.S.N. Olivet Nazarene University

Ruth Fabbro

Liberal Arts and Sciences Division – Mathematics
B.A. Concordia College
M.A. University of Michigan

Glenda Forneris

Health Careers Division – Medical Laboratory
Technology
B.S. Northern Illinois University
M.H.S. Governors State University

Jessica Friedericks

Business, Technology and Human Services Division –
Education
B.S. Illinois State University
M.A. Olivet Nazarene University

Christopher Gibson

Health Careers Division – Paramedic
B.S. Olivet Nazarene University
M.B.A. Olivet Nazarene University

Sarah Gowler

Business, Technology and Human Services Division
–Early Childhood Education
B.S. Northern Illinois University
M.S. Northern Illinois University

Amy Harwood

Liberal Arts and Sciences Division – Mathematics
B.A. Eastern Illinois University
M.A. Eastern Illinois University

Frances Hebert

Liberal Arts and Sciences Division – Mathematics
A.A.S. Kankakee Community College
B.S. Olivet Nazarene University
M.A. DePaul University

Prosper Hevi

Business, Technology and Human Services Division
–Computer Science
B.A. University of Ghana
M.S. George Washington University
M.A. University of Windsor

Bernice Hinrich

Health Careers Division – Nursing
A.S. Kankakee Community College
B.S.N. Chamberlain College of Nursing
M.S.N. Chamberlain College of Nursing

Kelli Jandura

Health Careers Division – Respiratory Therapist
A.A.S. Kankakee Community College
B.S. University of St. Francis
M.S. University of St. Francis

Darla Jepson

Health Careers Division – Radiography
A.A.S. Kankakee Community College
B.S. College of St. Francis

Carrie Jones

Liberal Arts and Sciences Division – Anatomy & Physiology
B.A. University of Denver
M.S. University of Chicago
Ph.D. University of Chicago

Jessica Kawa

Liberal Arts and Sciences Division – Physical Science
B.S. Lewis University Chicago
Ph.D. Loyola University Chicago

Scott Kistler

Liberal Arts and Sciences Division – History
B.A. University of Illinois
M.A. University of California-Riverside

Patrick Klette

Business, Technology and Human Services Division – Electrical Engineering Technology
A.A.S. Kankakee Community College
B.S. Southern Illinois University
M.S. Illinois State University

Roger Koerner

Business, Technology and Human Services Division – Manufacturing

Mary Kyrouac

Health Careers Division – Nursing
B.S.N. Rush University
M.S.N. Olivet Nazarene University

Kristen Larson

Liberal Arts and Sciences Division – Biology
B.S. Purdue University Calumet
M.S. Purdue University Calumet

Robert Ling

Liberal Arts and Sciences Division – Biology
B.S. Northern Michigan University
M.A. Northern Michigan University

Kenneth Mager

Liberal Arts and Sciences Division – Biology
B.S. Illinois State University
M.S. Eastern Illinois University
M.S. Montana State University
Ed.S. University of Florida

Rexann McKinley

Liberal Arts and Sciences Division – English
B.A. Governors State University
M.A. Governors State University

Michael Miller

Liberal Arts and Sciences Division – Physical Science
B.S. University of Illinois
B.S. Bemidji State University
M.S. University of Illinois

Rebecca Murphy

Health Careers Division – Radiography
A.A.S. Kankakee Community College
A.S. Joliet Junior College
B.S. Southern New Hampshire University
M.Ed. Western Governors University

Jessica Oladapo

Liberal Arts and Sciences Division – Sociology
B.A. University of Illinois
M.A. DePaul University

Jennifer Pecora

Liberal Arts and Sciences Division – English
B.A. Utah State University
M.A. Brigham Young University

Amy Porter

Liberal Arts and Sciences Division – English
B.S. Illinois State University
M.S. Illinois State University

Stephanie Rayman

Health Careers Division – Nursing
A.A.S. Kankakee Community College
M.S.N. Olivet Nazarene University
D.N.P. Grand Canyon University

Anne Reilly

Health Careers Division – Nursing
A.A.S. Kankakee Community College
M.S.N. Olivet Nazarene University

Jennifer Rogers

Health Careers Division – Nursing
B.S.N. Olivet Nazarene University
M.S.N. Olivet Nazarene University

Kristine Salmons

Business, Technology and Human Services Division –
Electrical Engineering Technology
A.S. Kankakee Community College
A.A.S. Kankakee Community College
A.A. Kankakee Community College
B.S. Grantham University

Mark Schnoor

Business, Technology and Human Services Division –
Economics/Statistics
B.A. Lawrence University
M.A. Clemson University

Chelise Slowik

Liberal Arts and Sciences Division – Art
B.A. Olivet Nazarene University
M.S. Southwest Baptist University
M.A. Governors State University

Chris Spracklin

Business, Technology and Human Services Division –
Automotive
A.O.S. WyoTech

Mary Steichen

Liberal Arts and Sciences Division – Communication
A.A. Spoon River College
B.A. Western Illinois University
M.A. Western Illinois University

Clay Sterling

Business, Technology and Human Services Division –
Electrical Engineering Technology
B.S. University of Wisconsin - Stevens Point
M.A. Saint Xavier University

Cari Stevenson

Liberal Arts and Sciences Division – Psychology
B.A. Illinois Wesleyan University
M.S. Illinois State University
Ph.D. National-Louis University

Mark Stevenson

Business, Technology and Human Services Division –
Welding
A.A.S. Kankakee Community College
B.S. Southern Illinois University

Penelope Stickney

Liberal Arts and Sciences Division – English
B.A. William Woods University
M.Ed. Nazareth College
M.A. Governors State University

Helen Streicher

Liberal Arts and Sciences Division – English
B.A. Olivet Nazarene University
M.A. Olivet Nazarene University

Adam Tournier

Liberal Arts and Sciences Division - Physical Science
B.A. University of Missouri - St. Louis
M.S. University of Missouri - St. Louis
Ph.D. University of Missouri - Rolla

Kenneth West

Liberal Arts and Sciences Division – Philosophy
A.S. Brigham Young University, Idaho
B.A. Brigham Young University, Utah
M.A.R. Yale University Divinity School

Megan Winterrowd

Health Careers Division – Physical Therapist Assistant
A.A.S. Kankakee Community College
A.S. Lake Land College
B.S. Eastern Illinois University

List as of Jan. 20, 2021

Admissions & Registration

The Office of Admissions and Registration provides assistance to students registering for 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 more information, visit www.kcc.edu/admissions.

Admissions

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). Completion of the equivalent of a high school diploma in a home school setting also is acceptable.

Students enrolling in transfer programs should read information about minimum admission requirements (Illinois Public Act 86-0954) on Transfer Admission Requirements (p. 109).

Students are encouraged to meet with an advisor for more information on completing the assessment standardized placement Accuplacer and ALEKS tests. The scores are used for advising purposes and are required for placement in some classes. Admission to KCC may be affected for selective programs. For more information, visit www.kcc.edu/testingservices. 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 and placement.

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. Once received, your Social Security number (SSN) will be replaced by a random seven digit ID number, which will be your college ID number. Your SSN will not be used for internal college business. Failure to provide an accurate SSN may have tax implications. 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 within the last three years.

Registration in some programs require official transcripts from all high schools and colleges previously attended. Non-degree and non-certificate seeking students are not required to provide high school or college transcripts.

It is recommended that General Educational Development (GED) certificate holders 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

Students or prospective students seeking credit for prior learning may contact an advisor in Student Affairs for additional information and proper procedures for requesting an evaluation. More information is at www.kcc.edu/priorlearning.

Registration

Registration for all credit classes are available online through Student Self-Service/Student Planning, and in person at either KCC's Riverfront Campus or the Harold and Jean Miner South Extension Center (offices are closed most Fridays in May, June and July).

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

For more information, visit www.kcc.edu/registration.

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 respective withdrawal deadline for each course section, as found on the registration statement, which is available through Self-Service, accessible through the my.kcc.edu portal.

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

If the college is notified of a withdrawal through the mail, the letter must be postmarked on or before the deadline. Mail withdrawals postmarked on or before the last date to withdraw will be honored. Emailed requests must be sent through the student's KCC email account.

For additional information, contact Student Affairs at 815-802-8500.

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 before the first meeting of the class. Tuition and fees will be refunded to students whose courses have been canceled due to insufficient enrollment or the unavailability of qualified instructors. If the student transfers to another class, the tuition may be applied to the new course. Canceled classes are posted in Student Affairs.

Auditing Classes

KCC does allow students to audit classes.

Auditing allows a student to acquire knowledge in a subject without the pressure of getting a grade. However, students must meet course prerequisites and are expected to complete all course requirements. 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 and the courses do not count toward a student's enrollment status.

Registration for audited classes is only allowed 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.

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 an advisor 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.

Tuition, Financial Aid & Scholarships

Tuition

KCC's tuition for College Credit Division courses effective summer 2021 is \$146 per credit hour for KCC district residents, plus fees of \$19 per credit hour. Total cost of tuition plus fees for out-of-district Illinois residents tuition is \$440 per credit hour; and total cost of tuition and fees for out-of-state residents is \$852.01 per credit hour.

The current rate is published on the college website.

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 \$19 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 classes offered through the office of Continuing Education and Career Services. 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 Indiana are charged the out-of-district Illinois resident rate for tuition. They are not charged out-of-state fees.

KCC reserves the right to waive out-of-district fees for residents of Milford and Iroquois West school districts.

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

Payment of Tuition

Registration is not final, and enrollment is not guaranteed in any course, until all costs have been paid or arrangements have been made. KCC reserves the right to withhold transcripts from students who are in debt to the institution and to restrict enrollment.

All student tuition, fees, obligations and fines are paid in the Accounting Office at the Riverfront campus or at the Miner South Extension Center in Watseka.

Complete information on payments and payment options is at www.kcc.edu/payinfo.

Additional Fees

Students are charged additional fees to defray the costs of student activities, the athletic program and technology services. Laboratory fees are charged for some courses.

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

Refunds

Tuition refunds for credit division courses are based on the date of withdrawal. Students can withdraw in person (student ID required), or online using Self-Service in the My KCC portal.

Course withdrawals

Tuition refunds for withdrawals from college credit division courses are based on refund date. Refund dates are printed on your registration statement. You can receive a 100 percent refund through 10 percent of the course (approximately 12 calendar days for a 16-week course). No refund will be given if you withdraw after 10 percent of the course has been completed.

Course refund dates are listed on your registration statement, viewable by logging into my.kcc.edu and choosing Self-Service, then My Registration Statement.

Course cancellation

You will receive a 100 percent refund of tuition and fees for a canceled course unless you transfer to another class. In that case, the tuition and fees will be applied to the new course.

Financial Aid

Financial aid provides assistance to meet college expenses. Aid is available to qualified students enrolled both full- and part-time in eligible programs. All admissions criteria must be met before a student is eligible to receive financial aid.

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 four major types of financial aid available through KCC are scholarships, grants, loans, and part-time student employment. Military veterans can learn more about their benefits at www.kcc.edu/veterans.

Visit www.kcc.edu/financialaid for complete details on financial aid.

Foundation Scholarship Program

Annually, the KCC Foundation offers over 200 scholarships to assist students with tuition, fees, and books. Current and incoming students are encouraged to apply online Nov. 1 - March 1. For a complete list of scholarships, and to apply, please visit foundation.kcc.edu/scholarships.

There also are numerous opportunities to support the KCC Foundation Scholarship Program. Donations advance the college's mission by supporting students, faculty, staff, programs, and unmet needs. Learn more at foundation.kcc.edu/give.

Services

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 to succeed, KCC offers a wide array of services to help students. Details are in this section.

Our staff are committed to enhancing and facilitating the educational opportunities available to those who utilize the resources of the college. Submit concerns, suggestions, or requests relative to a college service at www.kcc.edu/candidcomments.

Academic Advisement

Students enrolling at KCC are encouraged to meet with an academic advisor in Student Affairs. All degree/certificate-seeking students are assigned an advisor who specializes in that student's curriculum.

Advisors also can help students identify a career goal and/or college major that fits their interests, abilities, personality, and values. They can provide additional information about a chosen occupation for students who want to learn about a specific college major or career goal.

Advisement services include:

- Developing a student's master academic plan.
- Providing transfer information about four-year institutions.
- Reviewing program-specific requirements and course selections.
- Assisting students with access local, state and national occupational outlook information using MyPlan—a computer-based tool.
- Sharing economic modeling tools such as information about the local job market as well as the projected growth of a given occupation.
- Suggesting additional resources in the Harold and Jean Miner Memorial Library.

Complete information is at www.kcc.edu/advising.

Master Academic Plan

All degree and certificate seeking students are required to complete a Master Academic Plan with their academic advisor prior to registering for a second semester/term. The Master Academic Plan is intended to help students stay informed on the requirements for their certificate/program and to stay on track to achieve their educational goals. To schedule an appointment with your academic advisor, contact Student Affairs at 815-802-8500.

New Student Orientation

A vital part of entering college is completing an orientation. KCC requires all new students to complete new student orientation before registering. www.kcc.edu/registering.

Campus Safety

KCC wishes to maintain a safe and secure campus for students, visitors, and staff. The college's police and public safety officers force patrol parking areas, campus buildings, and grounds. The college's Physical Plant Department staff and college administration are dedicated to maintaining campus safety and security.

In an emergency: Call 911, or KCC security at 815-802-8190 or 5555 (from campus phones), or utilize a security phone in the parking lot. Non-emergency referrals: email bit@kcc.edu; phone the vice president for student affairs at 815-802-8524; or phone 815-802-8189 or 815-802-8195.

All concerns and reports are confidential.

Incidents relative to security should be reported in writing. Incident Report forms are available in Student Affairs. Campus police lock west entrance doors at 6 p.m. weekdays. All doors are locked by 11 p.m. Monday through Thursday and by 6 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.

KCC police, in conjunction with Kankakee's and Bradley's police departments, have the authority to make arrests on college property and at college-sponsored activities as necessary.

Additional policies related to safety and security are written in the Code of Campus Affairs and Regulations (p.) and other policies pages of this catalog. These policies can also be found at www.kcc.edu/safety.

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 dangers, it will communicate those conditions via public postings on campus. Campus police also provide an escort service from campus buildings to 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 safety is on file in the President's Office and in the campus police department office.

Center for Equity, Diversity and Inclusion

Opening in Spring 2021, the KCC Center for Equity, Diversity, and Inclusion is committed to fostering an environment of cultural awareness, social justice, and a sense of belonging for all students, faculty, and staff. This commitment is demonstrated by the amplification of historically marginalized voices, openness to brave and courageous conversations, and promotion of retention, matriculation, and academic success. The EDI center is KCC's hub for cross-cultural education, affirmation, celebration, and an ever-growing network of resources and support.

More information is available at www.kcc.edu/EDI.

Counseling Referral Services

Personal counseling services are offered on the KCC Riverfront Campus through Transformative Growth Counseling. Referrals to other community counseling resources are also available through the Office of Student Affairs.

Students with issues such as adjusting to college, who want help with career choices and who have problems which may interfere with academic success can be assisted by a member of the advisement staff.

For further information on counseling referral services, visit Student Affairs or phone 815-802-8500.

Disability Services

According to federal law, the Office of Disability Services provides legally mandated accommodations and facilitates equal access to students with disabilities. More information is at www.kcc.edu/disabilityservices.

Harold and Jean Miner Memorial Library

Free walk-in tutoring services are available to support students enrolled in KCC courses. Tutors provide assistance with math, accounting, and lab science classes, and can help with the writing and revision process of writing or speech assignments in any course. Tutors also help students develop skills such as using Canvas, studying for tests and quizzes, and time management.

Tutoring Services is located in the Student Success Center, on the upper level of the Miner Memorial Library. No appointment is necessary.

Tutoring schedules, subjects and online tutoring are available at library.kcc.edu.

Identification Cards

KCC photo identification cards must be obtained by all KCC students, staff and faculty members. Photo IDs are necessary to use a number of college services. Complete information is at www.kcc.edu/idcard.

Kankakee Workforce Services

Kankakee Workforce Services is an Illinois workNet Center and a one-stop employment and labor information site which serves employers, job seekers, and students preparing for careers. The center is funded in part by the Grundy Livingston Kankakee Workforce Board. It is located at 450 N. Kinzie Ave., in Bradley. More information is at www.kcc.edu/wioa.

Workforce Investment Act Program

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

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

Services available at no charge to qualified WIOA clients include skills assessment, vocational counseling, classroom training, and job search skills training.

Another primary goal of WIOA is to help businesses solve employment-related problems, thus resulting in increased profitability and productivity. The WIOA program provides employer services in four areas: recruitment, training, retention, and financial incentives.

For more information on KCC WIOA programs, visit www.kcc.edu/wioa, phone 815-802-8964, or email dwashington@kcc.edu. WIOA programs are funded by the Grundy Livingston Kankakee Workforce Board.

Young Adult Program Services

Young Adult Program Services is designed to support and encourage qualified youths to explore education and career opportunities. The program is funded by the Grundy Livingston Kankakee Workforce Board. More information on Young Adult Program Services, how to become a participant and how to host an intern are at www.kcc.edu/yaps.

Hammes Bookstore

The Hammes Bookstore sells required textbooks and school supplies. Some textbooks are also available to rent. All book purchases/rentals require a KCC student ID and class schedule. Textbooks and other course materials also can be ordered online at books.kcc.edu. The bookstore purchases select used textbooks at a percentage of the original cost during buyback days at the end of each semester. Greeting cards, gift items, KCC clothing, computers, food service gift cards and gift certificates also are available. Complete bookstore information is at www.kcc.edu/bookstore.

Student Life

Life at KCC is more than just going to class!

Research shows that college students involved in at least one activity are more likely to have overall success and graduate. Being involved is the best way to connect with other students, make new friends, enjoy college life, and experience educational opportunities outside the classroom.

The Office of Student Life and Development provides our diverse student population with opportunities to get involved, develop leadership skills, and get the most out of their college experience. We strive to engage students in meaningful experiences through activities, events, recreational sports, outdoor adventures, clubs and organizations, student government, leadership retreats/training, and volunteering.

Staff and faculty also can be involved in a number of ways, including as club advisors, leadership mentors and leadership retreat facilitators. Faculty and staff can also help students form new clubs and organizations.

A complete list of organizations and more information is at www.kcc.edu/studentlife.

Athletics

The KCC Cavaliers play in the following sports:

- Men's baseball
- Men's basketball
- Men's soccer
- Women's basketball
- Women's soccer
- Women's softball
- Women's volleyball

KCC has won three national championships: women's basketball, NJCAA Div. II, 1994-95; women's softball, NJCAA Div. II, 2015; and men's baseball, Div. II, 2017. Home games are played in the George H. Ryan Activities Center (p.) or on the college's athletic fields.

Athletic programs are open to all students enrolled in 12 or more credit hours who meet NJCAA eligibility requirements. All athletes must adhere to KCC's athletic code of conduct.

Note: Scholarship athletes who do not honor their letter of intent or abide by the athletic code of conduct may forfeit all scholarship awards and be responsible for applicable tuition, fees, books and supplies.

More information is at athletics.kcc.edu.

Student Opportunities

High School Programs

KCC offers a few ways for students to earn college credit before graduating from high school.

- Students ages 16 and older can enroll in regularly scheduled KCC courses while still in high school. This allows them to earn college credits before graduating from high school.
- In Dual Credit courses offered at high schools, students earn both college credit and high school credit while enrolled in approved KCC courses.
- The Early College Program allows qualified high school seniors to enroll at KCC full-time during their senior year of high school. The classes apply toward both a high school diploma and a college degree.

For additional details, visit www.kcc.edu/earlycollege.

Study Abroad

KCC students have the opportunity to study in a foreign country through the college's participation in the Illinois Consortium for International Studies Program.

A general program overview is at www.icisp.org. For complete details, including countries where students can study, program requirements and deadlines, as well as scholarship opportunities, visit www.kcc.edu/studyabroad.

Classes

The following list includes courses exclusive to the study abroad program. Participants in the program take courses on this list as well as courses equivalent to others at KCC. Contact the study abroad coordinator for further information.

ENGL 2713 - Intl Survey of Brit Lit I, 3 Credits

FREN 2702 - Communication in French, 2 Credits

HIST 1613 - Austrian Civilization, 3 Credits

HIST 2543 - British History I, 3 Credits

HIST 2553 - British History II, 3 Credits

HIST 2613 - Modern Britain, 3 Credits

HIST 2633 - Middle Ages, 3 Credits

HIST 2643 - US History 1933-1950, 3 Credits

HIST 2903 - History of Spain, 3 Credits

HUMS 2903 - The Three Cultures of Spain, 3 Credits

PLSC 1723 - European Politics, 3 Credits

SPAN 2533 - Introduction to Mexican Culture, 3 Credits

TRIO programs

KCC has been selected by the U.S. Department of Education to administer three TRIO programs.

The TRIO Student Support Services 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. More information is at www.kcc.edu/trio.

The TRIO Upward Bound Program assists students to overcome barriers and pursue a postsecondary education. Participants are low-income and/or first generation, and attend select area high schools. The program provides an academic year enrichment aspect and a summer component for students to live and study at Eastern Illinois University in Charleston. More information is at www.kcc.edu/upwardbound.

The TRIO Talent Search program assists low-income and/or first generation 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. More information is at www.kcc.edu/triotalentsearch.

Testing Services

KCC's Testing Services Department provides a secure testing environment for students and the community. The college adheres to professional standards set by the National College Testing Association.

For detailed information on testing availability, the tests offered, locations, appointment and fee information (when applicable), visit www.kcc.edu/testing-services.

Transfer Services

KCC offers assistance to students planning to transfer from KCC to a four-year college or university to complete a baccalaureate degree.

By using MyCreditsTransfer at www.itransfer.org, students can see how their courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Visit www.kcc.edu/transfer for useful information about transferring to four-year colleges and universities, a schedule of transfer events at KCC, and links to many colleges and universities.

Tutoring Services

Free walk-in tutoring services are available to support students enrolled in a wide range of college courses. Adaptive equipment also is available for disabled students.

Tutoring schedules, subjects and information on helpful resources are available at www.kcc.edu/tutoring.

Program Areas

Ag-Hort

Agri-Hort Business, AAS

AGHT.AAS.V06

The Agri-Hort Technology curriculum is designed to provide students with the basic knowledge and fundamental skills to work in a field related to business. This program is designed to meet the needs of students entering into the career field and those students looking to update their career skills.

Program Requirements

Major Courses

AGHT	1254	Basic Soils	4 Credits
		or	
AGRC	1624	Soil Science	4 Credits
AGHT	2012	Internship	2 Credits
		or	
AGHT	2022	Special Topics	2 Credits
AGRC	1704	Animal Science	4 Credits
		or	
AGRC	1153	Companion Animals	3 Credits
ACCT	1413	General Accounting	3 Credits
BSNS	1553	Introduction to Business	3 Credits
BSNS	2113	Small Business Management	3 Credits
		or	
BSNS	2553	Principles of Management	3 Credits
COSC	1372	Excel	2 Credits
COSC	1513	Introduction to Information Processing	3 Credits
MAFT	1323	Lean and Quality Overview	3 Credits
MKTG	1553	Principles of Marketing	3 Credits
Choose one			
AGRC	1724	Plant Science	4 Credits
HORT	1014	Fundamentals of Horticulture	4 Credits
HORT	1513	Introduction to Horticulture Science	3 Credits

Credit hours: 32-34

General education

COMM	1553	Introductory Speech	3 Credits
COMM	1603	Business Communication	3 Credits
ENGL	1613	English I	3 Credits
MATH	1103	Technical Mathematics	3 Credits
General Education Course			3 Credits

Credit hours: 15

View the General education courses for Applied Science Degrees (blue sheet).

A higher-level mathematics class can be substituted for MATH 1103.

Electives

Choose 17 credits

AGHT	1013	Integrated Pest Management	3 Credits
AGHT	1024	Engineering Applications	4 Credits
AGHT	1103	Introduction to Farmstead	3 Credits
HORT	1314	Landscape Plants and Design	4 Credits
HORT	1173	Greenhouse Operations	3 Credits
HORT	1023	Plant Propagation	3 Credits
HORT	1323	Fruit and Vegetable Production	3 Credits
COGT	2114	AutoCAD I	4 Credits
MKTG	1253	Sales & Customer Service	3 Credits
MKTG	2063	Fundamentals of Advertising	3 Credits
TWDL	1113	Certified Logistics Associate	3 Credits
TWDL	1223	Certified Logistics Technician	3 Credits

Credit hours: 17

Minimum credit hours: 64

Agri-Hort Business, Advanced Certificate

AGHT.CRT.V72

Graduates of this program will be prepared for employment in areas of business. This program is part of the Agri-Hort Technology sequence, designed to give flexible training options depending on students' goals.

Program Requirements

Major Courses

AGRC 1704	Animal Science	4 Credits
	or	
AGRC 1153	Companion Animals	3 Credits
AGHT 1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
COSC 1513	Introduction to Information Processing	3 Credits
COSC 1372	Excel	2 Credits
BSNS 1553	Introduction to Business	3 Credits
BSNS 2113	Small Business Management	3 Credits
	or	
BSNS 2553	Principles of Management	3 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MKTG 1553	Principles of Marketing	3 Credits
ACCT 1413	General Accounting	3 Credits
Choose one		
HORT 1014	Fundamentals of Horticulture	4 Credits
HORT 1513	Introduction to Horticulture Science	3 Credits
AGRC 1724	Plant Science	4 Credits

Minimum credit hours: 30

Plan of Study in Agriculture, AS

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

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

CHEM 1624	General Chemistry II	4 Credits
Choose two		
AGRC 1624	Soil Science	4 Credits
AGRC 1704	Animal Science	4 Credits
AGRC 1724	Plant Science	4 Credits
HORT 1513	Introduction to Horticulture Science	3 Credits

Credit Hours: 11-12

Choose one course based on the intended Agriculture Specialties within the IAI core courses (blue sheet) (Agribusiness, Animal Sciences, Crop and Soil Science, Horticulture, Mechanization or Education).

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Laboratory Science

CHEM 1614	General Chemistry I	4 Credits
BIOL 1514	General Biology I	4 Credits

Credit Hours: 8

Mathematics

Choose two

MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits

Credit Hours: 7-8

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Choose one course from general humanities and one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Choose two courses, with different prefixes.

ECON 1553	Principles of Macroeconomics	3 Credits
ECON 1563	Principles of Microeconomics	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
PLSC 1513	American Government	3 Credits

Credit Hours: 6

Electives

Electives 17 Credits

Credit Hours: 17

Choose courses from any transfer-level elective (yellow sheet) area. Appropriate electives have a first digit of 1 or 2 and second digit of 5, 6, 7, 8 or 9 in the KCC course number. Credit hours may come from additional agriculture major courses. COSC 1513 and CHEM 1624 are recommended. A maximum of four credit hours can come from physical education activity courses.

Minimum credit hours: 64

Agri-Hort Horticulture, AAS

AGHT.AAS.V06

The Agri-Hort Technology curriculum is designed to provide students with the basic knowledge and fundamental skills to work in a field related to horticulture. This program is designed to meet the needs of students entering into the career field and those students looking to update their career skills.

Program Requirements

Major Courses

AGHT 1024	Engineering Applications	4 Credits
AGHT 1254	Basic Soils	4 Credits
AGRC 1624	or Soil Science	4 Credits
AGHT 1013	Integrated Pest Management	3 Credits
HORT 1014	Fundamentals of Horticulture	4 Credits
HORT 1513	or Introduction to Horticulture Science	3 Credits
HORT 1023	Plant Propagation	3 Credits
HORT 1323	Fruit and Vegetable Production	3 Credits
HORT 1314	Landscape Plants and Design	4 Credits
HORT 1173	Greenhouse Operations	3 Credits
AGHT 2012	Internship	2 Credits
AGHT 2022	or Special Topics	2 Credits

BSNS 1553	Introduction to Business	3 Credits
	or	
BSNS 2113	Small Business Management	3 Credits
COSC 1513	Introduction to Information Processing	3 Credits
MKTG 1553	Principles of Marketing	3 Credits

Credit hours: 38-39

General education

BIOL 1504	Principles of Biology	4 Credits
COMM 1553	Introductory Speech	3 Credits
COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits

MATH 1103	Technical Mathematics	3 Credits
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Credit hours: 16

A higher level mathematics course can be substituted.

Electives

Choose 10 credits

AGHT 1103	Introduction to Farmstead	3 Credits
AGRC 1724	Plant Science	4 Credits
ACCT 1413	General Accounting	3 Credits
AIRC 1014	Fundamentals of Air Conditioning	4 Credits
AUTO 2233	Heating & Air Conditioning	3 Credits
AUTO 1064	Internal Combustion Engines	4 Credits
CNST 1413	Introduction to Bldg Construction	3 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
MKTG 2063	Fundamentals of Advertising	3 Credits
SPAN 1503	Basic Spanish	3 Credits
WELD 1114	Basic Welding	4 Credits

Credit hours: 10

Minimum credit hours: 64

Agri-Hort Horticulture, Advanced Certificate

HORT.CRT.V74

Graduates of this Advanced Certificate program will be prepared for employment in areas of horticulture. This program is part of the Agri-Hort Technology sequence, designed to give flexible training options depending on students' goals.

Program Requirements

Major Courses

AGHT 1013	Integrated Pest Management	3 Credits
AGHT 1024	Engineering Applications	4 Credits
AGHT 1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
HORT 1023	Plant Propagation	3 Credits
HORT 1014	Fundamentals of Horticulture	4 Credits
	or	
HORT 1513	Introduction to Horticulture Science	3 Credits
HORT 1323	Fruit and Vegetable Production	3 Credits
HORT 1314	Landscape Plants and Design	4 Credits
HORT 1173	Greenhouse Operations	3 Credits
BSNS 1553	Introduction to Business	3 Credits
	or	
BSNS 2113	Small Business Management	3 Credits
COSC 1513	Introduction to Information Processing	3 Credits
MKTG 1553	Principles of Marketing	3 Credits

Minimum credit hours: 36

Agri-Hort Manufacturing Technology, AAS

AGHT.AAS.V06

The Agri-Hort Manufacturing Technology curriculum is designed to provide students with the basic knowledge and fundamental skills to work in a field related to manufacturing. This program is designed to meet the needs of students entering into the career field and those students looking to update their career skills.

Program Requirements

Major Courses

AGHT 1024	Engineering Applications	4 Credits
MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MCHN 1311	Precision Measurement	1 Credit
AGHT 2012	Internship	2 Credits
	or	
AGHT 2022	Special Topics	2 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 1073	Hydraulic Systems	3 Credits
ELTR 1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR 1402	Industrial Safety	2 Credits
TWDL 1113	Certified Logistics Associate	3 Credits
TWDL 1223	Certified Logistics Technician	3 Credits

Credit Hours: 35

General education

COMM 1553	Introductory Speech	3 Credits
COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
	General Education Course	3 Credits

Credit Hours: 15

Choose the general education course from the General education courses for Applied Science Degrees (blue sheet).

A higher level mathematics course can be substituted for MATH 1103.

Electives

Choose 15 credits

AGHT	1254	Basic Soils	4 Credits
		or	
AGRC	1624	Soil Science	4 Credits
AGRC	1704	Animal Science	4 Credits
		or	
AGRC	1153	Companion Animals	3 Credits
AGHT	1103	Introduction to Farmstead	3 Credits
COSC	1372	Excel	2 Credits
COGT	2114	AutoCAD I	4 Credits
MCHN	1214	Machine Tool I	4 Credits
MCHN	1323	Fabrication	3 Credits
MCHN	1442	Rigging	2 Credits
MCHN	1432	Millwright	2 Credits
WELD	1114	Basic Welding	4 Credits
COSC	1152	Introduction to Windows	2 Credits
		or	
COSC	1513	Introduction to Information Processing	3 Credits
HORT	1014	Fundamentals of Horticulture	4 Credits
		or	
HORT	1513	Introduction to Horticulture Science	3 Credits
		or	
AGRC	1724	Plant Science	4 Credits

Credit Hours: 15

Minimum credit hours: 65

Agri-Hort Manufacturing, Advanced Certificate

AGHT.CRT.V71

Graduates of this program will be prepared for employment in areas of manufacturing. This program is part of the Agri-Hort Technology sequence, designed to give flexible training options depending on students' goals.

Program Requirements

Major Courses

AGHT	1024	Engineering Applications	4 Credits
MAFT	1112	Intro to Manufacturing and Safety	2 Credits
MAFT	1222	Quality and Measurement	2 Credits
MAFT	1232	Manufacturing Processes	2 Credits
MAFT	1312	Intro to Manufacturing Maintenance	2 Credits
MAFT	1323	Lean and Quality Overview	3 Credits
MCHN	1311	Precision Measurement	1 Credit
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1402	Industrial Safety	2 Credits
TWDL	1113	Certified Logistics Associate	3 Credits
TWDL	1223	Certified Logistics Technician	3 Credits

Minimum credit hours: 33

Agri-Hort Production, AAS

AGHT.AAS.V06

The Agri-Hort Technology curriculum is designed to provide students with the basic knowledge and fundamental skills to work in a field related to production. This program is designed to meet the needs of students entering into the career field and those students looking to update their career skills.

Program Requirements

Major Courses

AGHT 1024	Engineering Applications	4 Credits
AGHT 1013	Integrated Pest Management	3 Credits
AGHT1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
AGHT 2012	Internship	2 Credits
	or	
AGHT 2022	Special Topics	2 Credits
AGRC 1704	Animal Science	4 Credits
	or	
AGRC 1153	Companion Animals	3 Credits
AUTO 1064	Internal Combustion Engines	4 Credits
COSC 1513	Introduction to Information Processing	3 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
WELD 1114	Basic Welding	4 Credits

Choose one

HORT 1014	Fundamentals of Horticulture	4 Credits
HORT 1513	Introduction to Horticulture Science	3 Credits
AGRC 1724	Plant Science	4 Credits

Credit Hours: 34-36

General education

COMM1553	Introductory Speech	3 Credits
COMM1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
General Education Course		3 Credits

Credit Hours: 15

A higher level mathematics course can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (blue sheet).

Electives

Choose 15 credits

AGHT 1103	Introduction to Farmstead	3 Credits
HORT 1023	Plant Propagation	3 Credits
HORT 1173	Greenhouse Operations	3 Credits
HORT 1323	Fruit and Vegetable Production	3 Credits
AUTO 2233	Heating & Air Conditioning	3 Credits
CNST 1413	Introduction to Bldg Construction	3 Credits
ELTR 1073	Hydraulic Systems	3 Credits
ELTR 1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR 1174	Natl Electric Code & Wiring Methods	4 Credits
MCHN 1214	Machine Tool I	4 Credits
MCHN 1311	Precision Measurement	1 Credit

Credit Hours: 15

Minimum credit hours: 64

Agri-Hort Production, Advanced Certificate

AGHT.CRT.V73

Graduates of this program will be prepared for employment in areas of production. This program is part of the Agri-Hort Technology sequence, designed to give flexible training options depending on students' goals.

Program Requirements

Major Courses

AGRC	1704	Animal Science or	4 Credits
AGRC	1153	Companion Animals	3 Credits
AGHT	1254	Basic Soils or	4 Credits
AGRC	1624	Soil Science	4 Credits
AGHT	1024	Engineering Applications	4 Credits
AGHT	1013	Integrated Pest Management	3 Credits
AUTO	1064	Internal Combustion Engines	4 Credits
COSC	1513	Introduction to Information Processing	3 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
WELD	1114	Basic Welding	4 Credits

Choose one

AGRC	1724	Plant Science	4 Credits
HORT	1014	Fundamentals of Horticulture	4 Credits
HORT	1513	Introduction to Horticulture Science	3 Credits

Minimum credit hours: 32

Agri-Hort Technology – Certificates

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 agri-hort field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Ag Business

Curriculum code: V72A

COSC	1513	Introduction to Information Processing	3 Credits
BSNS	1553	Introduction to Business	3 Credits
BSNS	2113	Small Business Management or	3 Credits
BSNS	2553	Principles of Management	3 Credits
MKTG	2063	Fundamentals of Advertising	3 Credits
ACCT	1413	General Accounting	3 Credits
MAFT	1323	Lean and Quality Overview	3 Credits

Ag Construction

Curriculum code: V73B

Choose 18 credits

AGHT	1024	Engineering Applications	4 Credits
CNST	1413	Introduction to Bldg Construction	3 Credits
COGT	2114	AutoCAD I	4 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
MAFT	1323	Lean and Quality Overview	3 Credits

Ag Power

Curriculum code: V71A

AUTO	1064	Internal Combustion Engines	4 Credits
AUTO	2233	Heating & Air Conditioning	3 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
MAFT	1323	Lean and Quality Overview	3 Credits

Ag Production

Curriculum code: V73D

Choose 18 credits

AGHT 1103	Introduction to Farmstead	3 Credits
AGHT 1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
AGHT 1013	Integrated Pest Management	3 Credits
AGRC 1704	Animal Science	4 Credits
	or	
AGRC 1153	Companion Animals	3 Credits
AGHT 1024	Engineering Applications	4 Credits
HORT 1323	Fruit and Vegetable Production	3 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
AGRC 1724	Plant Science	4 Credits
	or	
HORT 1014	Fundamentals of Horticulture	4 Credits
	or	
HORT 1513	Introduction to Horticulture Science	3 Credits

Agronomy

Curriculum code: V73A

Choose 18 credits

AGHT 1103	Introduction to Farmstead	3 Credits
AGHT 2022	Special Topics	2 Credits
AGHT 1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
AGHT 1013	Integrated Pest Management	3 Credits
AGRC 1724	Plant Science	4 Credits
BIOL 1504	Principles of Biology	4 Credits
MAFT 1323	Lean and Quality Overview	3 Credits

Horticulture

Curriculum code: V74A

AGHT 1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
AGHT 1013	Integrated Pest Management	3 Credits
HORT 1014	Fundamentals of Horticulture	4 Credits
	or	
HORT 1513	Introduction to Horticulture Science	3 Credits
HORT 1023	Plant Propagation	3 Credits
MAFT 1323	Lean and Quality Overview	3 Credits

Choose one

AGHT 1024	Engineering Applications	4 Credits
HORT 1173	Greenhouse Operations	3 Credits
HORT 1314	Landscape Plants and Design	4 Credits

Landscaping

Curriculum code: V74B

Choose 18 credits

AGHT 1254	Basic Soils	4 Credits
	or	
AGRC 1624	Soil Science	4 Credits
AGHT 1013	Integrated Pest Management	3 Credits
HORT 1014	Fundamentals of Horticulture	4 Credits
	or	
HORT 1513	Introduction to Horticulture Science	3 Credits
HORT 1314	Landscape Plants and Design	4 Credits
HORT 1023	Plant Propagation	3 Credits
MAFT 1323	Lean and Quality Overview	3 Credits

Local Foods

Curriculum code: V74C

AGHT 1013	Integrated Pest Management	3 Credits
HORT 1323	Fruit and Vegetable Production	3 Credits
HORT 1023	Plant Propagation	3 Credits
HORT 1173	Greenhouse Operations	3 Credits
HORT 1014	Fundamentals of Horticulture	4 Credits
	or	
HORT 1513	Introduction to Horticulture Science	3 Credits
MAFT 1323	Lean and Quality Overview	3 Credits

Metal Fabrication

Curriculum code: V73C

Choose 18 credits

COGT 2114	AutoCAD I	4 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MCHN 1214	Machine Tool I	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1323	Fabrication	3 Credits
WELD 1114	Basic Welding	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits

Business

Plan of Study in Business, AS

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. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

ACCT 1514	Financial Accounting	4 Credits
ACCT 1523	Managerial Accounting	3 Credits
BSNS 2514	Business Statistics	4 Credits
COSC 1513	Introduction to Information Processing	3 Credits

Credit Hours: 14

Supporting courses

BSNS 1553	Introduction to Business	3 Credits
BSNS1653	Business Law	3 Credits
	or	
BSNS 1663	Legal & Social Env of Business	3 Credits
ECON 1563	Principles of Microeconomics	3 Credits

Credit Hours: 9

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Laboratory Science

Life Science Course	4 Credits
Physical Science Course	4 Credits

Credit Hours: 8

View Life Science and Physical Science course options (yellow sheet).

Mathematics

MATH 1713	Finite Mathematics	3 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
	or	
MATH 2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 7-8

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Two courses, with one from general humanities and one from the fine arts or interdisciplinary categories. PHIL 2523 is strongly recommended. View Humanities course options (yellow sheet).

Social and behavioral science

PSYC 1813	Introduction to Psychology	3 Credits
	or	
SOCY 2513	Sociology	3 Credits
ECON 1553	Principles of Macroeconomics	3 Credits

Credit Hours: 6

Electives

Electives	5 Credits
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Credit Hours: 5

Choose from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four credit hours can come from physical education activity courses. Undecided business majors might find courses such as MKTG 1553 and BSNS 2553 helpful in determining their major. Credit for these courses will be accepted by bachelor's degree colleges/universities, but may not meet specific requirements of a bachelor's degree in business.

Minimum credit hours: 64

Business, AAS

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.

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.

Program Requirements

Major Courses

BSNS	1553	Introduction to Business	3 Credits
BSNS	1653	Business Law	3 Credits
		or	
BSNS	1663	Legal & Social Env of Business	3 Credits
BSNS	2553	Principles of Management	3 Credits
ACCT	1413	General Accounting	3 Credits
		or	
ACCT	1514	Financial Accounting	4 Credits
COSC	1513	Introduction to Information Processing	3 Credits
MKTG	1553	Principles of Marketing	3 Credits

Credit Hours: 18-19

For an Accounting specialization, the recommendation is ACCT 1514.

General education

COMM	1603	Business Communication	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits
MATH	1213	Business Mathematics	3 Credits
		General Education Course	4 Credits

A higher level mathematics course can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (blue sheet).

Choose one

ECON	1543	Principles of Economics	3 Credits
ECON	1553	Principles of Macroeconomics	3 Credits
ECON	1563	Principles of Microeconomics	3 Credits

Credit Hours: 19

Electives

Business Electives 12 Credits

Credit Hours: 12

Choose from the Business Electives (blue sheet) list.

Specialization

Choose one specialization. All courses must be from the same specialization.

Accounting

ACCT	1514	Financial Accounting	4 Credits
ACCT	1523	Managerial Accounting	3 Credits
ACCT	2613	Intermediate Accounting I	3 Credits
ACCT	2753	Cost Accounting	3 Credits
COSC	1372	Excel	2 Credits

If ACCT 1514 is completed as a Business major course, it does not have to be repeated in the specialization.

Marketing/Management

MKTG	1253	Sales & Customer Service	3 Credits
MKTG	2063	Fundamentals of Advertising	3 Credits
BSNS	2113	Small Business Management	3 Credits
		or	
BSNS	1373	Personal Finance	3 Credits
BSNS	2213	Human Resource Management	3 Credits

Supply Chain Management

TWDL	1003	Transportation & Physical Distribution	3 Credits
TWDL	1103	Introduction to Supply Chain Management	3 Credits
TWDL	1203	Introduction to Import/Export	3 Credits
TWDL	1303	Principles of Operations Management	3 Credits
TWDL	1402	Transportation & Cargo Security	2 Credits

Credit Hours: 11-14

Minimum credit hours: 61

Business, Advanced Certificate

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.

Program Requirements

Major Courses

BSNS	1553	Introduction to Business	3 Credits
BSNS	1653	Business Law	3 Credits
		or	
BSNS	1663	Legal & Social Env of Business	3 Credits
BSNS	2113	Small Business Management	3 Credits
		or	
BSNS	1373	Personal Finance	3 Credits
BSNS	2213	Human Resource Management	3 Credits
BSNS	2423	Internship Experience	3 Credits
		or	
BSNS	2413	Management Field Project	3 Credits
BSNS	2553	Principles of Management	3 Credits
ACCT	1413	General Accounting	3 Credits
		or	
ACCT	1514	Financial Accounting	4 Credits
COMM	1603	Business Communication	3 Credits
COSC	1513	Introduction to Information Processing	3 Credits
MKTG	1553	Principles of Marketing	3 Credits

Minimum credit hours: 30

Accounting I, Certificate

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.

Program Requirements

Major Courses

ACCT	1514	Financial Accounting	4 Credits
ACCT	1523	Managerial Accounting	3 Credits
ACCT	2613	Intermediate Accounting I	3 Credits
ACCT	2753	Cost Accounting	3 Credits
COSC	1372	Excel	2 Credits

Credit Hours: 15

Accounting II, Certificate

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.

Program Requirements

Major Courses

ACCT	1514	Financial Accounting	4 Credits
ACCT	1523	Managerial Accounting	3 Credits
ACCT	2613	Intermediate Accounting I	3 Credits
ACCT	2753	Cost Accounting	3 Credits
BSNS	1553	Introduction to Business	3 Credits
BSNS	2423	Internship Experience	3 Credits
COMM	1603	Business Communication	3 Credits
COSC	1372	Excel	2 Credits
COSC	1513	Introduction to Information Processing	3 Credits

Credit Hours: 24

Business, Certificate

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.

Program Requirements

Major Courses

BSNS	1553	Introduction to Business	3 Credits
BSNS	2213	Human Resource Management	3 Credits
BSNS	2553	Principles of Management	3 Credits
COMM	1603	Business Communication	3 Credits
MKTG	1553	Principles of Marketing	3 Credits

Credit Hours: 15

Business Management, Certificate

Curriculum code: C13A

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 business 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.

Program Requirements

Major Courses

BSNS	2113	Small Business Management	3 Credits
BSNS	2213	Human Resource Management	3 Credits
BSNS	2413	Management Field Project	3 Credits
		or	
BSNS	2423	Internship Experience	3 Credits
BSNS	2553	Principles of Management	3 Credits

Minimum credit hours: 12

Business Marketing, Certificate

Curriculum code: C13B

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 business marketing field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Program Requirements

Major Courses

BSNS	2113	Small Business Management	3 Credits
BSNS	2143	Human Relations in Business	3 Credits
MKTG	1253	Sales & Customer Service	3 Credits
MKTG	2063	Fundamentals of Advertising	3 Credits

Minimum credit hours: 12

HR, Certificate

Curriculum code: C13C

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 human resource field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Program Requirements

Major Courses

COMM	1603	Business Communication	3 Credits
BSNS	1663	Legal & Social Env of Business	3 Credits
BSNS	2113	Small Business Management	3 Credits
BSNS	2143	Human Relations in Business	3 Credits

Minimum credit hours: 12

Small Business, Certificate

Curriculum code: C13D

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 small business field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Program Requirements

Major Courses

ACCT	1413	General Accounting	3 Credits
BSNS	1133	Introduction to Entrepreneurship	3 Credits
BSNS	1553	Introduction to Business	3 Credits
BSNS	2113	Small Business Management	3 Credits

A higher level accounting course may be substituted for ACCT 1413.

Minimum credit hours: 12

Hospitality Operations, Certificate

Curriculum code: C60A

The Hospitality Operations Certificate prepares the student to enter the hospitality operations profession. Hospitality duties may vary from providing services in restaurants, bars or other entertainment venues to working with other hospitality providers in banquet settings, or meeting, convention, and event planning. Employment opportunities are in restaurants, chambers of commerce, tourism destinations, recreation businesses and area hotels.

Program Requirements

Major Courses

HOSM	1003	Introduction to Hospitality	3 Credits
HOSM	1013	Front Office Operations	3 Credits
HOSM	1023	HR Management and Training	3 Credits
HOSM	1033	Quality and Service Management	3 Credits
BSNS	1133	Introduction to Entrepreneurship	3 Credits
BSNS	2423	Internship Experience	3 Credits

Minimum credit hours: 18

Office Professional, AAS

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.

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.

Medical Specialization Option

Students can choose to complete a specialization in the medical office professional field by substituting BIOL 1564 and HLTH 1312 during the fourth semester.

Program Requirements

Major Courses

ACCT	1413	General Accounting	3 Credits
		or	
ACCT	1514	Financial Accounting	4 Credits
BSNS	1312	Proofreading & Editing	2 Credits
BSNS	1353	Administrative Office Procedures	3 Credits
BSNS	1553	Introduction to Business	3 Credits
BSNS	1653	Business Law	3 Credits
		or	
BSNS	1663	Legal & Social Env of Business	3 Credits
BSNS	2311	Successful Customer Service	1 Credit
COMM	1603	Business Communication	3 Credits
COSC	1023	Intermediate Word	3 Credits
COSC	1181	Voice Recognition	1 Credit
COSC	2033	Advanced Word	3 Credits
COSC	1172	Introduction to the Internet	2 Credits
COSC	1341	PowerPoint	1 Credit
COSC	1352	Word	2 Credits
COSC	1362	Access	2 Credits
COSC	1372	Excel	2 Credits
COSC	1382	Microsoft Office Suite Integration	2 Credits
COSC	1513	Introduction to Information Processing	3 Credits

Credit Hours: 39-40

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. 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.

General education

ENGL	1613	English I	3 Credits
MATH	1213	Business Mathematics	3 Credits
PHED	1512	Health Education	2 Credits
		or	
BIOL	1564	Intro to Anatomy & Physiology	4 Credits
PSYC	1813	Introduction to Psychology	3 Credits

Humanities, Social and Behavioral Science, Science, or Mathematics Course 3 Credits

Choose the elective course from the General Education Courses for Applied Science Degrees (blue sheet).

Higher level mathematics or English course(s) may be substituted.

Medical specialization students should choose BIOL 1564.

Choose one

ECON	1553	Principles of Macroeconomics	3 Credits
ECON	1543	Principles of Economics	3 Credits
ECON	1563	Principles of Microeconomics	3 Credits

Credit Hours: 17-20

Electives

Choose two

BSNS	1373	Personal Finance	3 Credits
BSNS	2143	Human Relations in Business	3 Credits
BSNS	2213	Human Resource Management	3 Credits
BSNS	2403	Administrative Assistant Internship	3 Credits
BSNS	2553	Principles of Management	3 Credits
MKTG	1253	Sales & Customer Service	3 Credits
MKTG	1553	Principles of Marketing	3 Credits

Credit Hours: 5-6

Medical specialization students should choose HLTH 1312 and one other course.

Minimum credit hours: 61

Office Assistant, Advanced Certificate

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.

Program Requirements

Major Courses

BSNS	1312	Proofreading & Editing	2 Credits
BSNS	1353	Administrative Office Procedures	3 Credits
BSNS	2311	Successful Customer Service	1 Credit
COMM	1603	Business Communication	3 Credits
ACCT	1413	General Accounting or	3 Credits
ACCT	1514	Financial Accounting	4 Credits
COSC	1023	Intermediate Word	3 Credits
COSC	1181	Voice Recognition	1 Credit
COSC	2033	Advanced Word	3 Credits
COSC	1513	Introduction to Information Processing	3 Credits
COSC	1172	Introduction to the Internet	2 Credits
COSC	1341	PowerPoint	1 Credit
COSC	1352	Word	2 Credits
COSC	1372	Excel	2 Credits
ENGL	1613	English I	3 Credits
MATH	1213	Business Mathematics	3 Credits

A higher level mathematics course may be substituted for MATH 1213.

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 be placed in COSC 1023 instead of COSC 1023. Students with less typing/keyboarding background will need to take BSNS 1411 before COSC 1023 unless they demonstrate on a proficiency test that they have adequate skills to enter COSC 1023.

Credit Hours: 35

General education

Choose one

BSNS	2143	Human Relations in Business	3 Credits
PSYC	1813	Introduction to Psychology	3 Credits

Credit Hours: 3

Minimum credit hours: 38

Microsoft Office Suite Applications, Certificate

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.

Program Requirements

Major Courses

COSC	1341	PowerPoint	1 Credit
COSC	1352	Word	2 Credits
COSC	1362	Access	2 Credits
COSC	1372	Excel	2 Credits
COSC	1382	Microsoft Office Suite Integration	2 Credits

Computer Technology

Computer Graphic Technology, AAS

COGT.AAS.V10

The Computer Graphic Technology program is designed to prepare students for employment as graphics technicians. Students work in computer labs developing their graphics skills, techniques, and concepts through individual and team-based projects. Graduates of this program will work as graphics practitioners to produce engineering drawings, technical manuals, multimedia products, technical illustrations, marketing and advertising materials, game designs, entertainment animation, photography and websites. This degree is not designed for transfer.

Program Requirements

Major Courses

COGT 1113	Digital Photography	3 Credits
COGT 1123	Intro to Web Design	3 Credits
COGT 1133	Package Design	3 Credits
COGT 1213	Photoshop Digital Imaging	3 Credits
COGT 1223	2D Animation	3 Credits
COGT 1233	Document Design	3 Credits
COGT 1243	Computer Illustration	3 Credits
COGT 2114	AutoCAD I	4 Credits
COGT 2123	AutoCAD II	3 Credits
COGT 2132	3D Modeling with AutoCAD	2 Credits
COGT 2163	Mechanical Design with Inventor	3 Credits
COGT 2414	Architectural Design With Revit	4 Credits
COGT 2422	Intro to Video Game Design	2 Credits
COGT 2432	Digital Sculpting with Mudbox	2 Credits
COGT 2443	Animation & Rendering with 3ds Max	3 Credits
COGT 2452	Video Editing with Adobe Premiere	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
STEM 1502	3D Printing & 3D Technologies	2 Credits

Credit Hours: 51

General education

COMM1603	Business Communication	3 Credits
ELTR 1503	Survey of Renewable Energy	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
PSCI 1114	Applied Technical Science	4 Credits

Credit Hours: 16

Higher level English and/or mathematics course(s) can be substituted.

Minimum credit hours: 67

Computer Graphic Technology, Advanced Certificate

Curriculum code: COGT.CRT.V75

Upon completion of this program, the graduate is prepared for all the technical aspects needed for entry in the field of computer graphic technology.

Program Requirements

Major Courses

COGT 1113	Digital Photography	3 Credits
COGT 1123	Intro to Web Design	3 Credits
COGT 1133	Package Design	3 Credits
COGT 1213	Photoshop Digital Imaging	3 Credits
COGT 1223	2D Animation	3 Credits
COGT 1233	Document Design	3 Credits
COGT 1243	Computer Illustration	3 Credits
COGT 2114	AutoCAD I	4 Credits
COGT 2123	AutoCAD II	3 Credits
COGT 2132	3D Modeling with AutoCAD	2 Credits
COGT 2163	Mechanical Design with Inventor	3 Credits
COGT 2414	Architectural Design With Revit	4 Credits
COGT 2422	Intro to Video Game Design	2 Credits
COGT 2432	Digital Sculpting with Mudbox	2 Credits
COGT 2443	Animation & Rendering with 3ds Max	3 Credits
COGT 2452	Video Editing with Adobe Premiere	2 Credits
STEM 1502	3D Printing & 3D Technologies	2 Credits

Minimum credit hours: 48

Computer Graphic Technology, Certificate II

Curriculum code: V75B

The Computer Graphic Technology certificate curriculum is designed to develop within the student the practical skills necessary for entry into the rapidly expanding field of computer graphic technology.

Program Requirements

Major Courses

COGT 1113	Digital Photography	3 Credits
COGT 1123	Intro to Web Design	3 Credits
COGT 2114	AutoCAD I	4 Credits
COGT 2123	AutoCAD II	3 Credits
COGT 1213	Photoshop Digital Imaging	3 Credits
COGT 1243	Computer Illustration	3 Credits
COGT 2432	Digital Sculpting with Mudbox	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits

Minimum credit hours: 24

Computer Graphic Technology, Certificates

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 Graphic Technology.

Computer Graphic Technology Certificate I

Curriculum code: V75A

COGT 1113	Digital Photography	3 Credits
COGT 1243	Computer Illustration	3 Credits
COGT 2114	AutoCAD I	4 Credits
COSC 1513	Introduction to Information Processing	3 Credits

Computer Graphic Technology: Design Technology Specialization, AAS

COGT.AAS.V10

The Computer Graphic Technology program is designed to prepare students for employment as graphics technicians. Students work in computer labs developing their graphics skills, techniques, and concepts through individual and team-based projects. Graduates of this program will work as graphics practitioners to produce engineering drawings, technical manuals, multimedia products, technical illustrations, marketing and advertising materials, game designs, entertainment animation, photography and websites. This degree is not designed for transfer.

Program Requirements

Major Courses

COGT 1113	Digital Photography	3 Credits
COGT 1123	Intro to Web Design	3 Credits
COGT 1213	Photoshop Digital Imaging	3 Credits
COGT 2114	AutoCAD I	4 Credits
COGT 2123	AutoCAD II	3 Credits
COGT 2132	3D Modeling with AutoCAD	2 Credits
COGT 2163	Mechanical Design with Inventor	3 Credits
COGT 2414	Architectural Design With Revit	4 Credits
COGT 2422	Intro to Video Game Design	2 Credits
COGT 2432	Digital Sculpting with Mudbox	2 Credits
COGT 2443	Animation & Rendering with 3ds Max	3 Credits
COGT 2452	Video Editing with Adobe Premiere	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
CNST 1413	Introduction to Bldg Construction	3 Credits
CNST 1444	Surveying With Civil Applications	4 Credits
ELTR 1402	Industrial Safety	2 Credits
MCHN 1214	Machine Tool I	4 Credits
MCHN 1311	Precision Measurement	1 Credit
STEM 1502	3D Printing & 3D Technologies	2 Credits

Credit Hours: 53

General education

COMM 1603	Business Communication	3 Credits
ELTR 1503	Survey of Renewable Energy	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
PSCI 1114	Applied Technical Science	4 Credits

Credit Hours: 16

Higher level English and/or mathematics course(s) can be substituted.

Minimum credit hours: 69

Computer Graphic Technology: Graphic Design Specialization, AAS

COGT.AAS.V10

The Computer Graphic Technology program is designed to prepare students for employment as graphics technicians. Students work in computer labs developing their graphics skills, techniques, and concepts through individual and team-based projects. Graduates of this program will work as graphics practitioners to produce engineering drawings, technical manuals, multimedia products, technical illustrations, marketing and advertising materials, game designs, entertainment animation, photography and websites. This degree is not designed for transfer.

Program Requirements

Major Courses

COGT	1113	Digital Photography	3 Credits
COGT	1123	Intro to Web Design	3 Credits
COGT	1213	Photoshop Digital Imaging	3 Credits
COGT	2114	AutoCAD I	4 Credits
COGT	2123	AutoCAD II	3 Credits
COGT	2132	3D Modeling with AutoCAD	2 Credits
COGT	2422	Intro to Video Game Design	2 Credits
COGT	2432	Digital Sculpting with Mudbox	2 Credits
COGT	2443	Animation & Rendering with 3ds Max	3 Credits
COGT	2452	Video Editing with Adobe Premiere	2 Credits
COSC	1513	Introduction to Information Processing	3 Credits
COGT	1133	Package Design	3 Credits
COGT	1223	2D Animation	3 Credits
COGT	1233	Document Design	3 Credits
COGT	1243	Computer Illustration	3 Credits
ARTS	1503	Basic Drawing	3 Credits
ARTS	1513	Two Dimensional Design	3 Credits
ARTS	1813	Three Dimensional Design	3 Credits
STEM	1502	3D Printing & 3D Technologies	2 Credits

Credit Hours: 53

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
ENGL	1613	English I	3 Credits
MATH	1103	Technical Mathematics	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

Higher level English and/or mathematics course(s) can be substituted.

Minimum credit hours: 69



Construction

Construction Craft Laborer, AAS

LABR.AAS.V08

The Construction Craft Laborer degree is earned in cooperation with the trade union 751 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. This degree typically is not designed for transfer.

Additional Program Information

LABR courses are registered for at Local 751 headquarters before the student is sent out on a training assignment.

Program Requirements

Major Courses

LABR	1103	Craft Orientation	3 Credits
LABR	1123	Mason Tending	3 Credits
LABR	1142	Concrete Practice Fundamentals	2 Credits
LABR	1163	Asphalt Tech and Construction	3 Credits
LABR	2113	Lead Base Paint Abatement	3 Credits
LABR	2133	Principles of Pipelaying	3 Credits
LABR	2213	Landscape Maintenance	3 Credits
LABR	2233	Blueprint Reading	3 Credits
LABR	2313	Construction Surveying	3 Credits
LABR	2333	Bridge Construction	3 Credits
LABR	2416	Hazardous Waste Management	6 Credits
COSC	1513	Introduction to Information Processing	3 Credits
ELTR	1402	Industrial Safety	2 Credits
BSNS	2423	Internship Experience	3 Credits

Credit Hours: 43

General education

MATH	1103	Technical Mathematics	3 Credits
		Social and Behavioral Science Course	3 Credits
		Life Science, Physical Science, or Mathematics Course	3-4 Credits

A higher level mathematics course can be substituted for MATH 1103.

Choose the Social and Behavioral Science course from the General education courses for Applied Science Degrees (blue sheet).

Choose the Life Science, Physical Science or Mathematics course from the General education courses for Applied Science Degrees (blue sheet).

Choose two

COMM	1553	Introductory Speech	3 Credits
COMM	1603	Business Communication	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 15

A higher level English course can be substituted.

Electives

Electives 6 Credits

Credit Hours: 6

Choose from any of these prefixes: CNST, COGT, ENGR, ELTR, MCHN, MAFT and WELD.

Minimum credit hours: 64

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.

Program note

Work with your trade union's training center to develop the sequence to complete this certificate.

Program Requirements

Major Courses

LABR	1103	Craft Orientation	3 Credits
LABR	1123	Mason Tending	3 Credits
LABR	1142	Concrete Practice Fundamentals	2 Credits
LABR	1163	Asphalt Tech and Construction	3 Credits
LABR	2113	Lead Base Paint Abatement	3 Credits
LABR	2133	Principles of Pipelaying	3 Credits
LABR	2213	Landscape Maintenance	3 Credits
LABR	2233	Blueprint Reading	3 Credits
LABR	2313	Construction Surveying	3 Credits
LABR	2333	Bridge Construction	3 Credits
LABR	2416	Hazardous Waste Management	6 Credits
BSNS	2423	Internship Experience	3 Credits

Select six credits from any of the following: Business Electives (blue sheet) and prefix of CNST, COGT, ENGR, MCHN, WELD, COSC, or ELTR.

Minimum credit hours: 44

Construction Craft Laborer – Concrete Specialist, Certificate

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.

Program Requirements

Curriculum code: C92A

LABR	1142	Concrete Practice Fundamentals	2 Credits
LABR	1213	Concrete Apprenticeship I	3 Credits
LABR	1223	Forming and Finishing Concrete	3 Credits
LABR	1232	Concrete Apprenticeship II	2 Credits

Construction Management, AAS

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.

Program Requirements

Major Courses

CNST 1413	Introduction to Bldg Construction	3 Credits
CNST 1423	Construction Materials and Methods	3 Credits
CNST 1444	Surveying With Civil Applications	4 Credits
CNST 2413	Mechanical Systems for Buildings	3 Credits
CNST 2423	Concrete Structures & Foundations	3 Credits
CNST 2433	Estimating and Bidding	3 Credits
CNST 2443	Building Codes & Inspections	3 Credits
CNST 2453	Professional Practice	3 Credits
COSC 1513	Introduction to Information Processing	3 Credits
COGT 2114	AutoCAD I	4 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR 1402	Industrial Safety	2 Credits
BSNS 2553	Principles of Management	3 Credits

Credit Hours: 45

General education

COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
PSCI 1114	Applied Technical Science	4 Credits
SOCY 2513	Sociology	3 Credits

Credit Hours: 16

A higher level English course can be substituted for COMM 1603 and ENGL 1613.

A higher level mathematics course can be substituted for MATH 1103.

Technical Elective

Choose one

AIRC 1014	Fundamentals of Air Conditioning	4 Credits
COGT 2414	Architectural Design With Revit	4 Credits
ELTR 1503	Survey of Renewable Energy	3 Credits
ENGY 1013	Intro to Energy Auditing	3 Credits

Credit Hours: 3-4

Minimum credit hours: 64

Construction Management, Advanced Certificate

CNST.CRT.C93

Upon completion of this program, students are prepared for entry into the area of construction management.

Program Requirements

Major Courses

CNST 1413	Introduction to Bldg Construction	3 Credits
CNST 1423	Construction Materials and Methods	3 Credits
CNST 1444	Surveying With Civil Applications	4 Credits
CNST 2413	Mechanical Systems for Buildings	3 Credits
CNST 2423	Concrete Structures & Foundations	3 Credits
CNST 2433	Estimating and Bidding	3 Credits
CNST 2443	Building Codes & Inspections	3 Credits
CNST 2453	Professional Practice	3 Credits
COGT 2114	AutoCAD I	4 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 1402	Industrial Safety	2 Credits

Minimum credit hours: 35

Construction Management, Certificates

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.

Materials and Methods

Curriculum code: C93A

CNST 1413	Introduction to Bldg Construction	3 Credits
CNST 1423	Construction Materials and Methods	3 Credits

Building Systems

Curriculum code: C93B

CNST 2413	Mechanical Systems for Buildings	3 Credits
CNST 2423	Concrete Structures & Foundations	3 Credits
ELTR 1174	Natl Electric Code & Wiring Methods	4 Credits

Education

Plan of Study in Elementary Education, AA

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. If you have chosen a transfer institution, consult them to make course selections. Students should consult with their transfer institution as early as possible in their program to determine the course choices preferred by that institution. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans. A non-western culture class is required by most institutions.

Additional Program Information

Students planning to transfer to a university as an education major should complete the Illinois Test of Academic Proficiency (TAP) at the beginning of their sophomore year at KCC, unless ACT or SAT scores will be substituted for teacher education program admission.

For minimum score requirements:

- www.il.nesinc.com - includes information about TAP test sites, registration and study guides; or
- ACT Plus Writing or SAT Scores

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

EDUC 1713	Intro to Public Education	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits
MATH 1613	Mathematics for Elementary Teachers I	3 Credits

Choose one

ECED 1513	Child Growth & Development	3 Credits
EDUC 2613	Educational Psychology	3 Credits
PSYC 2553	Lifespan Developmental Psychology	3 Credits

Credit Hours: 12

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Life Sciences and Physical Sciences

Life Science Course	4 Credits
Physical Science Course	4 Credits

Credit Hours: 8

View Life Science and Physical Science course options (yellow sheet). BIOL 1514 is recommended by some universities.

Mathematics

MATH 1623	Math for Elementary Teachers II	3 Credits
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Credit Hours: 3

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

View Humanities course options (yellow sheet). Choose three courses, with at least one literature course from the general category and at least one from the fine arts or interdisciplinary categories.

Social and behavioral science

PSYC 1813	Introduction to Psychology	3 Credits
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Choose two

HIST 2513	History of the US to 1877	3 Credits
HIST 2523	History of the U.S. 1877 to Present	3 Credits
PLSC 1513	American Government	3 Credits

Credit Hours: 9

Electives

Electives 14 Credits

Credit Hours: 14

Choose from any transfer elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. Suggested electives: EDUC 1763; EDUC 2513; EDUC 2533; *GEOG 1513; *HUMS 2613; PHED 1512 and ECED 2633 or HLTH 1513; IAI mathematics course(s); IAI Laboratory science course(s), CHEM 1504 may be accepted by some universities; IAI course(s) in the area of concentration.

*Satisfies the non-Western Culture requirement.

Minimum Credit Hours: 64

Plan of Study in Secondary Education, AA

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. If you have chosen a transfer institution, consult them to make course selections. Students also are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Additional Program Information

Students planning to transfer to a university as an education major should complete the Illinois Test of Academic Proficiency (TAP) at the beginning of their sophomore year at KCC, unless ACT or SAT scores will be substituted for teacher education program admission.

For minimum score requirements:

- www.il.nesinc.com - includes information about TAP test sites, registration and study guides; or

- ACT Plus Writing or SAT Scores

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 advisor for more information.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

EDUC 1713	Intro to Public Education	3 Credits
EDUC 1763	Technology in Education	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits
EDUC 2613	Educational Psychology	3 Credits

Credit Hours: 12

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Life Sciences and Physical Sciences

Life Science Course	4 Credits
Physical Science Course	4 Credits
Laboratory Science Course	4 Credits

Credit Hours: 12

View Life Science and Physical Science course options (yellow sheet).

Mathematics

Choose one

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

PSYC 1813	Introduction to Psychology	3 Credits
PLSC 1513	American Government	3 Credits

Choose one

ANTH 1713	Introduction to Anthropology	3 Credits
GEOG 1513	World Regional Geography	3 Credits
HIST 2513	History of the US to 1877	3 Credits
HIST 2523	History of the U.S. 1877 to Present	3 Credits
HIST 2533	Latin American History	3 Credits
SOCY 2513	Sociology	3 Credits

Credit Hours: 9

Electives

Electives	10 Credits
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Credit Hours: 10

Choose courses from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses, including PHED 1512, EDUC 2533 and EDUC 2513, which are recommended.

Minimum Credit Hours: 64

Early Childhood Education, AAS

CDEV.AAS.C10

Program Overview

The education option in the Early Childhood Education 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. Students should see the Early Childhood Education program coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

Child Development Program Requirements

Basic laboratory experience is required in many early childhood education 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, Early Childhood Education 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.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2013	History & Philosophy of Early Child Ed	3 Credits
ECED 2163	Discipline/Classroom Management	3 Credits
ECED 2223	Art/Music Activities	3 Credits
ECED 2233	Language Acquisition & Development	3 Credits
ECED 2243	Science/Math Activities	3 Credits
ECED 2253	Motor Development/Physical Activities	3 Credits
ECED 2403	Clinical Experience	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits

ECED 2543	Child Study & Observation	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits

COMP 1521	Computer Literacy	1 Credit
	or	

COSC 1152	Introduction to Windows	2 Credits
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Choose two

ECED 2103	School Aged Programming	3 Credits
ECED 2153	Infant/Toddler Care	3 Credits
ECED 2263	Heads Up Reading	3 Credits
ECED 2363	Administration in Child Care Settings	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits

Credit Hours: 46-47

General education

COMM 1553	Introductory Speech	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
	Psychology Course	3 Credits

Choose two

COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 15

Elective

Elective 3 Credits

Credit Hours: 3

Choose one humanities, social and behavioral science, science, or mathematics course from the General education courses for Applied Science Degrees (blue sheet).

Minimum Credit Hours: 64

Early Childhood Education, Advanced Certificate

CDEV.CRT.C58

Program Overview

The certificate program for Early Childhood Education 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.

Program Requirements

Major Courses

ECED	1513	Child Growth & Development	3 Credits
ECED	2163	Discipline/Classroom Management	3 Credits
ECED	2233	Language Acquisition & Development	3 Credits
ECED	2513	Child, Family & Community Relations	3 Credits
ECED	2523	Intro to Early Childhood Education	3 Credits
ECED	2533	Early Childhood Curriculum Development	3 Credits
ECED	2543	Child Study & Observation	3 Credits
ECED	2633	Health, Nutrition & Safety	3 Credits

Choose one

ECED	2013	History & Philosophy of Early Child Ed	3 Credits
ECED	2103	School Aged Programming	3 Credits
ECED	2153	Infant/Toddler Care	3 Credits
ECED	2223	Art/Music Activities	3 Credits
ECED	2243	Science/Math Activities	3 Credits
ECED	2253	Motor Development/Physical Activities	3 Credits
ECED	2263	Heads Up Reading	3 Credits
ECED	2363	Administration in Child Care Settings	3 Credits
EDUC	1833	The Exceptional Learner/Child	3 Credits

Credit Hours: 27

General education

COMM	1553	Introductory Speech	3 Credits
PSYC	1813	Introduction to Psychology	3 Credits

Credit Hours: 6

Minimum Credit Hours: 33

Early Childhood Education – Director/Administrator Option, AAS

CDEV.AAS.C09

Program Overview

The director/administrator option in the Early Childhood Education 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 Program Requirements

Basic laboratory experience is required in many early childhood education 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, Early Childhood Education 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.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2363	Administration in Child Care Settings	3 Credits
ECED 2403	Clinical Experience	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits
ECED 2543	Child Study & Observation	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits
BSNS 1553	Introduction to Business	3 Credits
BSNS 2143	Human Relations in Business	3 Credits
BSNS 2113	Small Business Management	3 Credits
BSNS 2213	Human Resource Management	3 Credits
COMM 1603	Business Communication	3 Credits
ACCT 1413	General Accounting	3 Credits
	or	
ACCT 1514	Financial Accounting	4 Credits

Choose one

ECED 2013	History & Philosophy of Early Child Ed	3 Credits
ECED 2103	School Aged Programming	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2153	Infant/Toddler Care	3 Credits
ECED 2163	Discipline/Classroom Management	3 Credits
ECED 2223	Art/Music Activities	3 Credits
ECED 2233	Language Acquisition & Development	3 Credits
ECED 2243	Science/Math Activities	3 Credits
ECED 2253	Motor Development/Physical Activities	3 Credits
ECED 2263	Heads Up Reading	3 Credits

Credit Hours: 45-46

General education

COMP 1521	Computer Literacy	1 Credit
	or	
COSC 1152	Introduction to Windows	2 Credits
COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
	Psychology Course	3 Credits

Credit Hours: 16-17

Elective

Elective 3 Credits

Credit Hours: 3

Choose one humanities, social and behavioral science, science, or mathematics course from the General education courses for Applied Science Degrees (blue sheet).

Minimum Credit Hours: 64

Early Childhood Education Level Two Credential – Certificate

The Illinois Gateways Level Two Credential is designed to support movement through the state of Illinois Career Lattice. It expands on foundational professional knowledge, and supports progression to the Level Three Credential or direct exit into the field.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2543	Child Study & Observation	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits

Credit hours: 18

Early Childhood Education Level Two Transfer Pathway

This program is for students who want to both transfer early childhood courses to a four-year university and attain Level 2-3 Credentials to meet ExceleRate/employer requirements.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits

Electives 6 Credits

Credit hours: 18

Choose elective courses from any transfer-level elective area (yellow sheet). Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number.

Early Childhood Education Level Three Credential – Certificate

The Illinois Gateways Level Three Credential builds upon the Level Two Credential core with 9 semester hours of general education coursework and a total of 18 hours of early childhood education. The Gateways program is designed to support movement through the state of Illinois Career Lattice. The Level Three Credential expands on foundational professional knowledge, and supports progression to the Level Four Credential or direct exit into the field.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2543	Child Study & Observation	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ENGL 1613	English I	3 Credits
MATH 1613	Mathematics for Elementary Teachers I	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits

Early Childhood Education Level Three Transfer Pathway

This program is for students who want to both transfer early childhood courses to a four-year university and attain Level 3 Credentials to meet ExceleRate/employer requirements.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
	Early Childhood Education Electives	6 Credits
		Credit hours: 18

General Education

EDUC 1833	The Exceptional Learner/Child	3 Credits
ENGL 1613	English I	3 Credits
MATH 1613	Mathematics for Elementary Teachers I	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
		Credit hours: 12

Minimum credit hours: 30

Early Childhood Education Level Four Transfer Pathway

This program is for students who want to both transfer early childhood courses to a four year university and attain Level 4 Credentials to meet ExceleRate/employer requirements.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

This certification also requires completion of all transfer courses/general education courses for the Associate in Arts degree.

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits
ECED 2543	Child Study & Observation	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits
ENGL 1613	English I	3 Credits
MATH 1613	Mathematics for Elementary Teachers I	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
	Early Childhood Education Electives	6 Credits

Early Childhood Education Infant-Toddler Level - Certificate

The Illinois Gateway Level Infant Toddler Level Two Credential is designed to support movement through the state of Illinois Career Lattice. The Infant Toddler Level Two Credential includes 15 semester hours of early childhood education coursework and expands on foundational professional knowledge while supporting progression to the Level Three Credential or direct exit into the field.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2543	Child Study & Observation	3 Credits
ECED 2153	Infant/Toddler Care	3 Credits

Early Childhood Education Level Four Credential - Certificate

The Illinois Gateways Level Four Credential builds upon the framework of the Level Three Credential with additional early childhood education coursework along with supervised experience in an approved early childhood education setting. The Credential program is designed to support movement through the state of Illinois Career Lattice. The Level Four Credential expands on foundational professional knowledge, requires attainment of an associate degree, and supports progression to the Level Five Credential or direct exit into the field.

Additional Program Information

Gateways credentials are awarded and recognized by the Illinois Department of Human Services Bureau of Child Care and Development and are not granted through the Illinois Community College Board.

Program Requirements

This certificate requires completion of an associate degree or 60 semester hours including:

ECED 1513	Child Growth & Development	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2523	Intro to Early Childhood Education	3 Credits
ECED 2543	Child Study & Observation	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2403	Clinical Experience	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits
ENGL 1613	English I	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
	Early Childhood Education Elective	3 Credits

Paraprofessional Educator/ Teacher's Aide, AAS

EDUC.AAS.V09

Program Overview

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 an Early Childhood Education program. Students should see the Early Childhood Education coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2233	Language Acquisition & Development	3 Credits
ECED 2263	Heads Up Reading	3 Credits
EDUC 1713	Intro to Public Education	3 Credits
EDUC 1763	Technology in Education	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits
EDUC 2613	Educational Psychology	3 Credits

Credit Hours: 21

General education

COMM 1553	Introductory Speech	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
SOCY 2513	Sociology	3 Credits

Life Sciences and Physical Sciences

Laboratory Science Courses	4-8
Mathematics Courses	3-6

Choose 10 credit hours, with at least one course from mathematics and at least one course from science. View General Education Courses for Applied Science Degrees (blue sheet).

Choose two

COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
ENG 1623	English II	3 Credits

Choose one

Humanities Elective	3 Credits
Social and Behavioral Science Elective	3 Credits
Laboratory Science Course	4 Credits
Mathematics Elective	3-5 Credits

Credit Hours: 28-30

View class options in the General Education Courses for Applied Science Degrees (blue sheet).

Elective

Paraprofessional Educator Electives	12 Credits
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Credit Hours: 12

Choose from the Paraprofessional Educator electives list.

Minimum Credit Hours: 61

Paraprofessional Educator electives

ECED 2013	History & Philosophy of Early Child Ed	3 Credits
ECED 2103	School Aged Programming	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2543	Child Study & Observation	3 Credits
ECED 2633	Health, Nutrition & Safety	3 Credits
ECED 2163	Discipline/Classroom Management	3 Credits
ECED 2223	Art/Music Activities	3 Credits
ECED 2243	Science/Math Activities	3 Credits
ECED 2253	Motor Development/Physical Activities	3 Credits
ECED 2403	Clinical Experience	3 Credits
ECED 2513	Child, Family & Community Relations	3 Credits
ECED 2533	Early Childhood Curriculum Development	3 Credits
EDUC 2513	The Multicultural Classroom	3 Credits
EDUC 2533	Foundations of Reading	3 Credits
LAWF 1753	Juvenile Delinquency	3 Credits
PSYC 2513	Abnormal Psychology	3 Credits
PSYC 2553	Lifespan Developmental Psychology	3 Credits
SOCY 2553	Sociology of the Family	3 Credits
SPAN 1503	Basic Spanish	3 Credits

Paraprofessional Educator/ Teacher's Aide, Advanced Certificate

EDUC.CRT.V58

Program Overview

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.

Program Requirements

Major Courses

ECED 1513	Child Growth & Development	3 Credits
ECED 2223	Art/Music Activities	3 Credits
EDUC 1713	Intro to Public Education	3 Credits
EDUC 1763	Technology in Education	3 Credits
EDUC 1833	The Exceptional Learner/Child	3 Credits

Paraprofessional Educator Electives 6 Credits

Credit Hours: 21

Choose Paraprofessional Educator electives from the Paraprofessional Educator electives list (to left of this page).

General education

General Education Course 3 Credits

Choose Mathematics and General Education electives from the General Education Courses for Applied Science Degrees (blue sheet).

Choose one

COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

Minimum Credit Hours: 30

General

General, AA

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 Aviation, Criminal Justice, Elementary Education, English, Exercise Science, History, Mass Communication, Political Science, Psychology, Secondary Education, Sociology, and Visual Arts. The guidelines below are suggested minimums in each category. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 1623	Math for Elementary Teachers II	3 Credits

Credit hours: 3-5

Note: MATH 1623 satisfies the general education requirements only for students seeking state licensure as elementary teachers.

Humanities

Humanities Courses

9 Credits

Credit hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Life Sciences and Physical Sciences

Life Science Course

3-4 Credits

Physical Science Course

3-4 Credits

Credit hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

9 Credits

Credit hours: 9

Three courses from at least two different prefixes. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives

22 Credits

Credit hours: 22

Notes: Choose courses from any elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four credit hours can come from physical education activity courses. 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: 60

General, AS

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, Mathematics and Physics. An Associate in Engineering Science transfer degree also is offered. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Life Sciences and Physical Sciences

Life Science Course	4 Credits
Physical Science Course	4 Credits

Credit Hours: 8

View Laboratory Science course options (yellow sheet).

Mathematics

Choose two

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 2524	Calculus & Analytic Geometry II	4 Credits

Credit Hours: 7-9

Humanities

Humanities Courses

6 Credits

Credit Hours: 6

Two courses, with one from general humanities and one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

6 Credits

Credit Hours: 6

Two courses from at least two different prefixes. View Social and Behavioral Science course option (yellow sheet).

Science and Specialization Courses

Science and Specialization Courses

6-8 Credits

Credit Hours: 6-8

Choose two transfer-level courses from the following subjects and specific course suggestions: ACCT 1514, ACCT 1523; AGRC 1624, AGRC 1704, AGRC 1724; Biology; Chemistry; COSC 2513, COSC 2613; HORT 1513; IAI MATH course; Physical Science, Physics. Students who have taken the first course in a math or science sequence are encouraged to take the second course in the sequence at the two-year institution.

Electives

Electives

22 Credits

Credit Hours: 22

Choose courses from any elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses.

Minimum credit hours: 64

General Studies, AGS

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. This will be the curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs. Because the curriculum for the General Studies degree is not part of the Illinois Articulation Initiative, 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.

Program Requirements

Note: Students planning to transfer to a baccalaureate college or university should take IAI general education courses for all general education areas and electives.

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

Life Sciences and Physical Sciences

Life Science Course	4 Credits
Physical Science Course	4 Credits

Credit Hours: 8

Choose from appropriate category in the General Education Courses for Occupational Degrees list (blue sheet) or IAI course options (yellow sheet). At least one course must be designated as a laboratory course.

Mathematics

Mathematics Elective	3-5 Credits
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Credit Hours: 3-5

Choose from the mathematics category in the General Education Courses for Occupational Degrees (blue sheet) or IAI course options (yellow sheet).

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Choose two courses from the Humanities category in the General Education Courses for Occupational Degrees (blue sheet) or IAI course options (yellow sheet).

Social and Behavioral Science

Social and Behavioral Science Courses

6 Credits

Credit Hours: 6

Choose two courses from the Social and Behavioral Science category in the General Education Courses for Occupational Degrees (blue sheet) or IAI course options (yellow sheet).

Electives

Electives

32 Credits

Credit Hours: 32

Choose courses from any elective area. Appropriate electives for transfer students have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the course number.

Minimum credit hours: 64

General Education Core Curriculum, Certificate

GEN.AA.B50A

The General Education Core Curriculum (GECC) Certificate is intended for students planning to transfer to a four-year institution in pursuit of a bachelor of arts degree. Completing the GECC Certificate enables students to document that they have fulfilled all the lower-division general education course requirements for both the Associate in Arts (A.A.) and Bachelor of Arts (B.A.) degrees.

Kankakee Community College participates in the Illinois Articulation Initiative (IAI), a statewide transfer agreement intended to provide easier transfer of credits among more than 100 participating colleges and universities in Illinois. A key component of the IAI is that participants have agreed to accept the completed GECC as a package in lieu of their own lower-division general education courses. Completing the GECC Certificate signifies that all lower-division general education courses have been completed, and guarantees that all of these courses will transfer as a package.

The GECC Certificate is part of the transferable Associate in Arts degree; it is neither a workforce certificate nor an industry-recognizable credential.

Program Requirements

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

Social and behavioral science

Social and Behavioral Science Courses

Credit Hours: 9

Choose three courses from the Social and Behavioral Science category in the IAI course options (yellow sheet). Must include courses selected from at least two disciplines.

Humanities

Humanities Courses

Credit Hours: 9

Choose three courses from the Humanities category in the IAI course options (yellow sheet). Must include at least one Humanities course and at least one Fine Arts course.

Mathematics

Mathematics Elective 3-5 Credits

Credit Hours: 3-5

Choose one course from the Mathematics category in the IAI course options (yellow sheet).

Laboratory Science

Life Science Course 3-4 Credits

Physical Science Course 3-4 Credits

Credit Hours: 7-8

Choose from Lab Science category in the IAI course options (yellow sheet).

Minimum credit hours: 37

Health Careers

Coding Specialist, Advanced Certificate

Curriculum code: HLTH.CRT.C48

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.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Program Requirements

Major Courses

HLTH 1223	Pathopharmacology for Health Careers	3 Credits
HLTH 1312	Medical Terminology	2 Credits
HLTH 1343	ICD-10-CM/PCS	3 Credits
HLTH 1353	Basic CPT Coding	3 Credits
HLTH 1363	Insurance Procedures	3 Credits
HLTH 1372	Ethical and Legal Issues	2 Credits
HLTH 1381	Healthcare Delivery Systems	1 Credit
HLTH 1492	Coding Practicum	2 Credits
HLTH 2401	Coding Specialist Internship	1 Credit

Credit Hours: 20

General education

COSC 1513	Introduction to Information Processing	3 Credits
BIOL 1564	Intro to Anatomy & Physiology	4 Credits
BSNS 2311	Successful Customer Service	1 Credit
MATH 1213	Business Mathematics	3 Credits

Credit Hours: 11

Minimum credit hours: 31

Plan of Study in Exercise Science, AA

The following curriculum is designed to satisfy the basic lower division requirements for exercise science, exercise physiology and physical education 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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major Courses

Choose 18 credits

PHED 1512	Health Education	2 Credits
PHED 1513	Introduction to Exercise Science	3 Credits
PHED 1613	Intro to Sport & Exercise Psychology	3 Credits
PHED 1623	Structural Kinesiology	3 Credits
PHED 1733	Introduction to Kinesiology	3 Credits
PHED 2513	Exercise Testing & Assessment	3 Credits
PHED 2523	Exercise Physiology	3 Credits

Credit Hours: 18

Supporting Courses

BIOL 2644	Anatomy & Physiology I	4 Credits
BIOL 2654	Anatomy & Physiology II	4 Credits

Credit Hours: 8

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Laboratory Science

Life Science Course	4 Credits
Physical Science Course	4 Credits

Credit Hours: 8

View Laboratory Science course options (yellow sheet).

Mathematics

Choose one

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 1623	Math for Elementary Teachers II	3 Credits

Credit Hours: 3-5

Note: MATH 1623 satisfies the general education requirements only for students seeking state licensure as elementary teachers.

Humanities

Humanities Courses

9 Credits

Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

9 Credits

Credit Hours: 9

Three courses from at least two different prefixes. View Social and behavioral science course options (yellow sheet).

Minimum credit hours: 64

Medical Laboratory Technology AAS

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.

The advanced placement sequence is designed for students who have previously completed all the required general education courses of the program. It concentrates on Medical Laboratory Technology courses, allowing students to complete the degree requirements in three semesters (spring, fall, spring).

Program eligibility standards apply; consult a KCC advisor. Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, and a negative drug screen. The curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Course format and additional information

Classes in the Medical Laboratory Technology program and advanced placement sequence are offered in a hybrid online format. For online hybrid courses in this curriculum, students' only in-person meetings are every two weeks for hands-on laboratory sessions at KCC. A local cooperating/affiliated hospital laboratory may also be utilized, if available.

See the program sequences and program requirements for course information and program length.

Accreditation

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.

Graduates of this program are eligible to take the national certification examination given by the American Society for Clinical Pathology (ASCP).

Program Requirements

Major Courses

For non-clinical online courses, students must meet for biweekly laboratory sessions at KCC.

MEDT	1014	Medical Laboratory Skills	4 Credits
MEDT	1104	Urinalysis and Immunology	4 Credits
MEDT	1124	Hematology & Coagulation	4 Credits
MEDT	1224	Blood Bank	4 Credits
MEDT	2044	Clinical Microbiology	4 Credits

MEDT	2214	Clinical Chemistry	4 Credits
MEDT	2316	Clinical Practicum I	6 Credits
MEDT	2326	Clinical Practicum II	6 Credits
MEDT	2462	Medical Laboratory Technology Seminar	2 Credits

Credit Hours: 38

In MEDT 2316 and MEDT 2326, the student will spend four consecutive days each week (32 hours/week) in affiliated hospitals in the spring semester.

General education

BIOL	1514	General Biology I	4 Credits
BIOL	1564	Intro to Anatomy & Physiology	4 Credits
BIOL	2714	Microbiology	4 Credits
CHEM	1614	General Chemistry I	4 Credits
CHEM	1624	General Chemistry II	4 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits
PSYC	1813	Introduction to Psychology	3 Credits

Credit Hours: 29

Minimum credit hours: 67

Medical Laboratory Technology Advanced Placement Sequence (Option 1)

MLT.AAS.C24

Courses required prior to acceptance in the program

BIOL	1514	General Biology I	4 Credits
BIOL	1564	Intro to Anatomy & Physiology	4 Credits
BIOL	2714	Microbiology	4 Credits
CHEM	1614	General Chemistry I	4 Credits
CHEM	1624	General Chemistry II	4 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits
PSYC	1813	Introduction to Psychology	3 Credits

Credit Hours: 29

Program Requirements

Major Courses

For non-clinical online courses, students must meet for biweekly laboratory sessions at KCC.

MEDT	1014	Medical Laboratory Skills	4 Credits
		or	
MEDT	1044	Medical Lab Assistant Skills	4 Credits
MEDT	1104	Urinalysis and Immunology	4 Credits
MEDT	1124	Hematology & Coagulation	4 Credits
MEDT	1224	Blood Bank	4 Credits
MEDT	2044	Clinical Microbiology	4 Credits
MEDT	2214	Clinical Chemistry	4 Credits
MEDT	2316	Clinical Practicum I	6 Credits
MEDT	2326	Clinical Practicum II	6 Credits
MEDT	2462	Medical Laboratory Technology Seminar	2 Credits

In MEDT 2316 and MEDT 2326, the student will spend four consecutive days each week (32 hours/week) in affiliated hospitals in the last semester.

Credit Hours: 38

Minimum credit hours: 67

Medical Laboratory Assistant, Certificate

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.

The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Students with one year of acceptable full-time phlebotomy experience will satisfy the prerequisite for MEDT 1044, but may not satisfy requirement for certificate.

Program Requirements

Major Courses

HLTH	1312	Medical Terminology	2 Credits
HLTH	1404	Phlebotomy Techniques	4 Credits
MEDT	1044	Medical Lab Assistant Skills	4 Credits
HLTH	1412	Phlebotomy Techniques Practicum	2 Credits

Minimum credit hours: 12

Phlebotomy, Certificate

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. Students learn proper specimen collection for various types of samples.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

This program is approved 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 any disqualifying convictions, and a negative drug screen after registering for HLTH 1412 - Phlebotomy Practicum.

Students who complete this certificate program are eligible to take the national certification examination given by the American Society for Clinical Pathology (ASCP).

Program Requirements

Major Courses

HLTH 1312	Medical Terminology	2 Credits
HLTH 1404	Phlebotomy Techniques	4 Credits
HLTH 1412	Phlebotomy Techniques Practicum	2 Credits

Minimum credit hours: 8

Nursing – Registered, AAS

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.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

Licensed practical nurses may receive advanced placement.

Graduates of this program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

The curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

The associate degree nursing program at Kankakee Community College located in Kankakee, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is: Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at www.acenursing.us/accreditedprograms/program-Search.htm.

The following achievement data is provided to demonstrate the preparedness of KCC's Associate Degree Nursing graduates:

- Recent RN pass rates: 91% (2014), 88% (2015), 86% (2016), 91% (2017), 90% (2018), 100% (2019) - All are above the national and state averages.
- Program completion average: approximately 72%
- Current job placement: 100%

Program Requirements

Major Courses

RNUR	1106	Introduction to Nursing	6 Credits
RNUR	1128	Nursing--Adult & Child I	8 Credits
RNUR	1152	Introduction to Pharmacology	2 Credits
RNUR	1461	Nursing Seminar II	1 Credit
RNUR	2228	Nursing--Adult & Child II	8 Credits
RNUR	2122	Nursing--Adult & Child III	2 Credits
RNUR	2237	Nursing--Adult & Child IV	7 Credits
RNUR	2443	Concepts of Clinical Pharmacology	3 Credits
RNUR	2461	Nursing Seminar IV	1 Credit
MATH	1141	Introduction to Dosage Calculations	1 Credit

Credit Hours: 37

MATH 1141 may be eligible for proficiency exam. See Health Careers advisor.

General education

ENGL	1613	English I	3 Credits
COMM	1553	Introductory Speech or	3 Credits
ENGL	1623	English II	3 Credits
BIOL	2644	Anatomy & Physiology I	4 Credits
BIOL	2654	Anatomy & Physiology II	4 Credits
BIOL	2714	Microbiology	4 Credits
PSYC	1813	Introduction to Psychology	3 Credits
PSYC	2553	Lifespan Developmental Psychology	3 Credits

Credit Hours: 24

Students who plan to take BIOL 2654 at another college should consult a KCC advisor regarding transfer ability. Completing this sequence (BIOL 2644 and BIOL 2654) at one college is strongly recommended.

Minimum credit hours: 63

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 1128 and RNUR 1461, the student will satisfy requirements for RNUR 1106, RNUR 1152 and MATH 1141.

Program eligibility requirements apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

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. Graduates of the Associate in Applied Science Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

The curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

The associate degree nursing program at Kankakee Community College located in Kankakee, Illinois, is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is: Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at www.acenursing.us/accreditedprograms/program-Search.htm.

The following achievement data is provided to demonstrate the preparedness of KCC's Associate Degree Nursing graduates:

- Recent RN pass rates: 91% (2014,) 88% (2015), 86% (2016), 91% (2017), 90% (2018), 100% (2019) - All are above the national and state averages.

- Program completion average: approximately 91%

- Current job placement: 100%

Required prior to acceptance in the program

ENGL	1613	English I	3 Credits
BIOL	2644	Anatomy & Physiology I	4 Credits
BIOL 2644: Students who plan to take Anatomy & Physiology at another college should consult a KCC advisor regarding transfer ability. Completing this sequence (BIOL 2644 and BIOL 2654) at one college is strongly recommended.			

Program Requirements

Required prior to acceptance in the program

ENGL	1613	English I	3 Credits
BIOL	2644	Anatomy & Physiology I	4 Credits

Credit Hours: 4

RNUR Advanced Placement Credit

Credit Hours: 9

Major Courses

RNUR	1128	Nursing--Adult & Child I	8 Credits
RNUR	1461	Nursing Seminar II	1 Credit
RNUR	2228	Nursing--Adult & Child II	8 Credits
RNUR	2122	Nursing--Adult & Child III	2 Credits
RNUR	2237	Nursing--Adult & Child IV	7 Credits
RNUR	2443	Concepts of Clinical Pharmacology	3 Credits
RNUR	2461	Nursing Seminar IV	1 Credit

Credit Hours: 30

General education

COMM	1553	Introductory Speech	3 Credits
or			
ENGL	1623	English II	3 Credits
BIOL	2654	Anatomy & Physiology II	4 Credits
BIOL	2714	Microbiology	4 Credits
PSYC	1813	Introduction to Psychology	3 Credits
PSYC	2553	Lifespan Developmental Psychology	3 Credits

Credit Hours: 17

Students who plan to take BIOL 2654 at another college should consult a KCC advisor regarding transferability. Completing this sequence (BIOL 2644 and BIOL 2654) at one college is strongly recommended.

Minimum credit hours: 63

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. The NCLEX-PN pass rate is 100% every year 2013-2018. The program completion is approximately 60% and job placement is 100%.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

The curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

This nursing education program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: 404-975-5000; fax: 404-975-5020; email: info@acenursing.org; website: www.acenursing.org.

The following achievement data is provided to demonstrate the preparedness of KCC's Practical Nursing graduates:

- NCLEX-PN pass rate: 100% (2013-2018)
- Program completion average: Approximately 60%
- Current job placement: 100%

Program Requirements

Major Courses

PNUR	1138	Practical Nursing I	8 Credits
PNUR	1241	Practical Nursing Pharmacology I	1 Credit
PNUR	1140	Practical Nursing II	10 Credits
PNUR	1262	Practical Nursing Pharmacology II	2 Credits
PNUR	1316	Practical Nursing III	6 Credits
PNUR	1491	Practical Nursing Seminar	1 Credit

Credit Hours: 28

General education

BIOL	1564	Intro to Anatomy & Physiology or	4 Credits
BIOL	2644	Anatomy & Physiology I and	4 Credits
BIOL	2654	Anatomy & Physiology II The biology course(s) must be completed prior to PNUR 1140.	4 Credits

Choose two

COMM1553	Introductory Speech	3 Credits
ENGL1613	English I	3 Credits
ENGL1623	English II	3 Credits

Credit Hours: 10-14

Minimum credit hours: 38

Nursing Assistant, Certificate

Curriculum code: CNA.MCRT.C72A

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 168 hours of theory, laboratory and clinical content. The course is approved by the Illinois Department of Public Health. Only PNUR 1438 is required to take the Nurse Aide Training and Competency Evaluation Program (NATCEP) exam. Successful completion of the NATCEP exam may be required for employment.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

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.

Program Requirements

Major courses

PNUR	1438	Nursing Assistant	8 Credits
HLTH	1312	Medical Terminology	2 Credits
MATH	1213	Business Mathematics	3 Credits
BIOL	1564	Intro to Anatomy & Physiology or	4 Credits
BIOL	2644	Anatomy & Physiology I and	4 Credits
BIOL	2654	Anatomy & Physiology II	4 Credits

Consult an advisor or the course description for requirements to enroll in PNUR 1438.

Minimum credit hours: 17-21

Paramedic, AAS

PMED.AAS.C29

The Paramedic program prepares individuals to provide advanced life support in and out of the 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.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Before enrollment, the student must provide a copy of his/her current Illinois state license. Students also must have an appropriate assessment score and a GED certificate or official high school transcript showing graduation on file at KCC. High school seniors should consult their high school advisor for registration requirements.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

The curriculum of record for students applying to, but not yet accepted into, competitive entry health career programs will be the Associate in General Studies.

Program Requirements

Major Courses

PMED	2115	Paramedic I	15 Credits
PMED	2215	Paramedic II	15 Credits
PMED	2315	Paramedic III	15 Credits

Credit Hours: 45

General education

BIOL	1564	Intro to Anatomy & Physiology	4 Credits
COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
MATH	1141	Introduction to Dosage Calculations	1 Credit
PSYC	1813	Introduction to Psychology	3 Credits
PSYC	2553	Lifespan Developmental Psychology	3 Credits

Credit Hours: 17

Minimum credit hours: 62

Emergency Medical Technician – Paramedic (EMT-P), Advanced 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.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Before enrollment, the student must provide a copy of his/her Illinois EMT B or EMT I State license. Students also must have an appropriate assessment scores and have official GED or high school transcript showing graduation on file at KCC. High school seniors should consult their high school advisor for registration requirements.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

Program Requirements

Major Courses

PMED	2115	Paramedic I	15 Credits
PMED	2215	Paramedic II	15 Credits
PMED	2315	Paramedic III	15 Credits

Minimum credit hours: 45

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). The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Before enrollment, the student must have appropriate assessment score; and have an official GED or high school transcript showing graduation on file at KCC. High school seniors should consult their high school advisor for registration requirements. To sit for the IDPH EMT-B exam, the student must be at least 18 years of age.

Each student in this program must have a (physical exam, criminal background check without any disqualifying convictions, a negative drug screen), and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

Program Requirements

Major Course

PMED 1018 Emergency Medical Technician--Basic 8 Credits

Minimum credit hours: 8

Physical Therapist Assistant, AAS

PTA.AAS.C30

This program prepares students to be entry-level physical therapist assistants who function effectively in an ever-changing healthcare environment. 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. Graduates are eligible to take the national licensing examination. Students who anticipate seeking a state licensure outside of Illinois should contact the program director for assistance in locating specific requirements. This degree typically is not designed for transfer.

Additional Program Information

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Accreditation

KCC is officially recognized by the Illinois Community College Board and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission is located at 30 N. LaSalle St., Suite 2400, Chicago, IL 60602.

The Physical Therapist Assistant Program at KCC is accredited by

Commission on Accreditation in Physical Therapy Education (CAPTE)

3030 Potomac Ave., Suite 100

Alexandria, Virginia 22305-3085

Telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.captionline.org/>. If needing to contact the program/institution directly, please call 815-802-8817 or email jsblanchette@kcc.edu.

The program is designed to meet and exceed the criteria and standards of all governing agencies to ensure the program quality necessary for successful operation and continuous quality monitoring and improvement.

Program Requirements

Major Courses

PHTA courses must be completed in the order shown in the course sequence

PHTA 1101	Introduction to Health Care	1 Credit
PHTA 1115	PTA Fundamentals I	5 Credits
PHTA 1133	PTA Fundamentals II	3 Credits
PHTA 1172	Pathology I for the PTA	2 Credits
PHTA 1243	Manual Therapy for the PTA	3 Credits
PHTA 1246	Kinesiology	6 Credits
PHTA 1272	Pathology II for the PTA	2 Credits
PHTA 2001	Professional Standards of the PTA	1 Credit
PHTA 2053	PTA Clinical Practicum I	3 Credits
PHTA 2145	Orthopedics for the PTA	5 Credits
PHTA 2156	PTA Fundamentals III	6 Credits
PHTA 2185	PTA Fundamentals IV	5 Credits
PHTA 2293	PTA Fundamentals V	3 Credits
PHTA 2224	PTA Clinical Practicum II	4 Credits
PHTA 2234	PTA Clinical Practicum III	4 Credits
PHTA 2201	Current Issues in PT Practice	1 Credit

Credit Hours: 54

General education

Courses must be taken prior to or in the semester where they are shown in the course sequence.

BIOL 2644	Anatomy & Physiology I	4 Credits
BIOL 2654	Anatomy & Physiology II	4 Credits
COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits

Credit Hours: 8

Minimum credit hours: 71

Radiography, AAS

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.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR Certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child, and infant or AED).

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.

The curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

Program Requirements

Major Courses

XRAY	1014	Introduction to Radiography	4 Credits
XRAY	1033	Radiologic Anatomy & Positioning I	3 Credits
XRAY	1042	Radiographic Quality	2 Credits
XRAY	1053	Radiographic Anatomy & Positioning II	3 Credits
XRAY	1202	Clinical Procedures I	2 Credits
XRAY	1222	Clinical Procedures II	2 Credits
XRAY	2222	Clinical Procedures III	2 Credits
XRAY	1316	Clinical I	6 Credits
XRAY	1326	Clinical II	6 Credits
XRAY	1333	Clinical III	3 Credits
XRAY	1346	Clinical IV	6 Credits
XRAY	1356	Clinical V	6 Credits
XRAY	2103	Advanced Radiologic Technology I	3 Credits
XRAY	2125	Advanced Radiologic Technology II	5 Credits
XRAY	2312	Survey of Radiographic Pathology	2 Credits

Credit Hours: 55

General Education

BIOL	2644	Anatomy & Physiology I	4 Credits
BIOL	2654	Anatomy & Physiology II	4 Credits
COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
PSYC	1813	Introduction to Psychology	3 Credits

Credit Hours: 17

These courses are required prior to or during the semester in which they appear in the course sequence: BIOL 2644 and BIOL 2654.

Minimum credit hours: 72

Respiratory Therapist, AAS

RESP.AAS.C23

This program is designed to prepare graduates as competent 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.

Program eligibility standards apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

Additional Program Information

The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com): 1248 Harwood; Bedford, TX 76021-4244; 817-283-2835. The CoARC website has programmatic outcomes data and a list of CoARC accredited programs.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

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 curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

Program Requirements

Major Courses

RESP	1113	Respiratory Physiology	3 Credits
RESP	1224	Clinical I	4 Credits
RESP	1324	Respiratory Procedures I	4 Credits
RESP	1331	Respiratory Skills I	1 Credit
RESP	1445	Respiratory Procedures III	5 Credits
RESP	1458	Intro to Respiratory Critical Care	8 Credits
RESP	2213	Clinical Medicine	3 Credits
RESP	2225	Clinical II	5 Credits
RESP	2245	Clinical III	5 Credits
RESP	2353	Cardiopulmonary Procedures	3 Credits
RESP	2411	Professional Skills	1 Credit
RESP	2445	Respiratory Procedures V	5 Credits
RESP	2453	Respiratory Procedures VI	3 Credits
RESP	2483	Respiratory Seminar	3 Credits

Credit Hours: 35

General education

ENGL	1613	English I	3 Credits
COMM	1553	Introductory Speech	3 Credits
		or	
COMM	1563	Interpersonal Communication	3 Credits
BIOL	1564	Intro to Anatomy & Physiology	4 Credits
		or	
BIOL	2654	Anatomy & Physiology II	4 Credits
MATH	1142	Intro to Respiratory Calculations	2 Credits
PSYC2	553	Lifespan Developmental Psychology	3 Credits

Credit Hours: 15

The BIOL course must be taken prior to or concurrently with the first semester of Respiratory Therapist program.

Minimum credit hours: 68

Respiratory Therapist Advanced Placement Sequence

RESP.AAS.C23

Certified Respiratory Therapists (CRT) 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 1564, RESP 1324, RESP 1331, RESP 1113, RESP 1445, RESP 1224, RESP 2213, 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.

Program eligibility requirements apply; consult a KCC advisor.

Students in health career programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4. This regulation concerns completion of all courses in health career curricula being completed with a grade of C or better.

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.

The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com): 1248 Harwood; Bedford, TX 76021-4244; 817-283-2835. View programmatic outcomes data on the COARC website.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

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 curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs will be the Associate in General Studies.

Program Requirements

Respiratory Therapist Advanced Placement Credit

Credit Hours: 39

Major Courses

RESP	2245	Clinical III	5 Credits
RESP	2353	Cardiopulmonary Procedures	3 Credits
RESP	2433	Respiratory Procedures IV	3 Credits
RESP	2453	Respiratory Procedures VI	3 Credits
RESP	2411	Professional Skills	1 Credit
RESP	2483	Respiratory Seminar	3 Credits

Credit Hours: 12

Note: RESP 2411 may be taken any time after admission to the advanced placement sequence.

General education

ENGL	1613	English I	3 Credits
COMM	1553	Introductory Speech	3 Credits
		or	
COMM	1563	Interpersonal Communication	3 Credits
MATH	1142	Intro to Respiratory Calculations	2 Credits
PSYC	2553	Lifespan Developmental Psychology	3 Credits

Credit Hours: 11

Minimum credit hours: 68

Humanities and Social Sciences

Art, AFA

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.

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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

ARTS	1503	Basic Drawing	3 Credits
ARTS	1513	Two Dimensional Design	3 Credits
ARTS	1603	Drawing II	3 Credits
ARTS	1813	Three Dimensional Design	3 Credits
ARTS	2613	Figure Drawing	3 Credits

Art electives choose three

ARTS	2513	Painting	3 Credits
ARTS	2523	Painting II	3 Credits
ARTS	2533	Ceramics I	3 Credits
ARTS	2713	Introduction to Sculpture	3 Credits
ARTS	2553	Photography	3 Credits
ARTS	2563	Photography II	3 Credits
ARTS	2573	Introduction to Printmaking	3 Credits

ARTS	2583	Color Photography	3 Credits
ARTS	2623	Figure Drawing II	3 Credits
ARTS	2643	Computer Art	3 Credits

Credit Hours: 24

In addition, a portfolio review is generally required by transfer institutions for studio courses in individual media.

Humanities

HIST	1513	Western Civilization to 1648 or	3 Credits
HIST	1533	Western Civilization 1648 to Present Humanities Course	3 Credits

ARTS 1553 may not transfer as a fine arts humanities elective. Humanities course cannot be from the list of ARTS courses below. View Humanities course options (yellow sheet).

Choose three

ARTS	1613	Survey of Art-Caves to Cathedrals	3 Credits
ARTS	1623	Survey of Art-Renaissance to Rococo	3 Credits
ARTS	1633	Survey of Art-1800 to Present	3 Credits
ARTS	1643	Non-Western Art	3 Credits

Credit Hours: 15

At some institutions, ARTS 1613, ARTS 1623, ARTS 1633 may not also meet general education requirements

Communications

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 9

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

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Mathematics

Choose one

MATH	1704	Contemporary Mathematics	4 Credits
MATH	1713	Finite Mathematics	3 Credits
MATH	1774	Statistics	4 Credits
MATH	1834	Calculus for Business & Social Science	4 Credits
MATH	2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Social and behavioral science

Social and Behavioral Science Courses	6 Credits
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Credit Hours: 6

Two courses from different prefixes. View Social and Behavioral Science course option (yellow sheet).

Minimum credit hours: 65

Plan of Study in English, AA

The following curriculum is designed to satisfy the basic lower division requirements for English majors at senior institutions. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major course

ENGL 2733 American Literature From 1865 3 Credits

Credit Hours: 3

Communications

COMM 1553 Introductory Speech 3 Credits

ENGL 1613 English I 3 Credits

ENGL 1623 English II 3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH 1704 Contemporary Mathematics 4 Credits

MATH 1713 Finite Mathematics 3 Credits

MATH 1774 Statistics 4 Credits

MATH 1834 Calculus for Business & Social Science 4 Credits

MATH 2515 Calculus & Analytic Geometry I 5 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course 3-4 Credits

Physical Science Course 3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses 9 Credits

Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

9 Credits

Credit Hours: 9

Three courses from at least two different prefixes. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives 23 Credits

Credit Hours: 23

Choose courses from any transfer-level elective (blue sheet) area. Appropriate electives have a first digit of 1 or 2 and second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. If appropriate to intended program, complete ENGL 1713 or ENGL 2813. Four semesters of college-courses in a single foreign language is required. In most cases, each year of high school foreign language may be substituted for one college semester. Courses to fulfill this requirement include: SPAN 1514, SPAN 1524, SPAN 2514, SPAN 2524, FREN 1514, FREN 1524, FREN 2513, FREN 2523, FREN 2625 (3 credit hours).

Minimum credit hours: 64

Plan of Study in History, AA

The following curriculum is designed to satisfy the basic lower division requirements for history majors at senior institutions. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

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 advisor.

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

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

HIST	1513	Western Civilization to 1648	3 Credits
HIST	1533	Western Civilization 1648 to Present	3 Credits
HIST	2513	History of the US to 1877	3 Credits
HIST	2523	History of the U.S. 1877 to Present	3 Credits

Credit Hours: 12

Communications

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH	1704	Contemporary Mathematics	4 Credits
MATH	1713	Finite Mathematics	3 Credits
MATH	1774	Statistics	4 Credits
MATH	1834	Calculus for Business & Social Science	4 Credits
MATH	2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses	9 Credits
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Credit Hours: 9

Three courses from at least two different prefixes. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives	14 Credits
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Credit Hours: 14

Choose courses from any transfer-level elective area. Appropriate electives have first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses.

Minimum credit hours: 64

Plan of Study in Mass Communication, AA

This curriculum is designed to satisfy the basic lower division requirement for mass communication 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. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

COMM 1673	Introduction to Mass Communication	3 Credits
JOUR 1653	Introduction to Journalism	3 Credits

Credit Hours: 6

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses

9 Credits

Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

9 Credits

Credit Hours: 9

Three courses from at least two different prefixes. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives

20 Credits

Credit Hours: 20

Choose courses from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses.

Minimum credit hours: 64

Plan of Study in Political Science, AA

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. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major course

PLSC	1513	American Government	3 Credits
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Credit Hours: 3

Communications

COMM	1553	Introductory Speech	3 Credits
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ENGL	1613	English I	3 Credits
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ENGL	1623	English II	3 Credits
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Credit Hours: 9

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

Mathematics

Choose one

MATH	1704	Contemporary Mathematics	4 Credits
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MATH	1713	Finite Mathematics	3 Credits
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MATH	1774	Statistics	4 Credits
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MATH	1834	Calculus for Business & Social Science	4 Credits
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MATH	2515	Calculus & Analytic Geometry I	5 Credits
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Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
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Physical Science Course	3-4 Credits
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Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

9 Credits

Credit Hours: 9

Three courses from at least two different prefixes. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives 23 Credits

Credit Hours: 23

Choose courses from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Note: A maximum of four (4) credit hours can come from physical education activity courses.

Minimum credit hours: 64

Plan of Study in Psychology, AA

The following curriculum is designed to satisfy the basic lower division requirements for psychology majors at senior institutions. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

PSYC	2513	Abnormal Psychology	3 Credits
PSYC	2773	Social Psychology	3 Credits

Credit Hours: 6

Communications

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH	1713	Finite Mathematics	3 Credits
MATH	1774	Statistics	4 Credits
MATH	1834	Calculus for Business & Social Science	4 Credits
MATH	2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

PSYC1813	Introduction to Psychology	3 Credits
Social and Behavioral Science Courses		6 Credits

Credit Hours: 9

Choose Social and Behavioral Science courses from at least two different prefixes. PSYC can be the prefix for one – but not both – courses. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives 20 Credits

Credit Hours: 20

Choose courses from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. IAI recommends no more than three psychology courses beyond PSYC 1813 or General Psychology at the two-year institution.

Minimum credit hours: 64

Plan of Study in Sociology, AA

The following curriculum is designed to satisfy the basic lower division requirements for sociology majors at senior institutions. If you have chosen a transfer institution, consult them to make course selections. Students are urged to first consult with an academic advisor and to continue to review their course selections and transfer plans with that advisor.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

SOCY 2523	Contemporary Social Problems	3 Credits
SOCY 2543	Racial and Ethnic Relations	3 Credits
SOCY 2553	Sociology of the Family	3 Credits

Credit Hours: 9

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and Behavioral Science

SOCY2513	Sociology	3 Credits
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Social and Behavioral Science Courses	6 Credits
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Credit Hours: 9

One course must have a prefix other than SOCY. ANTH 1713 is recommended. View Social and Behavioral Science course option (yellow sheet).

Electives

Electives	17 Credits
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Credit Hours: 17

Choose courses from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2, and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. 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: 64

Plan of Study in Visual Arts, AA

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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

ARTS 1623	Survey of Art-Renaissance to Rococo	3 Credits
ART S1633	Survey of Art-1800 to Present	3 Credits

Credit Hours: 6

Supplemental courses

ARTS 1503	Basic Drawing	3 Credits
ARTS 1513	Two Dimensional Design	3 Credits
ARTS 1603	Drawing II	3 Credits
ARTS 1813	Three Dimensional Design	3 Credits

Choose one

ARTS 2513	Painting	3 Credits
ARTS 2523	Painting II	3 Credits
ARTS 2533	Ceramics I	3 Credits
ARTS 2553	Photography	3 Credits
ARTS 2643	Computer Art	3 Credits
ARTS 2563	Photography II	3 Credits
ARTS 2573	Introduction to Printmaking	3 Credits
ARTS 2583	Color Photography	3 Credits
ARTS 2613	Figure Drawing	3 Credits
ARTS 2623	Figure Drawing II	3 Credits
ARTS 2713	Introduction to Sculpture	3 Credits

Credit Hours: 15

A portfolio review is generally required by transfer institutions for studio courses in individual media.

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 1704	Contemporary Mathematics	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

HUMS 1513	Introduction to Humanities	3 Credits
ARTS1613	Survey of Art-Caves to Cathedrals	3 Credits
	or	
ARTS 1643	Non-Western Art	3 Credits
HIST 1513	Western Civilization to 1648	3 Credits
	or	
HIST 1533	Western Civilization 1648 to Present	3 Credits
	Humanities Elective	3 Credits

Credit Hours: 12

View Humanities elective options (yellow sheet).

Regarding ARTS 1613 - Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended.

The following may not also be used to meet general education requirements at some institutions: ARTS 1613, HIST 1513, HIST 1533.

Social and behavioral science

PLSC 1513	American Government	3 Credits
	Social and Behavioral Science Courses	6 Credits

Credit Hours: 9

View Social and Behavioral Science course option (yellow sheet). One course must have a prefix other than PLSC.

Elective

Elective	2 Credits
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Credit Hours: 2

Choose 2 credit hours from any transfer-level elective area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number.

Minimum credit hours: 64

Industrial and Manufacturing Technologies

Air Conditioning and Refrigeration: Domestic Refrigeration Track, AAS

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.

Program Requirements

Major Courses

AIRC	1014	Fundamentals of Air Conditioning	4 Credits
AIRC	1023	Controls and Circuitry for HVAC	3 Credits
AIRC	1114	Domestic Refrigeration	4 Credits
AIRC	1124	Commercial Refrigeration	4 Credits
AIRC	1214	Heating Plants	4 Credits
AIRC	1222	Heat Pumps	2 Credits
AIRC	1313	Air Handling	3 Credits
AIRC	1422	Installation Skills	2 Credits
AIRC	2222	Geothermal Systems	2 Credits
COGT	2114	AutoCAD I	4 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ENGY	1102	Customer Relations	2 Credits

Credit Hours: 52

General Education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
ENGL	1613	English I	3 Credits
MATH	1103	Technical Mathematics	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

A higher level English course(s) can be substituted for COMM 1603 and/or ENGL 1613.

A higher level mathematics course can be substituted.

Minimum credit hours: 68

HVAC/R Service, Advanced Certificate

AIRC.CRT.V76

Upon completion of the program, the graduate is prepared for employment in the air conditioning, refrigeration, and heating service field.

Program Requirements

Major Courses

AIRC	1014	Fundamentals of Air Conditioning	4 Credits
AIRC	1023	Controls and Circuitry for HVAC	3 Credits
AIRC	1114	Domestic Refrigeration	4 Credits
AIRC	1124	Commercial Refrigeration	4 Credits
AIRC	1214	Heating Plants	4 Credits
AIRC	1222	Heat Pumps	2 Credits
AIRC	1313	Air Handling	3 Credits
AIRC	1422	Installation Skills	2 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits

Minimum credit hours: 38

Air Conditioning and Refrigeration: Commercial Refrigeration Track, AAS

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.

Program Requirements

Major Courses

AIRC	1014	Fundamentals of Air Conditioning	4 Credits
AIRC	1114	Domestic Refrigeration	4 Credits
AIRC	1124	Commercial Refrigeration	4 Credits
AIRC	1214	Heating Plants	4 Credits
AIRC	1313	Air Handling	3 Credits
COGT	2114	AutoCAD I	4 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ELTR	2444	Programmable Controllers	4 Credits
ELTR	2454	Industrial Instrumentation	4 Credits
ELTR	2464	Process Control	4 Credits

Credit Hours: 49

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
ENGL	1613	English I	3 Credits
MATH	1103	Technical Mathematics	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

A higher level English course(s) can be substituted for COMM 1603 and/or ENGL 1613.

A higher level mathematics course can be substituted.

Minimum credit hours: 65

Air Conditioning and Refrigeration: Energy Audit Track, AAS

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.

Program Requirements

Major Courses

AIRC	1014	Fundamentals of Air Conditioning	4 Credits
AIRC	1214	Heating Plants	4 Credits
AIRC	1222	Heat Pumps	2 Credits
AIRC	1313	Air Handling	3 Credits
AIRC	2222	Geothermal Systems	2 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ENGY	1013	Intro to Energy Auditing	3 Credits
ENGY	1102	Customer Relations	2 Credits
ENGY	1203	Mechanical & Envelope Evaluation	3 Credits
ENGY	2103	Indoor Air Analysis	3 Credits
ENGY	2203	Building & Energy Analysis	3 Credits

Choose two

AIRC	1023	Controls and Circuitry for HVAC	3 Credits
CNST	1423	Construction Materials and Methods	3 Credits
COGT	2114	AutoCAD I	4 Credits
ELTR	2414	Industrial Motor Control	4 Credits

Credit Hours: 48-50

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
ENGL	1613	English I	3 Credits
MATH	1103	Technical Mathematics	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

Higher level English and/or mathematics course(s) may be substituted.

Minimum credit hours: 64

Energy Audit, Advanced Certificate

AIRC.CRT.V77

Upon completion of the program, the graduate is prepared for employment in the air conditioning, refrigeration, and heating service field.

Program Requirements

Major Courses

AIRC 1014	Fundamentals of Air Conditioning	4 Credits
AIRC 1214	Heating Plants	4 Credits
AIRC 1313	Air Handling	3 Credits
AIRC 2222	Geothermal Systems	2 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 2074	DC & AC Rotating Machines	4 Credits
ENGY 1013	Intro to Energy Auditing	3 Credits
ENGY 1102	Customer Relations	2 Credits
ENGY 1203	Mechanical & Envelope Evaluation	3 Credits
ENGY 2103	Indoor Air Analysis	3 Credits
ENGY 2203	Building & Energy Analysis	3 Credits

Minimum credit hours: 35

Air-Conditioning and Refrigeration, Certificates

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.

Air-Conditioning and Refrigeration

Curriculum code: V76A

AIRC 1014	Fundamentals of Air Conditioning	4 Credits
AIRC 1114	Domestic Refrigeration	4 Credits
AIRC 1124	Commercial Refrigeration	4 Credits

General Technician

Curriculum code: V76B

AIRC 1014	Fundamentals of Air Conditioning	4 Credits
AIRC 1124	Commercial Refrigeration	4 Credits
AIRC 1214	Heating Plants	4 Credits

Heating Systems

Curriculum code: V76C

AIRC 1014	Fundamentals of Air Conditioning	4 Credits
AIRC 1214	Heating Plants	4 Credits
AIRC 1222	Heat Pumps	2 Credits
AIRC 2222	Geothermal Systems	2 Credits

Energy Audit Air Flow

Curriculum code: V77A

AIRC 1313	Air Handling	3 Credits
ENGY 1013	Intro to Energy Auditing	3 Credits
ENGY 1203	Mechanical & Envelope Evaluation	3 Credits
ENGY 2203	Building & Energy Analysis	3 Credits

Energy Audit

Curriculum code: V77B

ENGY 1013	Intro to Energy Auditing	3 Credits
ENGY 1203	Mechanical & Envelope Evaluation	3 Credits
ENGY 2203	Building & Energy Analysis	3 Credits

Automotive Technology, AAS

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.

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.

Program Requirements

Major Courses

AUTO 1021	Service Shop Operations I	1 Credit
AUTO 1064	Internal Combustion Engines	4 Credits
AUTO 1073	Ignition & Electrical Systems I	3 Credits
AUTO 1123	Ignition & Electrical Systems II	3 Credits
AUTO 1143	Brakes	3 Credits
AUTO 1213	Manual Transmissions & Driveline	3 Credits
AUTO 1223	Automatic Transmissions	3 Credits
AUTO 2013	Computerized Engine Controls I	3 Credits
AUTO 2206	Engine Diagnosis & Overhaul	6 Credits
AUTO 2233	Heating & Air Conditioning	3 Credits
AUTO 2243	Alignment, Steering & Suspension	3 Credits
AUTO 2252	Service Shop Operations II	2 Credits
COGT 2114	AutoCAD I	4 Credits
COSC 1513	Introduction to Information Processing	3 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits

Credit Hours: 48

General education

COMM 1603	Business Communication	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
PSCI 1114	Applied Technical Science	4 Credits
SOCY 2513	Sociology	3 Credits

Credit Hours: 16

A higher level mathematics course can be substituted.

Higher level English course(s) may be substituted for COMM 1603 and/or ENGL 1613.

Minimum credit hours: 64

Automotive Technology Advanced Certificate

Upon completion of this program, the graduate is prepared for entry-level employment in the automotive repair and maintenance field.

Program Requirements

Major Courses

AUTO 1064	Internal Combustion Engines	4 Credits
AUTO 1073	Ignition & Electrical Systems I	3 Credits
AUTO 1123	Ignition & Electrical Systems II	3 Credits
AUTO 1143	Brakes	3 Credits
AUTO 1213	Manual Transmissions & Driveline	3 Credits
AUTO 1223	Automatic Transmissions	3 Credits
AUTO 2013	Computerized Engine Controls I	3 Credits
AUTO 2206	Engine Diagnosis & Overhaul	6 Credits
AUTO 2233	Heating & Air Conditioning	3 Credits
AUTO 2243	Alignment, Steering & Suspension	3 Credits

Minimum credit hours: 34

Automotive Technology, Certificates

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.

Advanced Drivetrains/ Powertrains

Curriculum code: C81D

AUTO 1064	Internal Combustion Engines	4 Credits
AUTO 1213	Manual Transmissions & Driveline	3 Credits
AUTO 1223	Automatic Transmissions	3 Credits
AUTO 2206	Engine Diagnosis & Overhaul	6 Credits
MCHN 1214	Machine Tool I	4 Credits

Credit Hours: 20

Automotive Heating and Air Conditioning

Curriculum code: C81A

AUTO 2233	Heating & Air Conditioning	3 Credits
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Brakes & Alignment

Curriculum code: C81B

AUTO 1143	Brakes	3 Credits
AUTO 2243	Alignment, Steering & Suspension	3 Credits

Drivelines

Curriculum code: C81C

AUTO 1213	Manual Transmissions & Driveline	3 Credits
AUTO 1223	Automatic Transmissions	3 Credits

Plan of Study in Aviation, AA

The following curriculum is designed to satisfy the basic lower division requirements for aviation majors at senior institutions. If you have chosen a transfer institution, consult them to make course selections. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

AVIA	1413	Private Pilot I	3 Credits
AVIA	1423	Private Pilot II	3 Credits
AVIA	1434	Instrument Aircraft Rating	4 Credits
AVIA	1444	Commercial Aircraft Rating	4 Credits

Credit Hours: 14

Communications

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

Choose one

MATH	1713	Finite Mathematics	3 Credits
MATH	1704	Contemporary Mathematics	4 Credits
MATH	1834	Calculus for Business & Social Science	4 Credits

Credit Hours: 3-5

Life Sciences and Physical Sciences

Life Science Course	3-4 Credits
Physical Science Course	3-4 Credits

Credit Hours: 7

At least one course must be designated as a laboratory course. View Life Science and Physical Science course options (yellow sheet).

Humanities

Humanities Courses	9 Credits
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Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

ECON	1553	Principles of Macroeconomics	3 Credits
ECON	1563	Principles of Microeconomics	3 Credits
Social and Behavioral Science Course			3 Credits

Credit Hours: 9

View Social and behavioral science course options (blue sheet).

Electives

Electives	12 Credits
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Credit Hours: 12

Choose courses from any transfer-level elective (blue sheet) area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

Minimum credit hours: 64

Electrical Engineering Technology: Industrial Electrical Technology Track, AAS

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 Electrical Technology take the same common core of freshman-level courses; then develop skills in the specialization area of Industrial Electrical Technology. KCC offers three other Electrical Technology specialization tracks: 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 Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1043	Semiconductor Electronics	3 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2303	Electrical Installation Skills II	3 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ELTR	2444	Programmable Controllers	4 Credits
ELTR	2474	Advanced Programmable Controllers	4 Credits
AIRC	1422	Installation Skills	2 Credits
Technical Elective 2-4 Credits			

Credit Hours: 49

Choose the Technology course from the Technical Electives (blue sheet) list.

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
MATH	1103	Technical Mathematics	3 Credits
MATH	1133	Technical Math for Electrical Circuitry	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

A higher level English course(s) can be substituted for ENGL 1613 and/or BSNS 1603.

A higher level mathematics course can be substituted.

Minimum credit hours: 65

Electrical Engineering Technology: Industrial Instrumentation and Process Control Track, AAS

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 Electrical Technology take the same common core of freshman-level courses; then develop skills in the specialization area of Industrial Instrumentation and Process Control. KCC offers three other Electrical Technology specialization tracks: Industrial Electrical Technology, 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 Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1043	Semiconductor Electronics	3 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2303	Electrical Installation Skills II	3 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ELTR	2444	Programmable Controllers	4 Credits
ELTR	2454	Industrial Instrumentation	4 Credits
ELTR	2464	Process Control	4 Credits
ELTR	2474	Advanced Programmable Controllers	4 Credits
AIRC	1422	Installation Skills	2 Credits
Technical Elective 2-4 Credits			

Credit Hours: 53

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
MATH	1103	Technical Mathematics	3 Credits
MATH	1133	Technical Math for Electrical Circuitry	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

A higher level English course(s) can be substituted for ENGL 1613 and/or BSNS 1603.

A higher level mathematics course can be substituted.

Minimum credit hours: 69

Electrical Engineering Technology: Industrial Machinery Maintenance Track, AAS

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 Electrical Technology take the same common core of freshman-level courses; then develop skills in the specialization area of Industrial Machinery Maintenance. KCC offers three other Electrical Technology specialization tracks: Industrial Electrical Technology, Industrial Instrumentation and Process Control 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 Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2303	Electrical Installation Skills II	3 Credits
ELTR	2414	Industrial Motor Control	4 Credits
AIRC	1014	Fundamentals of Air Conditioning	4 Credits
AIRC	1422	Installation Skills	2 Credits
MCHN	1214	Machine Tool I	4 Credits
WELD	1114	Basic Welding	4 Credits
WELD	2124	Tungsten Inert Gas Welding	4 Credits
WELD	2224	Metallic Inert Gas Welding	4 Credits

Credit Hours: 52

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
MATH	1103	Technical Mathematics	3 Credits
MATH	1133	Technical Math for Electrical Circuitry	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

A higher level English course(s) can be substituted for ENGL 1613 and/or BSNS 1603.

A higher level mathematics course can be substituted.

Minimum credit hours: 68

Electrical Engineering Tech: Renewable Energy Technology Track, AAS

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 Electrical Technology take the same common core of freshman-level courses; then develop skills in the specialization area of Renewable Energy Technology.

KCC offers three other Electrical Technology specialization tracks: Industrial Electrical Technology, Industrial Instrumentation and Process Control, and Industrial Machinery Maintenance. 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 Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1043	Semiconductor Electronics	3 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2314	Introduction to Solar-Thermal Technology	4 Credits
ELTR	2324	Introduction to Small-Wind Technology	4 Credits
ELTR	2334	Intro to Solar-Photovoltaic Tech	4 Credits
ELTR	2343	Advanced Photovoltaic Installation	3 Credits
ELTR	2353	Solar Operations & Maintenance	3 Credits
COGT	2114	AutoCAD I	4 Credits

Credit Hours: 52

General education

COMM	1603	Business Communication	3 Credits
ELTR	1503	Survey of Renewable Energy	3 Credits
MATH	1103	Technical Mathematics	3 Credits
MATH	1133	Technical Math for Electrical Circuitry	3 Credits
PSCI	1114	Applied Technical Science	4 Credits

Credit Hours: 16

A higher level English course(s) can be substituted for COMM 1603 and/or ENGL 1613.

A higher level mathematics course can be substituted.

Minimum credit hours: 68

Industrial Electrical Engineering Technology, Advanced Certificate

ELTR.CRT.C87

Upon completion of this program, the graduate is technically prepared for entry into the areas of electrical maintenance and repair.

Program Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1043	Semiconductor Electronics	3 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2303	Electrical Installation Skills II	3 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ELTR	2444	Programmable Controllers	4 Credits
ELTR	2474	Advanced Programmable Controllers	4 Credits

Minimum credit hours: 45

Instrumentation and Process Control, Advanced Certificate

ELTR.CRT.V50

Upon completion of this program, the graduate is technically prepared for entry into the areas of industrial instrumentation and process control.

Program Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2303	Electrical Installation Skills II	3 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ELTR	2444	Programmable Controllers	4 Credits
ELTR	2454	Industrial Instrumentation	4 Credits
ELTR	2464	Process Control	4 Credits
ELTR	2474	Advanced Programmable Controllers	4 Credits

Minimum credit hours: 42

Electronic Technician, Certificate

Curriculum code: C39D

Program Requirements

Major Courses

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1023	Basic Circuit Analysis	3 Credits
ELTR	1043	Semiconductor Electronics	3 Credits
ELTR	1113	Digital Fundamentals	3 Credits
ELTR	1402	Industrial Safety	2 Credits

Minimum credit hours: 15

Electrical Engineering Technology, Certificates

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.

Industrial Motor Control

Curriculum code: C87A

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2074	DC & AC Rotating Machines	4 Credits
ELTR	2414	Industrial Motor Control	4 Credits

Pneumatic and Hydraulic Power

Curriculum code: C32A

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1073	Hydraulic Systems	3 Credits
ELTR	1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2414	Industrial Motor Control	4 Credits
MCHN	1214	Machine Tool I	4 Credits

Programmable Logic Controllers

Curriculum code: C87B

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2414	Industrial Motor Control	4 Credits
ELTR	2444	Programmable Controllers	4 Credits
ELTR	2474	Advanced Programmable Controllers	4 Credits

Residential and Industrial Wiring

Curriculum code: C87C

ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1174	Natl Electric Code & Wiring Methods	4 Credits
ELTR	1302	Electrical Installation Skills I	2 Credits
ELTR	1402	Industrial Safety	2 Credits
ELTR	2414	Industrial Motor Control	4 Credits

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.

Program Requirements

Major Courses

MCHN 1214	Machine Tool I	4 Credits
MCHN 1224	Machine Tool II	4 Credits
MCHN 1234	Machine Tool III	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 2314	Fund of CNC Machining & Programming	4 Credits
COGT 2114	AutoCAD I	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits

Credit hours: 24

General education

MATH 1103	Technical Mathematics	3 Credits
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Credit hours: 3

Elective

Welding Electives	4 Credits
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Credit hours: 4

Choose courses with a WELD prefix.

Minimum credit hours: 34

Manufacturing Technology: Industrial Maintenance Specialization, AAS

MAFT.AAS.V62

The Manufacturing Technology: Industrial Maintenance Specialization is designed to prepare students to construct, install, maintain, troubleshoot, and repair electrical circuits and systems in the manufacturing setting. This program is designed to develop practical skills in drafting, welding, troubleshooting and repairing electrical circuits, precision measurement, welding and machine tool. Basic knowledge, fundamental skills and industry standards will be emphasized. Students are required to purchase a minimum set of components and/or tools for some courses.

The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Students can finish a number of short-term training certificates as they progress through the program, and can join the program at multiple points, depending on assessment results and educational goals. To be successful in the Industrial Maintenance Specialization, students should first complete the Manufacturing Production Certificate.

This program was created as part of the Illinois Network for Advanced Manufacturing, which includes 21 Illinois community colleges.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 2074	DC & AC Rotating Machines	4 Credits
ELTR 2414	Industrial Motor Control	4 Credits
ELTR 2444	Programmable Controllers	4 Credits
MCHN 1214	Machine Tool I	4 Credits
MCHN 1224	Machine Tool II	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1452	Lubrication	2 Credits
WELD 1114	Basic Welding	4 Credits

Credit Hours: 42

General education

COMM 1553	Introductory Speech	3 Credits
	or	
COMM 1603	Business Communication	3 Credits
BSNS 2423	Internship Experience	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
	General Education Course	3 Credits
	Technical Elective 6 Credits	

Credit Hours: 21

Higher level English and/or mathematics course(s) can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (blue sheet).

Choose the Technology course from the Technical Electives (blue sheet) list.

Minimum credit hours: 63

Manufacturing Industrial Maintenance II, Advanced Certificate

MAFT.CRT.V65

The Manufacturing Industrial Maintenance II Advanced Certificate is designed to develop within the student practical skills in drafting, welding, troubleshooting and repairing electrical circuits, precision measurement, welding and machine tool. Such industrial maintenance positions include, but are not limited to: industrial maintenance technician trainee, industrial maintenance service technician trainee and industrial maintenance PLC technician trainee. Students are required to purchase a minimum set of components and/or tools in some courses. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 2074	DC & AC Rotating Machines	4 Credits
ELTR 2414	Industrial Motor Control	4 Credits
ELTR 2444	Programmable Controllers	4 Credits
MCHN 1214	Machine Tool I	4 Credits
MCHN 1224	Machine Tool II	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1452	Lubrication	2 Credits
WELD 1114	Basic Welding	4 Credits

Credit hours: 42

General education

MATH 1103	Technical Mathematics	3 Credits
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Credit hours: 3

A higher level mathematics course can be substituted.

Minimum credit hours: 45

Intermediate Manufacturing Industrial Maintenance, Certificate

MAFT.CRT.V69

The Intermediate Manufacturing Industrial Maintenance Certificate is designed to develop within the student practical skills in drafting, welding, troubleshooting and repairing electrical circuits, precision measurement, welding and machine tool for an entry-level position in the industrial manufacturing industry. Industrial maintenance positions include, but are not limited to: industrial maintenance technician trainee, industrial maintenance service technician trainee and industrial maintenance PLC technician trainee. Students are required to purchase a minimum set of components and/or tools in some courses.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MCHN 1214	Machine Tool I	4 Credits
MCHN 1224	Machine Tool II	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1452	Lubrication	2 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 2074	DC & AC Rotating Machines	4 Credits
ELTR 2414	Industrial Motor Control	4 Credits
ELTR 2444	Programmable Controllers	4 Credits
WELD 1114	Basic Welding	4 Credits

Minimum credit hours: 31

Manufacturing Industrial Maintenance I, Certificate

MAFT.CRT.V65A

The Manufacturing Industrial Maintenance I Certificate curriculum is designed to develop within the student practical skills in troubleshooting, precision measurement, lathe operations, milling and basic welding. Such industrial maintenance positions include, but are not limited to: industrial maintenance technician trainee and industrial maintenance service technician trainee. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MAFT	1112	Intro to Manufacturing and Safety	2 Credits
MAFT	1222	Quality and Measurement	2 Credits
MAFT	1232	Manufacturing Processes	2 Credits
MAFT	1312	Intro to Manufacturing Maintenance	2 Credits
MAFT	1323	Lean and Quality Overview	3 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
MATH	1103	Technical Mathematics	3 Credits
MCHN	1214	Machine Tool I	4 Credits
MCHN	1311	Precision Measurement	1 Credit
WELD	1114	Basic Welding	4 Credits

A higher level mathematics course can be substituted.

Minimum credit hours: 27

Basic Manufacturing Industrial Maintenance, Certificate

MAFT.MCRT.V65B

The Basic Manufacturing Industrial Maintenance Certificate is designed to develop within the student practical skills in troubleshooting, precision measurement, lathe operations, milling and basic welding for an entry-level position in industrial manufacturing industry. Industrial maintenance entry-level jobs include, but are not limited to: industrial maintenance technician trainee and industrial maintenance service technician trainee.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MCHN	1214	Machine Tool I	4 Credits
MCHN	1311	Precision Measurement	1 Credit
ELTR	1004	Fundamentals of Electricity	4 Credits
WELD	1114	Basic Welding	4 Credits

Minimum credit hours: 13

Basic Manufacturing Industrial Maintenance, Certificate

MAFT.MCRT.V65B

The Basic Manufacturing Industrial Maintenance Certificate is designed to develop within the student practical skills in troubleshooting, precision measurement, lathe operations, milling and basic welding for an entry-level position in industrial manufacturing industry. Industrial maintenance entry-level jobs include, but are not limited to: industrial maintenance technician trainee and industrial maintenance service technician trainee.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MCHN 1214	Machine Tool I	4 Credits
MCHN 1311	Precision Measurement	1 Credit
ELTR 1004	Fundamentals of Electricity	4 Credits
WELD 1114	Basic Welding	4 Credits

Minimum credit hours: 13

Manufacturing Production, Certificate

MAFT.MCRT.V62A

The Manufacturing Production Certificate is designed to build the core competencies of manufacturing production, technical math skills, and lean and quality management. This curriculum is incorporated into other manufacturing certificates, and also prepares students for internships and entry-level positions in manufacturing. This program will stress Manufacturing Skill Standards Council (MSSC) criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MATH 1103	Technical Mathematics	3 Credits

A higher level mathematics course can be substituted.

Minimum credit hours: 14

Process Technology Solutions, Certificate

MAFT.MCRT.V62C

The Process Technology Solutions Certificate is designed to meet the needs of students entering into the Manufacturing Technology career field focused on Process Technology, as well as those students looking to update their career skills.

Program Requirements

Major Courses

PTEC 1302	Intro to Process Technology	2 Credits
PTEC 1303	Process Technology Equipment I	3 Credits
PTEC 1312	Safety, Health & Environment	2 Credits
PTEC 1422	Process Quality	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
ELTR 1402	Industrial Safety	2 Credits

Minimum credit hours: 14

Manufacturing Technology: Machine Tool Specialization, AAS

MAFT.AAS.V62

The Manufacturing Technology: Machine Tool specialization is designed to provide the student with fundamental procedures for intermediate and advanced milling machine maintenance, operation, and safety procedures in manufacturing. The student will develop practical skills in drafting, metallurgy, fabrication, drilling, lathe operations, and milling. Students will learn in the classroom and lab/machine shop.

The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Students can finish a number of short-term training certificates as they progress through the program, and can join the program at multiple points, depending on assessment results and educational goals. To be successful in the Machine Tool specialization, students should first complete the Manufacturing Production Certificate.

This program was created as part of the Illinois Network for Advanced Manufacturing, which includes 21 Illinois community colleges.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MCHN 1214	Machine Tool I	4 Credits
MCHN 1224	Machine Tool II	4 Credits
MCHN 1234	Machine Tool III	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1323	Fabrication	3 Credits
MCHN 1432	Millwright	2 Credits
MCHN 1442	Rigging	2 Credits
MCHN 2314	Fund of CNC Machining & Programming	4 Credits
COGT 2114	AutoCAD I	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits

Credit Hours: 42

General education

COMM 1553	Introductory Speech	3 Credits
or		
COMM 1603	Business Communication	3 Credits
BSNS 2423	Internship Experience	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
General Education Course		3 Credits
Technical Elective		6 Credits

Credit Hours: 21

Higher level English and/or mathematics course(s) can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (blue sheet).

Choose the Technology Course from the Technology Electives (blue sheet) list.

Minimum credit hours: 63

Manufacturing Machine Tool II, Advanced Certificate

MAFT.CRT.V64

The Manufacturing Technology: Machine Tool II curriculum is designed to develop practical skills in drafting, metallurgy, fabrication, drilling, lathe operations, and milling. Such entry-level industrial maintenance positions include, but are not limited to: machine operator, tool and die maker, CNC operator and machinist. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the MSSC.

Program Requirements

Major Courses

MAFT	1112	Intro to Manufacturing and Safety	2 Credits
MAFT	1222	Quality and Measurement	2 Credits
MAFT	1232	Manufacturing Processes	2 Credits
MAFT	1312	Intro to Manufacturing Maintenance	2 Credits
MAFT	1323	Lean and Quality Overview	3 Credits
MCHN	1214	Machine Tool I	4 Credits
MCHN	1224	Machine Tool II	4 Credits
MCHN	1234	Machine Tool III	4 Credits
MCHN	1311	Precision Measurement	1 Credit
MCHN	1323	Fabrication	3 Credits
MCHN	1432	Millwright	2 Credits
MCHN	1442	Rigging	2 Credits
MCHN	2314	Fund of CNC Machining & Programming	4 Credits
COGT	2114	AutoCAD I	4 Credits
MATH	1103	Technical Mathematics	3 Credits
WELD	1263	Metallurgy & Heat Treatment	3 Credits

A higher level mathematics course can be substituted.

Minimum credit hours: 45

Intermediate Manufacturing Machine Tool, Certificate

MAFT.CRT.V68

The Intermediate Manufacturing Machine Tool Certificate curriculum is designed to develop within the student practical skills in drafting, metallurgy, fabrication, drilling, lathe operations, and milling for an entry-level position in the manufacturing machine tool industry. Entry-level industrial maintenance positions include, but are not limited to: machine operator, tool and die maker, CNC operator and machinist.

Program Requirements

Major Courses

MCHN	1214	Machine Tool I	4 Credits
MCHN	1224	Machine Tool II	4 Credits
MCHN	1234	Machine Tool III	4 Credits
MCHN	1311	Precision Measurement	1 Credit
MCHN	1323	Fabrication	3 Credits
MCHN	1432	Millwright	2 Credits
MCHN	1442	Rigging	2 Credits
MCHN	2314	Fund of CNC Machining & Programming	4 Credits
COGT	2114	AutoCAD I	4 Credits
WELD	1263	Metallurgy & Heat Treatment	3 Credits

Minimum credit hours: 31

Manufacturing Technology: Machine Tool I, Certificate

MAFT.MCRT.V64A

The Manufacturing Technology: Machine Tool I certificate is designed to develop within the student practical skills in precision measurement, drafting, lathe operations, and milling. Such entry-level industrial maintenance positions include, but are not limited to: machine operator trainee, tool and die maker trainee, machinist trainee. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MAFT	1112	Intro to Manufacturing and Safety	2 Credits
MAFT	1222	Quality and Measurement	2 Credits
MAFT	1232	Manufacturing Processes	2 Credits
MAFT	1312	Intro to Manufacturing Maintenance	2 Credits
MAFT	1323	Lean and Quality Overview	3 Credits
COGT	2114	AutoCAD I	4 Credits
MATH	1103	Technical Mathematics	3 Credits
MCHN	1214	Machine Tool I	4 Credits
MCHN	1224	Machine Tool II	4 Credits
MCHN	1311	Precision Measurement	1 Credit

A higher level mathematics course can be substituted.

Minimum credit hours: 27

Basic Manufacturing Machine Tool Certificate

MAFT.MCRT.V64B

The Basic Manufacturing Machine Tool Certificate is designed to develop within the student practical skills in precision measurement, drafting, lathe operations, and milling for an entry-level position in the manufacturing machine tool industry. Entry-level industrial maintenance job positions include, but are not limited to: machine operator trainee, tool and die maker trainee, and machinist trainee.

Program Requirements

Major Courses

MCHN	1214	Machine Tool I	4 Credits
MCHN	1224	Machine Tool II	4 Credits
MCHN	1311	Precision Measurement	1 Credit
COGT	2114	AutoCAD I	4 Credits

Minimum credit hours: 13

Manufacturing Technology: Transportation/Warehousing/ Distribution/Logistics (TWDL) Specialization, AAS

MAFT.AAS.V62

Through general education and core courses, the Manufacturing Technology: Transportation/Warehousing /Distribution /Logistics (TWDL) Specialization is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems. The curriculum also includes practical skills in rigging, forklift operation, lubrication, and computer programs.

The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Students can finish a number of short-term training certificates as they progress through the program, and can join the program at multiple points, depending on assessment results and educational goals. To be successful in the Transportation/Warehousing/Distribution/Logistics (TWDL) Specialization, students should first complete the Manufacturing Logistics Certificate.

This program was created as part of the Illinois Network for Advanced Manufacturing, which includes 21 Illinois community colleges.

Additional Program Information

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

TWDL 1003	Transportation & Physical Distribution	3 Credits
TWDL 1103	Introduction to Supply Chain Management	3 Credits
TWDL 1113	Certified Logistics Associate	3 Credits
TWDL 1203	Introduction to Import/Export	3 Credits
TWDL 1223	Certified Logistics Technician	3 Credits
TWDL 1303	Principles of Operations Management	3 Credits
TWDL 1402	Transportation & Cargo Security	2 Credits
BSNS 1553	Introduction to Business	3 Credits

COSC 1372	Excel	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
ELTR 1402	Industrial Safety	2 Credits
MAFT 1102	Manufacturing Forklift	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MCHN 1442	Rigging	2 Credits
MCHN 1452	Lubrication	2 Credits

Credit Hours: 39

General education

COMM 1553	Introductory Speech or	3 Credits
COMM 1603	Business Communication	3 Credits
BSNS 2423	Internship Experience	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
SPAN 1503	Basic Spanish	3 Credits
General Education Course		3 Credits
Technical Elective		6 Credits

Credit Hours: 24

Higher level English and/or mathematics course(s) can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (blue sheet).

Choose the Technology course from the Technology Electives list.

Minimum credit hours: 63

Manufacturing Transportation, Warehousing, Distribution and Logistics II, Advanced Certificate

MAFT.CRT.V66

The Manufacturing Transportation/Warehousing/Distribution/Logistics Specialization Advanced Certificate is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems. Such supply chain and transportation entry-level positions include, but are not limited to: analyst, management trainee and first line supervisor. The curriculum also includes practical skills in rigging, forklift operation, lubrication, and computer programs.

The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Additional Program Information

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

TWDL 1003	Transportation & Physical Distribution	3 Credits
TWDL 1103	Introduction to Supply Chain Management	3 Credits
TWDL 1113	Certified Logistics Associate	3 Credits
TWDL 1203	Introduction to Import/Export	3 Credits
TWDL 1223	Certified Logistics Technician	3 Credits
TWDL 1303	Principles of Operations Management	3 Credits
TWDL 1402	Transportation & Cargo Security	2 Credits
BSNS 1553	Introduction to Business	3 Credits
COSC 1372	Excel	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
ELTR 1402	Industrial Safety	2 Credits
MAFT 1102	Manufacturing Forklift	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MATH 1103	Technical Mathematics	3 Credits
MCHN 1442	Rigging	2 Credits
MCHN 1452	Lubrication	2 Credits
SPAN 1503	Basic Spanish	3 Credits

A higher level mathematics course can be substituted.

Minimum credit hours: 45

Intermediate Manufacturing TWDL, Certificate

MAFT.CRT.V70

The Intermediate Manufacturing Transportation/Warehousing/Distribution/Logistics (TWDL) Certificate is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems with practical skills in rigging, forklift operation, lubrication, and computer programs for an entry-level position in the Manufacturing TWDL industry. Supply chain and transportation entry-level positions include, but are not limited to: analyst trainee, management trainee, and first line supervisor trainee.

Program Requirements

Major Courses

TWDL 1003	Transportation & Physical Distribution	3 Credits
TWDL 1103	Introduction to Supply Chain Management	3 Credits
TWDL 1203	Introduction to Import/Export	3 Credits
TWDL 1303	Principles of Operations Management	3 Credits
TWDL 1402	Transportation & Cargo Security	2 Credits
BSNS 1553	Introduction to Business	3 Credits
COSC 1372	Excel	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
MAFT 1102	Manufacturing Forklift	2 Credits
MCHN 1442	Rigging	2 Credits
MCHN 1452	Lubrication	2 Credits
SPAN 1503	Basic Spanish	3 Credits

Minimum credit hours: 31

Manufacturing Transportation, Warehousing, Distribution and Logistics I, Certificate

MAFT.MCRT.V66A

The Transportation/Warehousing/Distribution/Logistics Specialization curriculum is designed to provide the student with the fundamental theories of transportation and distribution in the manufacturing industry. The course work is specific to the entry-level jobs. Transportation and distribution entry-level positions include, but are not limited to: customer service, sales, pricing, and loading dock supervisor trainee. This program will build the core competencies of manufacturing logistics through the Manufacturing Skill Standards Council (MSSC). Students who successfully pass the two assessments will be recognized as a Certified Logistics Technician (CLT) by the MSSC. The curriculum is also designed to develop practical skills in forklift operations.

Additional program information

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

TWDL 1003	Transportation & Physical Distribution	3 Credits
TWDL 1113	Certified Logistics Associate	3 Credits
TWDL 1223	Certified Logistics Technician	3 Credits
COSC 1372	Excel	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
ELTR 1402	Industrial Safety	2 Credits
MAFT 1102	Manufacturing Forklift	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MATH 1103	Technical Mathematics	3 Credits
SPAN 1503	Basic Spanish	3 Credits

A higher level mathematics course can be substituted.

Minimum credit hours: 27

Basic Manufacturing TWDL, Certificate

MAFT.MCRT.V66B

The Basic Transportation/Warehousing/Distribution/Logistics (TWDL) Certificate is designed to provide the student with the fundamental theories of transportation and distribution for an entry-level position in the Manufacturing TWDL industry. Transportation and distribution entry-level positions include, but are not limited to: customer service trainee, sales trainee and loading dock trainee.

Program Requirements

Major Courses

TWDL 1003	Transportation & Physical Distribution	3 Credits
COSC 1372	Excel	2 Credits
COSC 1513	Introduction to Information Processing	3 Credits
MAFT 1102	Manufacturing Forklift	2 Credits
SPAN 1503	Basic Spanish	3 Credits

Minimum credit hours: 13

Manufacturing Logistics, Certificate

MAFT.MCRT.V62B

The Manufacturing Logistics Certificate is designed to build the core competencies of manufacturing logistics, technical math skills, lean and quality management, and industrial safety. The curriculum is designed to prepare students for additional manufacturing logistics certificates, prepare students for internships, and prepare students for entry-level positions in logistics in the manufacturing industry. The Manufacturing Logistics Certificate curriculum is designed to develop within the student the core competencies of manufacturing logistics through the Manufacturing Skill Standards Council (MSSC). Students who successfully pass the two assessments will be recognized as a Logistics Technician (CPT) by the MSSC.

Additional Program Information

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MAFT 1323	Lean and Quality Overview	3 Credits
TWDL 1113	Certified Logistics Associate	3 Credits
TWDL 1223	Certified Logistics Technician	3 Credits
MATH 1103	Technical Mathematics	3 Credits
ELTR 1402	Industrial Safety	2 Credits

A higher level mathematics course can be substituted.

Minimum credit hours: 14

Manufacturing Technology: Welding Specialization, AAS

MAFT.AAS.V62

The Manufacturing Technology: Welding Specialization provides the student with fundamental theories in the technology processes, metallurgy, and fabrication design within manufacturing industries. The student 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.

This program will stress Manufacturing Skill Standards Council (MSSC) criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Students can finish a number of short-term training certificates as they progress through the program, and can join the program at multiple points, depending on assessment results and educational goals. To be successful in the Welding Specialization, students should first complete the Manufacturing Production Certificate.

This program was created as part of the Illinois Network for Advanced Manufacturing, which includes 21 Illinois community colleges.

Additional program information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits
WELD 2044	Pipe Welding	4 Credits
WELD 2124	Tungsten Inert Gas Welding	4 Credits
WELD 2224	Metallic Inert Gas Welding	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1323	Fabrication	3 Credits
MCHN 1442	Rigging	2 Credits

Choose one

WELD 2062	Fillet Weld Special Problems	2 Credits
WELD 2072	Groove Weld Special Problems	2 Credits
WELD 2172	Pipe Weld Special Problems	2 Credits

Credit Hours: 42

General education

COMM 1553	Introductory Speech	3 Credits
	or	
COMM 1603	Business Communication	3 Credits
BSNS 2423	Internship Experience	3 Credits
ENGL 1613	English I	3 Credits
MATH 1103	Technical Mathematics	3 Credits
	General Education Course	3 Credits
	Technical Elective 6 Credits	

Credit Hours: 21

Higher level English and/or mathematics course(s) can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (blue sheet).

Choose the Technology course from the Technology Electives (blue sheet) list.

Minimum credit hours: 63

Manufacturing Technology: Welding II, Advanced Certificate

MAFT.CRT.V63

The Manufacturing Technology: Welding II Advanced Certificate 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. Such entry-level manufacturing welding positions include, but are not limited to: manufacturing welder technician, production welder/fitter and fabricator. The core competencies of manufacturing production taught in this program are based on Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the MSSC.

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MATH 1103	Technical Mathematics	3 Credits
WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits
WELD 2044	Pipe Welding	4 Credits
WELD 2124	Tungsten Inert Gas Welding	4 Credits
WELD 2224	Metallic Inert Gas Welding	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1323	Fabrication	3 Credits
MCHN 1442	Rigging	2 Credits

A higher level mathematics course can be substituted.

Choose one

WELD 2062	Fillet Weld Special Problems	2 Credits
WELD 2072	Groove Weld Special Problems	2 Credits
WELD 2172	Pipe Weld Special Problems	2 Credits

Minimum credit hours: 45

Intermediate Manufacturing Welding, Certificate

MAFT.CRT.V67

The Intermediate Manufacturing 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. Entry-level Manufacturing Welding positions for those who complete this certificate include, but are not limited to: manufacturing welder technician, production welder/fitter and fabricator.

Program Requirements

Major Courses

MCHN 1311	Precision Measurement	1 Credit
MCHN 1323	Fabrication	3 Credits
MCHN 1442	Rigging	2 Credits
WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits
WELD 2044	Pipe Welding	4 Credits
WELD 2124	Tungsten Inert Gas Welding	4 Credits
WELD 2224	Metallic Inert Gas Welding	4 Credits

Choose one

WELD 2062	Fillet Weld Special Problems	2 Credits
WELD 2072	Groove Weld Special Problems	2 Credits
WELD 2172	Pipe Weld Special Problems	2 Credits

Minimum credit hours: 31

Manufacturing Welding I, Certificate

MAFT.MCRT.V63A

The Manufacturing Technology: Welding I Certificate is designed to develop within the student practical skills in precision measurement, tungsten inert gas, and basic welding. Such entry-level manufacturing welding positions include, but are not limited to: manufacturing welder technician trainee, production welder/fitter trainee and fabricator trainee. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

Additional Program Information

Students who successfully pass all four assessments (MAFT 1112, MAFT 1222, MAFT 1232 and MAFT 1312) will be recognized as a Certified Production Technician (CPT) by the MSSC.

Program Requirements

Major Courses

MAFT 1112	Intro to Manufacturing and Safety	2 Credits
MAFT 1222	Quality and Measurement	2 Credits
MAFT 1232	Manufacturing Processes	2 Credits
MAFT 1312	Intro to Manufacturing Maintenance	2 Credits
MAFT 1323	Lean and Quality Overview	3 Credits
MATH 1103	Technical Mathematics	3 Credits
MCHN 1311	Precision Measurement	1 Credit
WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 2124	Tungsten Inert Gas Welding	4 Credits

A higher level mathematics course may be substituted.

Choose one

WELD 2062	Fillet Weld Special Problems	2 Credits
WELD 2072	Groove Weld Special Problems	2 Credits
WELD 2172	Pipe Weld Special Problems	2 Credits

Minimum credit hours: 29

Basic Manufacturing Welding, Certificate

MAFT.MCRT.V63B

The Basic Manufacturing Welding Certificate is designed to develop within the student practical skills in precision measurement, tungsten inert gas, and basic welding. Entry-level manufacturing welding positions include, but are not limited to: manufacturing welder technician trainee, production welder/fitter trainee, and fabricator trainee.

Program Requirements

Major Courses

MCHN 1311	Precision Measurement	1 Credit
WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 2124	Tungsten Inert Gas Welding	4 Credits

Choose one

WELD 2062	Fillet Weld Special Problems	2 Credits
WELD 2072	Groove Weld Special Problems	2 Credits
WELD 2172	Pipe Weld Special Problems	2 Credits

Minimum credit hours: 15

Millwright, Advanced Certificate

MCHN.CRT.V60

The Millwright advanced certificate is designed to develop a strong foundation in mechanical systems commonly found in both manufacturing and process industries. The program also includes mathematics, electronics and welding for understanding basic manufacturing-related technologies. This curriculum prepares graduates for employment or advancement in industrial skilled trades including millwright, machine repair, and maintenance mechanic.

Program Requirements

Major Courses

MCHN 1214	Machine Tool I	4 Credits
MCHN 1224	Machine Tool II	4 Credits
MCHN 1311	Precision Measurement	1 Credit
MCHN 1323	Fabrication	3 Credits
MCHN 1432	Millwright	2 Credits
MCHN 1442	Rigging	2 Credits
MCHN 1452	Lubrication	2 Credits
COGT 2114	AutoCAD I	4 Credits
ELTR 1004	Fundamentals of Electricity	4 Credits
ELTR 1073	Hydraulic Systems	3 Credits
ELTR 1082	Pneumatics & Electro-Pneumatics	2 Credits
ELTR 1402	Industrial Safety	2 Credits
MATH 1103	Technical Mathematics	3 Credits
WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 1263	Metallurgy & Heat Treatment	3 Credits

Choose one

WELD 2062	Filler Weld Special Problems	2 Credits
WELD 2072	Groove Weld Special Problems	2 Credits
WELD 2172	Pipe Weld Special Problems	2 Credits

Minimum credit hours: 49

Sustainable Resource Management, Certificate

Curriculum code: SUST.MCRT.V61A

The Sustainable Resource Management certificate is designed to prepare students for careers in sustainable resource management. Those who complete the courses are eligible to take the Illinois Recycling Association state certification exam.

Program Requirements

Major Courses

SUST 1013	Sustainable Resource Management I	3 Credits
SUST 1023	Sustainable Resource Management II	3 Credits

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.

Program Requirements

Major Courses

TOWR 1111	Tower Erection Basics	1 Credit
TOWR 1121	Emergency Medical Response	1 Credit
TOW 1131	OSHA 10-Hour	1 Credit
TOWR 1141	RF Safety and Hazard Signage	1 Credit
TOWR 1152	HAZ-WOPER	2 Credits
TOWR 1162	Tower Rescue and Competent Climber	2 Credits
TOWR 1171	Rigging and Ropes	1 Credit
TOWR 1181	Authorized Climber Authorized Climber	1 Credit

All courses are offered for variable credit. Credit will be determined by the instructor and can be varied depending on the student's goals and needs.

Minimum credit hours: 5.5

Welding Technology, AAS

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.

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.

Program Requirements

Major Courses

WELD	1114	Basic Welding	4 Credits
WELD	1124	Advanced Arc Welding	4 Credits
WELD	1263	Metallurgy & Heat Treatment	3 Credits
WELD	2044	Pipe Welding	4 Credits
WELD	2124	Tungsten Inert Gas Welding	4 Credits
WELD	2224	Metallic Inert Gas Welding	4 Credits
COGT	2114	AutoCAD I	4 Credits
COSC	1513	Introduction to Information Processing	3 Credits
ELTR	1004	Fundamentals of Electricity	4 Credits
ELTR	1402	Industrial Safety	2 Credits
MCHN	1214	Machine Tool I	4 Credits
MCHN	1224	Machine Tool II	4 Credits

Choose two

WELD	2062	Fillet Weld Special Problems	2 Credits
WELD	2072	Groove Weld Special Problems	2 Credits
WELD	2172	Pipe Weld Special Problems	2 Credits

Credit Hours: 48

General education

COMM	1603	Business Communication	3 Credits
ENGL	1613	English I	3 Credits
MATH	1103	Technical Mathematics	3 Credits
PSCI	1114	Applied Technical Science	4 Credits
SOCY	2513	Sociology	3 Credits

Credit Hours: 16

A higher level mathematics course can be substituted.

A higher level English course(s) can be substituted for COMM 1603 and/or ENGL 1613.

Minimum credit hours: 64

Welding Technology, Advanced Certificate

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.

Program Requirements

Major Courses

WELD	1114	Basic Welding	4 Credits
WELD	1124	Advanced Arc Welding	4 Credits
WELD	1263	Metallurgy & Heat Treatment	3 Credits
WELD	2124	Tungsten Inert Gas Welding	4 Credits
WELD	2224	Metallic Inert Gas Welding	4 Credits
COGT	2114	AutoCAD I	4 Credits
MCHN	1214	Machine Tool I	4 Credits

Credit Hours: 27

Electives

Electives 5 Credits

Credit Hours: 5

Choose from any of these prefixes: AIRC, AUTO, CNST, COGT, ELTR, MAFT, MCHN or WELD.

Minimum credit hours: 32

Welding Technology, Certificates

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.

Shielded Metal-Arc All Positions

Curriculum code: C83B

WELD1114	Basic Welding	4 Credits
WELD1124	Advanced Arc Welding	4 Credits

Tungsten Inert Gas and Metallic Inert Gas

Curriculum code: C83D

WELD 2124	Tungsten Inert Gas Welding	4 Credits
WELD 2224	Metallic Inert Gas Welding	4 Credits

Pipe Welding

Curriculum code: C83E

WELD 1114	Basic Welding	4 Credits
WELD 1124	Advanced Arc Welding	4 Credits
WELD 2044	Pipe Welding	4 Credits

Maintenance Welding

Curriculum code: C32B

WELD 1114	Basic Welding	4 Credits
WELD 2124	Tungsten Inert Gas Welding	4 Credits
WELD 2224	Metallic Inert Gas Welding	4 Credits

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 chain 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.

Program Requirements

Major Courses

BSNS 1553	Introduction to Business	3 Credits
BSNS 2143	Human Relations in Business	3 Credits
BSNS 2553	Principles of Management	3 Credits
COMM1603	Business Communication	3 Credits
COSC 1513	Introduction to Information Processing	3 Credits
TWDL 1003	Transportation & Physical Distribution	3 Credits
TWDL 1103	Introduction to Supply Chain Management	3 Credits
TWDL 1203	Introduction to Import/Export	3 Credits
TWDL 1303	Principles of Operations Management	3 Credits
TWDL 1402	Transportation & Cargo Security	2 Credits

Minimum credit hours: 29

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 chain 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.

Program Requirements

Major Courses

TWDL 1003	Transportation & Physical Distribution	3 Credits
TWDL 1103	Introduction to Supply Chain Management	3 Credits
TWDL 1203	Introduction to Import/Export	3 Credits
TWDL 1303	Principles of Operations Management	3 Credits
TWDL 1402	Transportation & Cargo Security	2 Credits

Minimum credit hours: 14

Law Enforcement - Legal Studies

Plan of Study in Criminal Justice, AA

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. If you have chosen a transfer institution, consult them to make course selections. 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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Supportive Courses

LAWF 1713	Basic Criminal Law	3 Credits
COSC 1513	Introduction to Information Processing	3 Credits

Choose one

LAWF 1613	Police Operations & Services	3 Credits
LAWF 1623	Traffic Administration	3 Credits
LAWF 1723	Criminal Evidence & Procedures	3 Credits
LAWF 1733	Criminal Investigation	3 Credits
LAWF 2623	Organization & Administration	3 Credits
LAWF 2713	Community-Oriented Policing	3 Credits
LAWF 2733	Private Security	3 Credits

Credit Hours: 9

Major courses

LAWF 1513	Introduction to Criminal Justice	3 Credits
LAWF 1753	Juvenile Delinquency	3 Credits
LAWF 2513	Criminology	3 Credits
LAWF 2723	Introduction to Corrections	3 Credits

Credit Hours: 12

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Laboratory Science

Life Science Course

3-4 Credits

Physical Science Course

3-4 Credits

Credit Hours: 7

View Laboratory Science course options (yellow sheet).

Mathematics

Choose one

MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits

Credit Hours: 3-5

Humanities

Humanities Courses

9 Credits

Credit Hours: 9

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

PSYC 1813	Introduction to Psychology	3 Credits
SOCY 2513	Sociology	3 Credits
	Social and Behavioral Science Elective	3 Credits

Credit Hours: 9

The Social and Behavioral Science elective cannot be PSYC 1813 or SOCY 2513. PLSC 1513 is recommended. View Social and behavioral science course options (yellow sheet).

Electives

Electives 5 Credits

Credit Hours: 5

Choose courses from any transfer-level elective (yellow sheet) area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. Some universities require PHED 1512.

Minimum credit hours: 64

Law Enforcement, AAS

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. 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.

Program Requirements

Major Courses

LAWF	1513	Introduction to Criminal Justice	3 Credits
LAWF	1613	Police Operations & Services	3 Credits
LAWF	1713	Basic Criminal Law	3 Credits
LAWF	1723	Criminal Evidence & Procedures	3 Credits
LAWF	1733	Criminal Investigation	3 Credits
LAWF	1753	Juvenile Delinquency	3 Credits
LAWF	2513	Criminology	3 Credits
LAWF	2623	Organization & Administration	3 Credits
LAWF	2713	Community-Oriented Policing	3 Credits
LAWF	2723	Introduction to Corrections	3 Credits

Credit Hours: 30

General education

COMM	1553	Introductory Speech	3 Credits
PLSC	1513	American Government	3 Credits
PSYC	1813	Introduction to Psychology	3 Credits
SOCY	2513	Sociology	3 Credits

Choose two

COMM	1603	Business Communication	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 18

Electives

Electives 16 Credits

Credit Hours: 16

Choose from any elective area (blue sheet) or LAWF prefix. Note: A maximum of two (2) credit hours can come from physical education activity courses.

Minimum credit hours: 64

Law Enforcement, Advanced Certificate

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.

Program Requirements

Major Courses

LAWF	1513	Introduction to Criminal Justice	3 Credits
LAWF	1613	Police Operations & Services	3 Credits
LAWF	1713	Basic Criminal Law	3 Credits
LAWF	1723	Criminal Evidence & Procedures	3 Credits
LAWF	1733	Criminal Investigation	3 Credits
LAWF	1753	Juvenile Delinquency	3 Credits
LAWF	2513	Criminology	3 Credits
LAWF	2623	Organization & Administration	3 Credits
LAWF	2713	Community-Oriented Policing	3 Credits
LAWF	2723	Introduction to Corrections	3 Credits

Minimum credit hours: 30

Law Enforcement, Certificates

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.

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.

Basic Law Enforcement Principles

Curriculum code: C94A

LAWF	1513	Introduction to Criminal Justice	3 Credits
LAWF	1613	Police Operations & Services	3 Credits

Laws and Evidentiary Procedures

Curriculum code: C94B

LAWF	1713	Basic Criminal Law	3 Credits
LAWF	1723	Criminal Evidence & Procedures	3 Credits

Relationships and Juveniles

Curriculum code: C94C

LAWF	1753	Juvenile Delinquency	3 Credits
LAWF	2713	Community-Oriented Policing	3 Credits

Crime, Criminals, and Corrections

Curriculum code: C94D

LAWF	1513	Introduction to Criminal Justice	3 Credits
LAWF	2513	Criminology	3 Credits
LAWF	2723	Introduction to Corrections	3 Credits

Investigation and Organization

Curriculum code: C94E

LAWF	1513	Introduction to Criminal Justice	3 Credits
LAWF	1733	Criminal Investigation	3 Credits
LAWF	2413	Computer Crime Investigation	3 Credits
LAWF	2623	Organization & Administration	3 Credits

Private Security

Curriculum code: C94F

LAWF	1513	Introduction to Criminal Justice	3 Credits
LAWF	1713	Basic Criminal Law	3 Credits
LAWF	2733	Private Security	3 Credits

Paralegal/Legal Assistant Studies, AAS

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.

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.

This program is approved by the American Bar Association.

Program Requirements

Major Courses

PLAS	1103	Intro. to Paralegal/Legal Assistant	3 Credits
PLAS	1123	Legal Research & Writing I	3 Credits
PLAS	1133	Legal Research & Writing II	3 Credits
PLAS	1153	Law Office Management	3 Credits
PLAS	1213	Civil Litigation	3 Credits
PLAS	2113	Legal Technology	3 Credits
PLAS	2413	Paralegal Internship	3 Credits
BSNS	1653	Business Law	3 Credits
COMM	1603	Business Communication	3 Credits
COSC	1352	Word	2 Credits
COSC	1362	Access	2 Credits
COSC	1372	Excel	2 Credits

A grade of B or better is required in PLAS 1103.

Choose four

PLAS	2213	Real Estate Law	3 Credits
PLAS	2223	Estates, Trusts and Wills	3 Credits
PLAS	2233	Criminal Litigation	3 Credits
PLAS	2253	Corporate Law	3 Credits
PLAS	2263	Family Law	3 Credits
PLAS	2333	Laws of Evidence	3 Credits
PLAS	2403	Special Topics in Paralegal Studies	3 Credits

Credit Hours: 45

General education

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits
PLSC	1513	American Government	3 Credits
MATH	1704	Contemporary Mathematics	4 Credits
		or	
MATH	1774	Statistics	4 Credits

A higher level mathematics course may be substituted.

A higher level Spanish course may be substituted for SPAN 1503.

Choose one

HUMS	1513	Introduction to Humanities	3 Credits
PHIL	2523	Ethics	3 Credits
SPAN	1503	Basic Spanish	3 Credits

Credit Hours: 19

Minimum credit hours: 64

Paralegal/Legal Assistant Studies, Advanced Certificate

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.

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

This program is approved by the American Bar Association.

Program Requirements**Major Courses**

PLAS	1103	Intro. to Paralegal/Legal Assistant	3 Credits
PLAS	1123	Legal Research & Writing I	3 Credits
PLAS	1133	Legal Research & Writing II	3 Credits
PLAS	1153	Law Office Management	3 Credits
PLAS	1213	Civil Litigation	3 Credits
PLAS	2113	Legal Technology	3 Credits
PLAS	2413	Paralegal Internship	3 Credits

A grade of B or better is required in PLAS 1103.

Choose three

PLAS	2213	Real Estate Law	3 Credits
PLAS	2223	Estates, Trusts and Wills	3 Credits
PLAS	2233	Criminal Litigation	3 Credits
PLAS	2253	Corporate Law	3 Credits
PLAS	2263	Family Law	3 Credits
PLAS	2333	Laws of Evidence	3 Credits
PLAS	2403	Special Topics in Paralegal Studies	3 Credits

Credit hours: 30

General education

BSNS	1653	Business Law	3 Credits
COMM	1603	Business Communication	3 Credits

Credit hours: 6

Minimum credit hours: 36

Math Science and Engineering

Plan of Study in Biological Sciences, AS

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. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Laboratory Science

BIOL	1514	General Biology I	4 Credits
CHEM	1614	General Chemistry I	4 Credits

Credit Hours: 8

Major Courses

BIOL	1524	General Biology II	4 Credits
CHEM	1624	General Chemistry II	4 Credits
CHEM	2714	Organic Chemistry I	4 Credits
CHEM	2724	Organic Chemistry II	4 Credits

Credit Hours: 16

Supporting Course

PHY	1514	General Physics I	4 Credits
		or	
PHYS	2614	Physics I	4 Credits

Credit Hours: 4

Communications

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

MATH	1774	Statistics and	4 Credits
MATH	2515	Calculus & Analytic Geometry I	5 Credits
		or	
MATH	2515	Calculus & Analytic Geometry I	5 Credits
		and	
MATH	2524	Calculus & Analytic Geometry II	4 Credits

Credit Hours: 9

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Two courses, with one from general humanities and one one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and Behavioral Science

Social and Behavioral Science Courses	6 Credits
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Credit Hours: 6

Choose two courses from two different prefixes. View Social and behavioral science course options (yellow sheet).

Electives

Electives	6 Credits
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Credit Hours: 6

Choose from any transfer-level elective (yellow sheet) area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. A maximum of four (4) credit hours can come from physical education activity courses. Recommended courses are PHYS 1524 or PHYS 2624; and MATH 1774 or MATH 2524. Courses such as BIOL 2714 and BIOL 2644 sometimes can be transferred to a four-year school for credit for health career majors, but seldom transfer as credit for biology majors.

Minimum credit hours: 64

Plan of Study in Chemistry, AS

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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

CHEM 1614	General Chemistry I	4 Credits
CHEM 1624	General Chemistry II	4 Credits
CHEM 2714	Organic Chemistry I	4 Credits
CHEM 2724	Organic Chemistry II	4 Credits

Credit Hours: 16

Supporting courses

PHYS 2624	Physics II	4 Credits
PHYS 2634	Physics III	4 Credits

Credit Hours: 8

Laboratory Science

BIOL 1514	General Biology I	4 Credits
PHYS 2614	Physics I	4 Credits

Credit Hours: 8

Communications

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Mathematics

MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 2524	Calculus & Analytic Geometry II	4 Credits

Credit Hours: 9

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Two courses, with one from general humanities and one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

6 Credits

Credit Hours: 6

Two social and behavioral sciences courses from at least two different prefixes. View Social and Behavioral Science course options (yellow sheet).

Electives

Elective

2 Credits

Credit Hours: 2

Choose elective from any transfer-level elective (yellow sheet) area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number. MATH 2534 is strongly recommended.

Minimum credit hours: 64

Engineering, AES

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. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

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

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Engineering Specialty Courses

Choose 8 or more credit hours

CHEM 2714	Organic Chemistry I	4 Credits
CHEM 2724	Organic Chemistry II	4 Credits
ENGR 1513	Engineering Design Graphics/CAD	3 Credits
ENGR 2503	Statics	3 Credits
ENGR 2523	Dynamics	3 Credits
ENGR 2533	Mechanics of Materials	3 Credits
ENGR 2613	Electrical Circuits & Networks	3 Credits

Credit Hours: 8

Supporting courses

COSC 2613	Computer Prog for Science & Engineering	3 Credits
MATH 2534	Calculus and Analytic Geometry III	4 Credits
MATH 2613	Differential Equations	3 Credits
PHYS 2614	Physics I	4 Credits
PHYS 2624	Physics II	4 Credits
PHYS 2634	Physics III	4 Credits

Credit Hours: 22

Laboratory Science

CHEM 1614	General Chemistry I	4 Credits
CHEM 1624	General Chemistry II	4 Credits

Credit Hours: 8

Communications

ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 6

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

Mathematics

MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 2524	Calculus & Analytic Geometry II	4 Credits

Credit Hours: 9

Humanities

Humanities Course	3 Credits
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Credit Hours: 3

One course. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses	6 Credits
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Credit Hours: 6

Two courses. Note: ECON 1553 or ECON 1563 is recommended. View Social and behavioral science course options (yellow sheet).

Electives

Electives 6 Credits

Credit Hours: 6

Choose two courses from the following options: an engineering specialty course listed above, a foreign language course, a general biology course, an IAI social and behavioral science course or an IAI humanities course (yellow sheet).

Minimum credit hours: 68

Plan of Study in Mathematics, AS

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. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Mathematics

MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 2524	Calculus & Analytic Geometry II	4 Credits

Credit Hours: 9

Major courses

COSC 2613	Computer Prog for Science & Engineering	3 Credits
MATH 2534	Calculus and Analytic Geometry III	4 Credits
MATH 2613	Differential Equations	3 Credits

Credit Hours: 10

Communications

COMM1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Credit Hours: 9

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

Laboratory Science

PHYS 2614	Physics I	4 Credits
Life Science Course		4 Credits

Credit Hours: 8

View Life Science course options (yellow sheet).

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Two courses, with one from general humanities and one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and Behavioral Science

Social and Behavioral Science Courses

6 Credits

Credit Hours: 6

Choose two courses from two different prefixes. View social and behavioral science course options (yellow sheet).

Electives

Electives

16 Credits

Credit Hours: 16

Choose 16 credit hours from any transfer-level elective (yellow sheet) area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Consider PHYS 2624; consider ECON and ACCT courses if interested in actuarial science. A maximum of four credit hours can come from physical education activity courses.

Minimum credit hours: 64

Plan of Study in Physics, AS

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.

Use the Transfer Guide

Log on to MyCreditsTransfer at www.itransfer.org to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

Program Requirements

Major courses

PHYS	2614	Physics I	4 Credits
PHYS	2624	Physics II	4 Credits
PHYS	2634	Physics III	4 Credits

Credit Hours: 12

Supporting courses

CHEM	1624	General Chemistry II	4 Credits
MATH	2534	Calculus and Analytic Geometry III	4 Credits
MATH	2613	Differential Equations	3 Credits

Credit Hours: 11

Communications

COMM	1553	Introductory Speech	3 Credits
ENGL	1613	English I	3 Credits
ENGL	1623	English II	3 Credits

Credit Hours: 9

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

Laboratory Science

BIOL	1514	General Biology I	4 Credits
CHEM	1614	General Chemistry I	4 Credits

Credit Hours: 8

Mathematics

MATH	2515	Calculus & Analytic Geometry I	5 Credits
MATH	2524	Calculus & Analytic Geometry II	4 Credits

Credit Hours: 9

Humanities

Humanities Courses	6 Credits
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Credit Hours: 6

Two courses, with one from general humanities and one from the fine arts or interdisciplinary categories. View Humanities course options (yellow sheet).

Social and behavioral science

Social and Behavioral Science Courses

6 Credits

Credit Hours: 6

Two IAI courses from at least two different prefixes. View Social and behavioral science course options (yellow sheet).

Elective

Elective

3 Credits

Credit Hours: 3

Choose from any transfer-level elective (yellow sheet) area. Appropriate electives have a first digit of 1 or 2 and a second digit of 5, 6, 7, 8 or 9 in the KCC course number.

Minimum credit hours: 64

Info and electives - Transfer programs

Students can begin the first two years of study for virtually any bachelor's degree program at KCC.

KCC's transfer programs and plans of study 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. The 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 may need to complete to transfer as a junior.

Students who know where they intend to 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 the Illinois Articulation Initiative (IAI) general education requirements (yellow sheet).

Transfer Program Information

- 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.
- Exceptions to all degree requirements must be approved by petitioning the Graduate Review Committee.
- Up to 8 credit hours of non-transfer level coursework may be applied toward a transfer program if the student can document that his/her institution will accept the credit(s). Consult your transfer advisor for more information.
- 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 at www.kcc.edu/transfer.

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. 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. Students will be assessed in 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.

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.

Log on to MyCreditsTransfer at www.itransfer.org for the latest information on IAI requirements and to see how courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

General Education Core

The IAI General Education Core requirements are outlined here. 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 (p.). Those codes have the letters "IAI" followed by Communications, Mathematics, Fine Arts, Physical Science, Humanities, Humanities/Fine Arts, Social and Behavioral Science or 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.

IAI General Education Core Requirements

Through the Illinois Articulation Initiative, the following requirements are for all students who enter a KCC transfer program in summer 1998 and thereafter. Individual programs/study plans may vary slightly from these general requirements.

Communications (9 credit hours)

Three courses. There is a two-course sequence in writing and one course in oral communications. ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

COMM 1553	Introductory Speech	3 Credits
ENGL 1613	English I	3 Credits
ENGL 1623	English II	3 Credits

Life Sciences and Physical Sciences (7-8 credit hours)

Two courses with one from life sciences and one from physical sciences. Laboratory Science courses are 4 credits.

Life science

BIOL 1503	Heredity and Society	3 Credits
BIOL 1504	Principles of Biology	4 Credits
BIOL 1513	Microbes in Society	3 Credits
BIOL 1514	General Biology I	4 Credits
BIOL 1524	General Biology II	4 Credits
BIOL 1534	Human Biology	4 Credits
BIOL 1584	Environmental Biology	4 Credits

Physical science

CHEM 1534	Introductory Chemistry	4 Credits
CHEM 1614	General Chemistry I	4 Credits
PHYS 1514	General Physics I	4 Credits
PHYS 2614	Physics I	4 Credits
PSCI 1503	Introduction to Astronomy	3 Credits
PSCI 1514	Introduction to Physical Science	4 Credits
PSCI 1524	Earth Science & Astronomy	4 Credits

Mathematics (3-6 credit hours)

One or two courses.

BSNS 2514	Business Statistics	4 Credits
MATH 1623	Math for Elementary Teachers II	3 Credits
MATH 1704	Contemporary Mathematics	4 Credits
MATH 1713	Finite Mathematics	3 Credits
MATH 1774	Statistics	4 Credits
MATH 1834	Calculus for Business & Social Science	4 Credits
MATH 1843	Discrete Math	3 Credits
MATH 2515	Calculus & Analytic Geometry I	5 Credits
MATH 2524	Calculus & Analytic Geometry II	4 Credits
MATH 2534	Calculus and Analytic Geometry III	4 Credits

Note: MATH 1623 satisfies the general education requirements only for students seeking state licensure as elementary teachers.

Humanities (6-9 credit hours)

Two to three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary category. In course description IAI codes, note those ending with "D" or "N" may meet the non-Western culture or diversity requirement of some majors.

General Humanities

ENGL 1713	Introduction to Poetry	3 Credits
ENGL 1743	Introduction to Literature	3 Credits
ENGL 1853	Introduction to Shakespeare	3 Credits
ENGL 2553	Children's Literature	3 Credits
ENGL 2613	Ancient & Medieval World Literature	3 Credits
ENGL 2623	Modern World Literature	3 Credits
ENGL 2723	Amer Literature Up to 1865	3 Credits
ENGL 2733	American Literature From 1865	3 Credits
HIST 1513	Western Civilization to 1648	3 Credits
HIST 1533	Western Civilization 1648 to Present	3 Credits
HIST 1643	Middle East History 600 to Present	3 Credits
HUMS 2613	World Religions	3 Credits
PHIL 2513	Introduction to Philosophy	3 Credits
PHIL 2523	Ethics	3 Credits
PHIL 2533	Logic	3 Credits
PHIL 2713	Introduction to Religion	3 Credits
SPAN 2524	Intermediate Spanish II	4 Credits

Fine arts

ARTS 1553	Art Appreciation	3 Credits
ARTS 1613	Survey of Art-Caves to Cathedrals	3 Credits
ARTS 1623	Survey of Art-Renaissance to Rococo	3 Credits
ARTS 1633	Survey of Art-1800 to Present	3 Credits
ARTS 1643	Non-Western Art	3 Credits
ENGL 1723	Introduction to Film Study	3 Credits
MUSC 1513	Music Appreciation	3 Credits
MUSC 1623	World Music	3 Credits

Interdisciplinary

HUMS 1513	Introduction to Humanities	3 Credits
HUMS 1553	Intro to Women's & Gender Studies	3 Credits
HUMS 1813	African-American Cultural Expression	3 Credits
HUMS 1853	Arts and Culture of the Middle East	3 Credits

Social and Behavioral Science (6-9 credit hours)

Two to three courses from at least two different prefixes. In course descriptions, courses with an IAI code ending in "D" or "N" may meet the non-Western culture or diversity requirement of some majors.

ANTH 1713	Introduction to Anthropology	3 Credits
ECON 1543	Principles of Economics	3 Credits
ECON 1553	Principles of Macroeconomics	3 Credits
ECON 1563	Principles of Microeconomics	3 Credits
GEOG 1513	World Regional Geography	3 Credits
HIST 2513	History of the US to 1877	3 Credits
HIST 2523	History of the U.S. 1877 to Present	3 Credits
HIST 2533	Latin American History	3 Credits
PLSC 1513	American Government	3 Credits
PLSC 1523	State and Local Government	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
PSYC 2553	Lifespan Developmental Psychology	3 Credits
PSYC 2573	Adulthood and Aging	3 Credits
PSYC 2773	Social Psychology	3 Credits
SOCY 2513	Sociology	3 Credits
SOCY 2523	Contemporary Social Problems	3 Credits
SOCY 2543	Racial and Ethnic Relations	3 Credits
SOCY 2553	Sociology of the Family	3 Credits

General Information and electives—Occupational Programs

KCC's occupational programs in 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.

Occupational programs include Associate in Applied Science degrees which require between 60 and 72 credit hours, depending on the field of study; advanced certificates of 30 to 50 credit hours; and certificates of completion which require a series of courses.

The Associate in Applied Science degree (AAS) requires successful completion of a minimum of 15 credit hours of general education courses (six credit hours from the communications area; and nine credit hours in any combination of humanities, math/science or social and behavioral science).

Each curriculum lists its required courses (and their credit hour values). General education courses for Associate in Applied Science and certificate students are listed here.

Exceptions to all certificate and degree requirements must be approved by petition to 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 published. Please check with the Department of Student Affairs for the most current curriculum outlines.

View the cost book for career and technical education programs

General Education Requirements

The requirements for an associate's degree (A.A., A.S., A.A.S., 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:

Provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world. KCC's general education program consists of a core of intellectual, aesthetic, and cultural experiences which introduce students to essential knowledge, skills, and values for future success in their field of study and the workplace and which encourage connections across disciplines.

For transfer students (A.A., A.S. 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.

1. Communication
2. Mathematics
3. Life and Physical Sciences
4. Humanities and Fine Arts
5. 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 Affairs 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 speak at a level reflecting college-level learning. The general education goals and objectives are designed to enable students to use reasoning and problem-solving skills, and to acquire skills in ethical reasoning. Students who complete the general education program will be able to examine complex topics and apply systematic processes to form conclusions.

KCC has six general education goals:

- Reading Comprehension
- Verbal Communication
- Written Communication
- Ethical Reasoning
- Inquiry and Analysis
- Quantitative Reasoning



Cooperative Agreements

Cooperative agreements are offered as an option for KCC district residents to attend other community colleges without paying an out-of-district tuition rate.

Degrees or certificates for all cooperative agreements are awarded by the cooperative college. Contact the Department of Student Affairs at KCC, 815-802-8500, for information regarding these agreements before enrolling at the cooperating college.

KCC students can enroll in any occupational program at these colleges at the in-district rate if the program is not offered at KCC:

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

General Education Courses - Occupational Degrees

Course work in the general education core:

Provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world. KCC's general education program consists of a core of intellectual, aesthetic, and cultural experiences which introduce students to essential knowledge, skills, and values for future success in their field of study and the workplace and which encourage connections across disciplines.

These general education courses also apply to students seeking Associate in General Studies degrees.

Career students intending to transfer should consult an advisor about IAI transfer requirements. Students in transfer degree programs should refer to general education requirements (yellow sheet). 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 (yellow sheet) are accepted as electives for occupational degrees.

Communications

COMM1603	Business Communication	3 Credits
COMM 1603 – for specific curricula only		

Health education

PHED1512	Health Education	2 Credits
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Humanities/fine arts

ARTS 1503	Basic Drawing	3 Credits
ARTS 1513	Two Dimensional Design	3 Credits
ARTS 1603	Drawing II	3 Credits
ARTS 1813	Three Dimensional Design	3 Credits
ARTS 2513	Painting	3 Credits
ARTS 2523	Painting II	3 Credits
ARTS 2553	Photography	3 Credits
ARTS 2563	Photography II	3 Credits
ARTS 2613	Figure Drawing	3 Credits
ARTS 2623	Figure Drawing II	3 Credits
COMM 1563	Interpersonal Communication	3 Credits
ENGL 2813	Creative Writing	3 Credits
PHIL 2543	Death and Dying	3 Credits
SPAN 1503	Basic Spanish	3 Credits
SPAN 1514	Elementary Spanish I	4 Credits

Mathematics

MATH 1103	Technical Mathematics	3 Credits
MATH 1213	Business Mathematics	3 Credits
MATH 1803	Trigonometry	3 Credits
MATH 1814	College Algebra	4 Credits
MATH 2613	Differential Equations	3 Credits

Life science (laboratory science)

BIOL 1564	Intro to Anatomy & Physiology	4 Credits
BIOL 2644	Anatomy & Physiology I	4 Credits
BIOL 2654	Anatomy & Physiology II	4 Credits
BIOL 2714	Microbiology	4 Credits
BIOL 2803	Gross Human Anatomy	3 Credits

Physical science (laboratory science)

CHEM 1504	Survey of General, Organic & Biochem	4 Credits
CHEM 1624	General Chemistry II	4 Credits
CHEM 2714	Organic Chemistry I	4 Credits
CHEM 2724	Organic Chemistry II	4 Credits
PHYS 1524	General Physics II	4 Credits
PHYS 2624	Physics II	4 Credits
PHYS 2634	Physics III	4 Credits
PSCI 1114	Applied Technical Science	4 Credits

Social and behavioral science

ELTR 1503	Survey of Renewable Energy	3 Credits
HIST 1823	African American History	3 Credits
PSYC 2513	Abnormal Psychology	3 Credits

STEM

STEM 1502	3D Printing & 3D Technologies	2 Credits
STEM 1512	STEM Guitar	2 Credits

Business electives

Business electives for Associate in Applied Science and certificate programs may be selected from the following courses with approval of business advisors:

BSNS 1133	Introduction to Entrepreneurship	3 Credits
BSNS 1373	Personal Finance	3 Credits
BSNS 2113	Small Business Management	3 Credits
BSNS 2143	Human Relations in Business	3 Credits
BSNS 2213	Human Resource Management	3 Credits
BSNS 2413	Management Field Project	3 Credits
BSNS 2423	Internship Experience	3 Credits
COMM 1553	Introductory Speech	3 Credits
COSC 1341	PowerPoint	1 Credit
COSC 1352	Word	2 Credits
COSC 1362	Access	2 Credits
COSC 1372	Excel	2 Credits
MKTG 1253	Sales & Customer Service	3 Credits
MKTG 2063	Fundamentals of Advertising	3 Credits
PSYC 1813	Introduction to Psychology	3 Credits
SOCY 2513	Sociology	3 Credits
SPAN 1503	Basic Spanish	3 Credits

Technical electives

All courses with the prefix AIRC, AUTO, CNST, COGT, ELTR, MAFT, MCHN, STEM and WELD can be used as technical electives. COSC 1513 also can be used as a technical elective.



Courses

Courses are identified by a four-letter course prefix and four-digit number. The prefix represents the subject or program area. For example, ECON is the prefix for economics classes. Course numbers represent the level, type of course and number of credit hours.

Course levels

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.

Foundation courses

Course numbers 0000 - 0999 represent foundation courses. Foundation courses improve reading, writing, math and study skills, preparing 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.

Career courses

Course numbers 1000 - 1499 and 2000 - 2499 identify career program courses. 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.

Transfer courses

Course numbers 1500 - 1999 and 2500 - 2999 identify transfer program courses. 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 advisor to ensure proper transfer of courses.

Lecture/Lab/Credit Hours

Lecture hours are the number of lecture hours per week; lab hours are the number of lab hours per week.

Credit hours are the semester hours awarded for the course and are part of the GPA calculation. The final digit of the course number indicates the number of credit hours awarded for the course.

Examples

MATH 0974 Foundation course, four credit hours.

ACCT 1523 First year course, within a transfer curricula, three credit hours.

ELTR 2414 Second year course, within an occupational curricula, four credit hours.

Online and Hybrid Courses

When enrolled in online and hybrid courses, students should be ready to ask and answer questions, participate in discussions, and take tests online. These courses require a reliable Internet connection (preferably high-speed). Students in online and hybrid courses must understand basic computing, email, word processing and Internet navigation.

Email helpdesk@kcc.edu or phone 815-802-8900 for more information regarding technology requirements.

The course delivery modes at KCC are:

Hybrid course

Hybrid courses combine face-to-face and online instruction and activities. A portion of the course instruction/content is delivered face-to-face in a classroom setting while a portion of the course instruction/content is delivered online through KCC's learning management system (Canvas). Course instructors will explain specific course requirements to students in detail during their first on-campus meeting or online interaction.

Online course

All content/instruction is online and accessible through KCC's learning management system (Canvas) with regular and substantive interaction between students and the instructor. Students can finish an online course without coming to KCC's campus, but may be required to take tests/assessments in a pre-approved testing center.

Accounting

ACCT 1413 - General Accounting 3/0 (3 Credits)

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 Credits)

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 exercises will be included. IAI: BUS 903 Business.

ACCT 1523 - Managerial Accounting 3/0 (3 Credits)

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 exercises will be included. IAI: BUS 904 Business.

Prerequisite: ACCT 1514 with a grade of C or better or consent of instructor. - Must be completed prior to taking this course.

ACCT 2613 - Intermediate Accounting I 3/0 (3 Credits)

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.

Prerequisite: ACCT 1523 - Must be completed prior to taking this course.

ACCT 2753 - Cost Accounting 3/0 (3 Credits)

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.

Prerequisite: ACCT 1523 - Must be completed prior to taking this course.

Agri-Hort Technology

AGHT 1013 - Integrated Pest Management 3/0 (3 Credits)

The purpose of this course is to develop the student's ability to analyze and diagnose landscape plant health problems; prescribe treatment alternatives; apply pesticides properly and safely; and prepare for the Illinois Pesticide Operators/Applicators exam.

AGHT 1024 - Engineering Applications 2/4 (4 Credits)

Students will receive an introduction to surveying, construction, electricity, and small engines. Specific topics will include slope measurement, structural design, fundamentals of electrical flow, and principles of engine and equipment systems operation. This course will also teach irrigation system concepts, equipment, design, troubleshooting, and repair. Emphasis will be on residential design systems. Golf Course systems will be introduced.

AGHT 1103 - Introduction to Farmsteading 2/2 (3 Credits)

This course provides the fundamental principles pertaining to farmsteading. Structured around sustainable agriculture, students will learn essential information for starting up and/or improving a farmstead through demonstration, instruction and practical application. Topics include securing land, farm planning, soil fertility, plant propagation, animal husbandry, marketing, U.S. Department of Agriculture Good Agricultural Practices, and more.

AGHT 1254 - Basic Soils 3/2 (4 Credits)

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.

AGHT 2012 - Internship 0/10 (2 Credits)

The student will apply his/her knowledge of agri-hort technology by working a minimum of 160 hours at a cooperating business under the supervision of a training site supervisor and the program coordinator.

Prerequisite: 14 credit hours of Agri-Hort Technology core courses with a grade of C or better. - Must be completed prior to taking this course.

AGHT 2022 - Special Topics 2/0 (2 Credits)

The student will apply his/her knowledge of agri-hort technology to a problem or research topic under the supervision of the instructor. A comprehensive research presentation will be required at the conclusion of the course.

Prerequisite: 14 credit hours of Agri-Hort Technology core courses with a grade of C or better. - Must be completed prior to taking this course.

Agriculture

AGRC 1153 - Companion Animals 3/0 (3 Credits)

This course provides the fundamental principles pertaining to types, care, physiology, common diseases, and common treatments of companion animals (dogs, cats, horses, and exotic pets). In addition, careers, service uses, and overpopulation of companion animals will be studied.

AGRC 1624 - Soil Science 2/2 (4 Credits)

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.

Prerequisite: High school chemistry or a semester of college chemistry. - Must be completed prior to taking this course.

AGRC 1704 - Animal Science 3/2 (4 Credits)

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 Credits)

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.

Air Conditioning and Refrigeration

AIRC 1014 - Fundamentals of Air Conditioning 2/4 (4 Credits)

The student will describe the fundamentals of refrigeration and refrigeration theory which will include various condensers, evaporators, compressors, and related components. The student will learn basic service and installation practices. They will learn and demonstrate understanding of system optional pressures, temperatures and conditions.

AIRC 1023 - Controls and Circuitry for HVAC 2/2 (3 Credits)

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 Credits)

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.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

AIRC 1124 - Commercial Refrigeration 2/4 (4 Credits)

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 complete installation procedures and insulation of fixtures. Basic tools are recommended.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

AIRC 1214 - Heating Plants 2/4 (4 Credits)

The student will describe forced air, hot water, steam, 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. Students will demonstrate understanding of combustion and the combustion process by measuring efficiency of various appliances. Basic tools are recommended.

AIRC 1222 - Heat Pumps 1/2 (2 Credits)

Students will properly identify and test various heat pump components as well as diagram and troubleshoot heat pump controls. Students will demonstrate basic electric furnace troubleshooting techniques safely.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

AIRC 1313 - Air Handling 2/2 (3 Credits)

The student will estimate load and design duct installations for residential 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.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

AIRC 1422 - Installation Skills 1/2 (2 Credits)

Students will properly measure, cut and prepare various piping types for use in heating, ventilation and air-conditioning systems. Industry standard processes will be used to connect and pressure test process piping.

AIRC 2222 - Geothermal Systems 1/2 (2 Credits)

The student will properly identify and test various heat pump, domestic water heating and pump components as well as diagram and troubleshoot geothermal controls. Students will also demonstrate geothermal knowledge by layout and design of basic geothermal heat pump closed loop circuit using topographical site map(s).

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

American Sign Language

SIGN 1503 - American Sign Language I 3/0 (3 Credits)

This course is designed for those with little or no experience in American Sign Language. Everyday communication is the centerpiece, as students learn conversational strategies through interactive exercises. Topics revolve around sharing information about the environment and each other. Grammar is introduced in context, with an emphasis on developing question and answering skills.

SIGN 1513 - American Sign Language II 3/0 (3 Credits)

Students will build upon sign language skills learned in SIGN 1503. Emphasis is on continued development and refinement of comprehension, production, grammar, and interpersonal skills. Information about Deaf community and Deaf culture will be introduced.

Prerequisite: SIGN 1503 with a grade of C or better - Must be completed prior to taking this course.

SIGN 1523 - Fingerspelling and Numbers 3/0 (3 Credits)

This course provides targeted development to advance students' skills in fingerspelled word recognition and numbering systems used in American Sign Language. Students will practice specific skills to become proficient in recognizing fingerspelled words and numbers in context. In addition to receptive skill development, students will hone their articulation and production of fingerspelling and numbering.

Prerequisite: SIGN 1513 with a grade of C or better or consent of instructor - Must be completed prior to taking this course.

SIGN 2503 - Introduction to Deaf Culture 3/0 (3 Credits)

This course introduces American Deaf culture and provides a comprehensive analysis of how Deaf people are understood from a cultural perspective. The identities, contributions, and experiences of Deaf people, as well as definitions, norms, tensions, diversity, evolution and history of the culture are explored.

SIGN 2513 - American Sign Language III 3/0 (3 Credits)

The foundational skills and knowledge learned in SIGN 1513 and SIGN 1523 continue in this course. Emphasis will be on the expansion and refinement of comprehension, production, and interactional skills. Students will also learn more complex grammatical abilities through expressive and receptive narratives and dialogues.

Prerequisite: SIGN 1523 with a grade of C or better - Must be completed prior to taking this course.

SIGN 2523 - ASL Linguistics and Grammar 3/0 (3 Credits)

This course teaches the concepts of linguistics pertaining to American Sign Language. The fundamental areas of linguistics (phonology, morphology, syntax, and use of language) will be introduced, compared and contrasted with phonological, morphological and syntactical and sociolinguistic structures of American Sign Language.

Prerequisite: SIGN 2513 with a grade of C or better - Must be completed prior to taking this course.

SIGN 2533 - American Sign Language IV-Lit 3/0 (3 Credits)

This course is a continuation of SIGN 2523, focusing on comprehension and production skills including complex grammar, short stories, narratives, and interactive use of American Sign Language as well as the rich aspects of American Sign Language Literature. Students will continue an in-depth study of the Deaf community and the global Deaf culture.

Prerequisite: SIGN 2523 with a grade of C or better - Must be completed prior to taking this course.

Anthropology

ANTH 1713 - Introduction to Anthropology 3/0 (3 Credits)

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. IAI: S1 900N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

Art

ARTS 1503 - Basic Drawing 1/5 (3 Credits)

This course focuses on the descriptive process of seeing. Students will learn to draw using a variety of black and white media, including charcoal, conte 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/fine arts elective.

ARTS 1513 - Two Dimensional Design 1/5 (3 Credits)

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/fine arts elective.

ARTS 1553 - Art Appreciation 2/2 (3 Credits)

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. IAI: F2 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ARTS 1603 - Drawing II 1/5 (3 Credits)

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/fine arts elective.

ARTS 1613 - Survey of Art-Caves to Cathedrals 3/0 (3 Credits)

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 metalcraft. 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. IAI: F2 901.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ARTS 1623 - Survey of Art-Renaissance to Rococo 3/0 (3 Credits)

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. IAI: F2 902.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ARTS 1633 - Survey of Art-1800 to Present 3/0 (3 Credits)

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. IAI: F2 902.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

ARTS 1643 - Non-Western Art 3/0 (3 Credits)

This course is a survey of the visual arts (painting, drawing, print-making, sculpture and architecture) in selected non-Western societies. Students will examine works of art as expressions of the ideas and beliefs of artists within their cultural and social contexts. Humanities elective. IAI: F2 903N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ARTS 1813 - Three Dimensional Design 1/5 (3 Credits)

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/fine arts elective.

Prerequisite: ARTS 1513 - Must be completed prior to taking this course.

ARTS 1833 - Art for Elementary Teachers 3/0 (3 Credits)

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 Credits)

This is an introductory course in the use of water-base and/or oil-based 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/fine arts elective.

Prerequisite: ARTS 1503 and ARTS 1513 recommended - Must be completed prior to taking this course.

ARTS 2523 - Painting II 1/5 (3 Credits)

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/fine arts elective.

Prerequisite: ARTS 2513 - Must be completed prior to taking this course.

ARTS 2533 - Ceramics I 1/5 (3 Credits)

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 Credits)

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/fine arts elective.

ARTS 2563 - Photography II 1/5 (3 Credits)

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/fine arts elective.

Prerequisite: ARTS 2553 - Must be completed prior to taking this course.

ARTS 2573 - Introduction to Printmaking 1/5 (3 Credits)

Printmaking will introduce the student to various methods of creating a hand-printed art product. Methods may include wood or linoleum block printing, serigraphy (silkscreening), 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.

ARTS 2583 - Color Photography 1/5 (3 Credits)

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.

Prerequisite: ARTS 2553 - Must be completed prior to taking this course.

ARTS 2613 - Figure Drawing 1/5 (3 Credits)

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.

Prerequisite: ARTS 1503 or ARTS 1603 - Must be completed prior to taking this course.

ARTS 2623 - Figure Drawing II 1/5 (3 Credits)

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.

Prerequisite: ARTS 2613 - Must be completed prior to taking this course.

ARTS 2643 - Computer Art 1/5 (3 Credits)

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.

Prerequisite: ARTS 1503 and ARTS 1513 with grades of C or better - Must be completed prior to taking this course.

ARTS 2713 - Introduction to Sculpture 1/5 (3 Credits)

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.

Prerequisite: ARTS 1813 and ARTS 1503 recommended - Must be completed prior to taking this course.

ARTS 2813 - Non-Western Art 3/0 (3 Credits)

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.

ARTS 2833 - American Art 1945-Present 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

ARTS 2903 - Spanish Art History 3/0 (3 Credits)

This course (taught at a study abroad site) includes the study of outstanding examples of architecture, painting and sculpture, emphasizing the early Roman and Moorish contributions, as well as the great Spanish painters: El Greco, Ribera, Zurbarán, Murillo, Valdés Leal, Velázquez, Goya, Picasso, Miró and Dalí. The architect Antonio Gaudí will also be studied. The experience will include visits to museums, galleries and monuments in Seville. IAI F2902

Automotive Technology

AUTO 1021 - Service Shop Operations I 1/0 (1 Credit)

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 Credits)

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 Credits)

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 Credits)

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.

Prerequisite: AUTO 1073 - Must be completed prior to taking this course.

AUTO 1143 - Brakes 2/2 (3 Credits)

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 & Driveline 2/2 (3 Credits)

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 Credits)

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 Credits)

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.

Prerequisite: AUTO 1064 and AUTO 1073 - Must be completed prior to taking this course.

AUTO 2206 - Engine Diagnosis & Overhaul 2/8 (6 Credits)

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.

Prerequisite: AUTO 1064 - Must be completed prior to taking this course.

AUTO 2233 - Heating & Air Conditioning 2/2 (3 Credits)

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 Credits)

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 Credits)

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.

Prerequisite: AUTO 1021, AUTO 1064, AUTO 1073, and AUTO 1143 - Must be completed prior to taking this course.

Aviation

AVIA 1413 - Private Pilot I 3/0 (3 Credits)

This course will instruct the student in the basic flying procedures and skills necessary for solo flight. Additionally the student will receive ground instruction in the aeronautical areas. This course will prepare the student to pass the Federal Aviation Administration knowledge exam. This course does not include any instructional flight time.

AVIA 1423 - Private Pilot II 3/0 (3 Credits)

This course will instruct the student in the conduct of cross country flights in an airplane using pilotage, dead reckoning and radio navigation. The student will also be instructed in operations within visual meteorological conditions. Additionally, the student will receive ground instruction in the aeronautical areas. This course will prepare the student to pass the Federal Aviation Administration knowledge exam. This course does not include any instructional flight time.

Prerequisite: AVIA 1413 or consent of instructor - Must be completed prior to taking this course.

AVIA 1434 - Instrument Aircraft Rating 4/0 (4 Credits)

Students will exhibit the knowledge and skill required to precisely control the airplane in the prescribed operations solely by reference to the flight instruments, and to navigate safely and efficiently in simulated instrument conditions in the National Airspace System. In addition, the student will comply with simulated air traffic control clearances and instructions. This course will prepare the student to pass the Federal Aviation Administration knowledge exam. This course does not include any instructional flight time.

Prerequisite: AVIA 1423, valid private pilot certificate and at least a current Class II Medical Certificate - Must be completed prior to taking this course.

AVIA 1444 - Commercial Aircraft Rating 4/0 (4 Credits)

This course will instruct the student in the systems, normal procedures, emergency procedures and equipment for the airplane to be used. In addition, the student will demonstrate at least the level of competency specified by the Federal Aviation Administration Commercial Pilot Practical Test Standards. This course will prepare the student to pass the FAA knowledge exam. This course does not include any instructional flight time.

Prerequisite: AVIA 1434 or instructor consent. - Must be completed prior to taking this course.

Biology

BIOL 1503 - Heredity and Society 3/0 (3 Credits)

This course exposes students to a breadth of biological concepts including the scientific method, evolution, cell and molecular biology, genetics, heredity and biotechnology. The relationship of human genetics and inheritance to society is emphasized. IAI: L1 906.

BIOL 1504 - Principles of Biology 3/2 (4 Credits)

This biology survey course is intended for non-science majors to satisfy the general education laboratory science requirement. Course topics include scientific methodology, biological chemistry, cell structure and function, metabolism, genetics, evolution, diversity of life, and ecology. AAS: Life science (laboratory science) elective. IAI: L1 900L.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

BIOL 1513 - Microbes in Society 3/0 (3 Credits)

Students will be introduced to the everyday presence and importance of microbes throughout society. Discussions will be on evolution, cell and molecular biology, microbe structure and function, microbial genetics, heredity and ecology. Students will also learn the impact of microbes in public health, the environment (as decomposers and recyclers), agriculture, protection of the human body, food preparation, and biotechnology.

BIOL 1514 - General Biology I 3/2 (4 Credits)

This course is intended for science majors. Topics include the philosophy of science, scientific method, chemical organization of life, cell biology, energy transformations, genetics, and evolution. In addition, basic laboratory skills and techniques are introduced. Note: The BIOL 1514 and BIOL 1524 sequence is recommended for students transferring to university programs requiring a full year of general biology. IAI: BIO 910 Biological Sciences. IAI: L1 910L.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

BIOL 1524 - General Biology II 3/2 (4 Credits)

This course will include: the structure, function, and evolutionary relationships found in the Domains of life; plant and animal structure and function; ecology; and environmental biology. Note: the BIOL 1514 and BIOL 1524 sequence is recommended for students transferring to university programs requiring a full year of general biology. IAI: BIO 910 Biological Sciences. IAI: L1 910L.

Prerequisite: BIOL 1514 - Must be completed prior to taking this course.

BIOL 1534 - Human Biology 3/2 (4 Credits)

This course is an introduction to a wide variety of biological concepts using humans as the study organism. Topics include cellular and molecular biology, human structure and function, genetics, heredity, evolution and ecology. IAI: L1 904L.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

BIOL 1564 - Intro to Anatomy & Physiology 3/2 (4 Credits)

This is a survey course intended for health career students. The structure and function of human tissue, organs, and systems will be studied. Strong emphasis is placed on developing basic skills in medical terminology. This course may serve as preparation for BIOL 2644, but is not required. AAS: Life science (Laboratory science) elective.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

BIOL 1584 - Environmental Biology 3/2 (4 Credits)

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. IAI: L1 905L.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

BIOL 1614 - General Zoology 3/2 (4 Credits)

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.

Prerequisite: BIOL 1514 - Must be completed prior to taking this course.

BIOL 1714 - General Botany 3/2 (4 Credits)

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.

Prerequisite: BIOL 1514 - Must be completed prior to taking this course.

BIOL 2644 - Anatomy & Physiology I 3/2 (4 Credits)

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 1534 or BIOL 1564 are recommended for students with no previous biology coursework. AAS: Life science (laboratory science) elective.

Prerequisite: CHEM 1504 or appropriate high school chemistry course with a grade of C or better; or both CHEM 1614 and CHEM 1624. - Must be completed prior to taking this course.

BIOL 2654 - Anatomy & Physiology II 3/2 (4 Credits)

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.

Prerequisite: BIOL 2644 with a grade of C or better. - Must be completed prior to taking this course.

BIOL 2714 - Microbiology 3/3 (4 Credits)

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.

Prerequisite: A grade of C or better in one of the following: BIOL 1504, BIOL 1514, CHEM 1504, CHEM 1614, or appropriate high school chemistry course - Must be completed prior to taking this course.

BIOL 2803 - Gross Human Anatomy 2/2 (3 Credits)

This is a course in dissection and analysis of gross anatomy. The laboratory portion will include use of human cadavers to study anatomy of the head, neck, chest, abdomen, upper extremities, and lower extremities. AAS: Life science (laboratory science) elective.

Prerequisite: BIOL 2654 with a grade of C or better and consent of instructor following application to enroll. - Must be completed prior to taking this course.

Business

BSNS 1133 - Introduction to Entrepreneurship 3/0 (3 Credits)

This course exposes students to the knowledge needed to start their own business from a personal, professional, and emotional perspective. The class provides basic understanding of how to become an entrepreneur, locate opportunities, and why a business plan is an entrepreneur's best friend. AAS: Business elective.

BSNS 1312 - Proofreading & Editing 2/0 (2 Credits)

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 Credits)

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.

Prerequisite: COSC 1513 and COSC 1023 - Must be completed prior to taking this course.

BSNS 1373 - Personal Finance 3/0 (3 Credits)

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. AAS: Business elective.

BSNS 1411 - Keyboarding 0.5/1 (1 Credit)

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 COSC 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 Credits)

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 1653 - Business Law 3/0 (3 Credits)

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 Env of Business 3/0 (3 Credits)

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 Credits)

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. AAS: Business elective.

BSNS 2143 - Human Relations in Business 3/0 (3 Credits)

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. AAS: Business elective.

BSNS 2213 - Human Resource Management 3/0 (3 Credits)

This course covers basic principles and procedures of personnel administration. Topics include: job analysis, staffing, training, performance appraisal, compensation, and labor relations. AAS: Business elective.

BSNS 2311 - Successful Customer Service 1/0 (1 Credit)

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 - Administrative Assistant Internship 0/15 (3 Credits)

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.

Prerequisite: The successful completion of courses listed in the first four semesters of the Office Professional curriculum and approval of program coordinator. - Must be completed prior to taking this course.

BSNS 2413 - Management Field Project 0/10 (3 Credits)

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. AAS: Business elective.

Prerequisite: Successful completion of at least half of the courses required in the Business Management and Marketing curriculum - Must be completed prior to taking this course.

BSNS 2423 - Internship Experience 0/15 (3 Credits)

The student will apply his/her knowledge in a selected career field by working a minimum of 240 hours at a cooperating employer under the supervision of a training sponsor at the employer and a KCC representative. This course may be repeated twice for credit. AAS: Business elective.

Prerequisite: Approval of 16 semester hours of KCC coursework - Must be completed prior to taking this course.

BSNS 2514 - Business Statistics 4/0 (4 Credits)

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. IAI: BUS 901 Business. IAI: M1 902.

Prerequisite: Appropriate assessment score or MATH 1424 with a grade of C or better or MATH 0985 with a grade of C or better - Must be completed prior to taking this course.

BSNS 2553 - Principles of Management 3/0 (3 Credits)

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 - Survey of General, Organic & Biochem 3/2 (4 Credits)

This course presents general principles and theories of chemistry and selected topics in organic and biochemistry. Topics include measurement, atomic theory, radioactivity, chemical bonding and reactions, chemical equilibrium, gas laws, solutions, acids and bases, organic chemistry and biologically important compounds and processes. This course is designed for students preparing to take anatomy and physiology and/or microbiology courses. AAS: Physical science (laboratory science) elective.

Prerequisite: MATH 0985, MATH 1103, or MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

CHEM 1534 - Introductory Chemistry 3/2 (4 Credits)

This course is an introduction to the fundamental concepts of general chemistry for students with no previous background in chemistry. Topics include measurement, atomic structure, chemical bonding and nomenclature, chemical reactions, stoichiometry, states of matter, solutions, acid-base chemistry, and chemical equilibrium. AAS: Physical science (laboratory science) elective. IAI: P1 902L.

Prerequisite: MATH 1103 or MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

CHEM 1614 - General Chemistry I 3/3 (4 Credits)

The student will apply chemical concepts and principles to topics including atomic structure, chemical reactions and stoichiometry, thermochemistry, periodicity, chemical bonding, and states of matter. Quantitative applications are emphasized. IAI: CHM 911 Chemistry. IAI: P1 902L.

Prerequisite: CHEM 1534 with a grade of C or better or appropriate high school chemistry course with a grade of C or better - Must be completed prior to taking this course. MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. .

CHEM 1624 - General Chemistry II 3/3 (4 Credits)

The student will apply chemical concepts and principles to topics including solution properties, kinetics, acid-base equilibria, chemical thermodynamics, electrochemistry, and nuclear chemistry. Quantitative applications are emphasized. AAS: Physical science (laboratory science) elective. IAI: CHM 912 Chemistry.

Prerequisite: CHEM 1614 with a grade of C or better - Must be completed prior to taking this course.

CHEM 2614 - Quantitative Analysis 3/2 (4 Credits)

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.

Prerequisite: CHEM 1624 with a grade of C or better - Must be completed prior to taking this course.

CHEM 2714 - Organic Chemistry I 3/4 (4 Credits)

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.

Prerequisite: CHEM 1624 with a grade of C or better - Must be completed prior to taking this course.

CHEM 2724 - Organic Chemistry II 3/4 (4 Credits)

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.

Prerequisite: CHEM 2714 with a grade of C or better - Must be completed prior to taking this course.

Communication

COMM 1553 - Introductory Speech 3/0 (3 Credits)

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: Business elective. IAI: C2 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

COMM 1563 - Interpersonal Communication 3/0 (3 Credits)

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.

COMM 1603 - Business Communication 3/0 (3 Credits)

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.

COMM 1673 - Introduction to Mass Communication 3/0 (3 Credits)

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. IAI: MC 911 Mass Communication.

COMM 1683 - Introduction to Radio Production 2/2 (3 Credits)

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. IAI: MC 915 Mass Communication.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

Computer Graphic Technology

COGT 1113 - Digital Photography 3/0 (3 Credits)

This course is 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, (S) or (TV) Shutter Speed Mode and (A) or (AV) Aperture Mode. Smart phones and/or tablets are not permitted. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

COGT 1123 - Intro to Web Design 3/0 (3 Credits)

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 website, 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.

COGT 1133 - Package Design 3/0 (3 Credits)

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 Illustrator®, students will learn venues of packaging design and production to communicate concepts into logical and effective comprehensives (mock-ups). Students will utilize the package design prototyper. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

COGT 1213 - Photoshop Digital Imaging 3/0 (3 Credits)

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.

COGT 1223 - 2D Animation 3/0 (3 Credits)

This course explores transforming enhanced computer images into timeline motion using industry-standard software, Adobe Animate[®] 1/2 and Adobe After Effects[®] 1/2. Students will combine various forms of multimedia to create and organize animations for the inclusion of movies or web applications. Various animation sequences will be used as examples. Topics include animation of digital images, the placement of images in a time sequence, nesting, resolution, layers, effects, masks, text, symbols and Action Scripts.

Prerequisite: COGT 1213 or consent of instructor - Must be completed prior to taking this course.

COGT 1233 - Document Design 3/0 (3 Credits)

This course introduces students to principles of graphic design and production while creating documents using industry standard software, Adobe InDesign[®] 1/2. 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.

Prerequisite: COGT 1213 or consent of instructor - Must be completed prior to taking this course.

COGT 1243 - Computer Illustration 3/0 (3 Credits)

This course explores the use of illustration in print and Web publication using industry standard software, Adobe Illustrator[®] 1/2. 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.

COGT 1253 - Portfolio Development 1.5/3 (3 Credits)

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 [®] 1/2 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.

Prerequisite: COGT 1233 or consent of instructor - Must be completed prior to taking this course.

COGT 2114 - AutoCAD I 2.5/3 (4 Credits)

This course introduces Autodesk AutoCAD software. General principles and features of the AutoCAD computer-aided drafting system will be used for a variety of design and manufacturing application areas. Topics covered include: Basic object commands, line standards and layers, basic plotting, object snap and autotrack, text styles and multiline text, single-line text, modifying objects, arranging and patterning objects, multiview drawings, section views and graphic patterns, dimension styles and dimensioning. Standard drafting practices are used. This course includes blueprint reading. General knowledge of the Windows operating system is recommended.

COGT 2123 - AutoCAD II 2/2 (3 Credits)

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, annotative objects and dimensioning with tolerances.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

COGT 2132 - 3D Modeling with AutoCAD 1/1 (2 Credits)

This course explores the 3D construction and viewing capabilities of AutoCAD. Topics covered include: user coordinate systems, composite solid modeling and editing, visual styles, materials, lighting, rendering, animation, and creating 2D drawings from 3D models.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

COGT 2163 - Mechanical Design with Inventor 2/2 (3 Credits)

This course is an introduction to Autodesk Inventor software. Autodesk Inventor is a mechanical design, assembly-centric, two- and three-dimensional solid modeling, and two-dimensional drawing production software system. This course focuses on the initial three-dimensional part modeling functions and applications of Autodesk Inventor. Students will explore the Autodesk Inventor parametric solid modeling environment, interface components, basic file management tools, specific part model tools and part model creation techniques. Emphasis will be on technical illustration for marketing purposes.

COGT 2233 - Computer Graphic Technology Intern 0/15 (3 Credits)

Students will apply computer graphic technology 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.

Prerequisite: Completion of any four COGT courses and consent of program coordinator - Must be completed prior to taking this course.

COGT 2414 - Architectural Design With Revit 2/4 (4 Credits)

This course is an introduction to Autodesk Revit Architecture software. Autodesk Revit is a building design software with three-dimensional Building Information Modeling (BIM) tools for design conceptualization, visualization, analyzing and two-dimensional documentation. Topics include: walls, doors, windows, roofs, ceilings, stairs, foundations, structural members, views, annotations, schedules, dimensions, site features, massing tools and detailing. Each student will be required to complete a set of working drawings.

COGT 2422 - Intro to Video Game Design 1.25/1.5 (2 Credits)

This course provides the theory of video game design and is built around three sequences: Unity builds, programming, and art. Students will learn every piece of a video game, from characters, story, interface, immersion, strategy, sound art, animation, and programming. Games will be based on the freeware software Unity Game Engine.

COGT 2432 - Digital Sculpting with Mudbox 1.25/1.5 (2 Credits)

In this course, students will use Autodesk Mudbox software to create artwork and everyday products. Students will create digital sculptures called models. Mudbox will be used for sculpting, posing, compositing, painting, texturizing, animating, and rendering. This course develops skills used by game developers, visual effects artists, 3D artists, designers, engineers, and visualization specialists.

COGT 2443 - Animation & Rendering with 3ds Max 1.65/2 (3 Credits)

This course introduces Autodesk 3ds Max software principles and features for a variety of film, television, game, architectural, and industrial applications. Students will learn and use tools for 3D modeling, animation, rendering, dynamics, and compositing related to fields of game development, visual effects, architecture, design, engineering, and visualization. Topics will include standard and extended primitives models, default objects, mesh models, splines, materials and maps, lights and cameras, animation basics, and particle systems.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

COGT 2452 - Video Editing with Adobe Premiere 1/1 (2 Credits)

This class explores cinematic storytelling through digital film making. Students will be introduced to a variety of video making techniques, vocabulary and tools while learning the basics of concept development, video capture and editing with Adobe Premiere. Students will learn the fundamentals of recording and editing, lighting, sound, camera work and other pre- and post- production methods.

Computer Literacy

COMP 1521 - Computer Literacy 1/0.5 (1 Credit)

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 Credits)

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.

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. - Must be completed prior to taking this course.

COSC 1152 - Introduction to Windows 1/2 (2 Credits)

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 Credits)

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.

Prerequisite: COSC 1152, COSC 1513 or consent of instructor - Must be completed prior to taking this course.

COSC 1181 - Voice Recognition 0.5/1 (1 Credit)

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.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor
- Must be completed prior to taking this course.

COSC 1341 - PowerPoint 1/0 (1 Credit)

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. AAS: Business elective.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor
- Must be completed prior to taking this course.

COSC 1352 - Word 2/0 (2 Credits)

This course is an introduction to Microsoft Word. Instruction includes entering, editing, enhancing, and revising text material. AAS: Business elective.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor
- Must be completed prior to taking this course.

COSC 1362 - Access 2/0 (2 Credits)

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. AAS: Business elective.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor
- Must be completed prior to taking this course.

COSC 1372 - Excel 2/0 (2 Credits)

This is an introductory course to develop skills in creating, revising, and printing spreadsheets, charts, and graphs. AAS: Business elective.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor
- Must be completed prior to taking this course.

COSC 1382 - Microsoft Office Suite Integration 2/0 (2 Credits)

A capstone course in the integration of Microsoft Office Suite (Word, Excel, Access, and PowerPoint).

Prerequisite: COSC 1341, COSC 1352, COSC 1362, and COSC 1372 - Must be completed prior to taking this course.

COSC 1392 - Microsoft Outlook 2/2 (2 Credits)

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.

Prerequisite: COSC 1152 or COSC 1513 and COSC 1172 - Must be completed prior to taking this course.

COSC 1513 - Introduction to Information Processing 2/2 (3 Credits)

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 data base will be included. IAI: BUS 902 Business.

COSC 2033 - Advanced Word 2/2 (3 Credits)

This capstone document production course for administrative and office assistant training places heavy emphasis on using technology to produce various desktop publishing documents.

Prerequisite: COSC 1023 with a grade of C or better. - Must be completed prior to taking this course. COSC 1513 with a grade of C or better or concurrent enrollment - Must be taken either prior to or at the same time as this course.

COSC 2513 - Introduction to Computer Science 2/2 (3 Credits)

The student will demonstrate knowledge of the use of the computer as a problem-solving tool in applications that are primarily mathematical 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 the C++ language for the solutions of different applications. Students cannot receive credit for both COSC 2513 and COSC 2613.

Prerequisite: MATH 1814 or higher level or appropriate assessment score or consent of instructor - Must be completed prior to taking this course.

COSC 2613 - Computer Prog for Science & Engineering 2/2 (3 Credits)

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 in C++. 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.

Prerequisite: MATH 2515 - Must be completed prior to taking this course.

COSC 2624 - Computer Programming in C++ 2/2 (4 Credits)

This course is a continuation of COSC 2613 to emphasize mathematics, engineering, science and computer science applications. Students will use the C++ programming language to develop an object-oriented approach to the design and implementation of large scale problems. The course introduces data structures: arrays, files, sets, pointers, lists, stacks, queues, trees, and graphs as well as program verification and complexity. By building on previous knowledge of searching and sorting, students will be introduced to recursion and study practical examples of complexity analysis.

Prerequisite: COSC 2613 with a grade of C or better - Must be completed prior to taking this course.

Construction

CNST 1413 - Introduction to Bldg Construction 3/0 (3 Credits)

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 and Methods 2/2 (3 Credits)

This course is designed to familiarize students with typical materials and methods used in residential and light commercial construction. Topics will include the effect 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 Credits)

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, county planning, and GPS system use will be introduced.

Prerequisite: MATH 1103 or higher level or appropriate assessment score - Must be completed prior to taking this course.

CNST 2413 - Mechanical Systems for Buildings 3/0 (3 Credits)

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.

Prerequisite: CNST 1413 - Must be completed prior to taking this course.

CNST 2423 - Concrete Structures & Foundations 3/0 (3 Credits)

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 and Bidding 3/0 (3 Credits)

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.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

CNST 2443 - Building Codes & Inspections 3/0 (3 Credits)

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 0/15 (3 Credits)

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.

Prerequisite: CNST 1413, CNST 1423 and CNST 1444 and consent of instructor - Must be completed prior to taking this course.

Construction Craft Laborer

LABR 1103 - Craft Orientation 3/0 (3 Credits)

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 Credits)

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 1.51/1 (2 Credits)

Students will learn about concrete practices and procedures; Bobcat operator; E-Z pavement breaker; concrete saw; concrete vibrator.

LABR 1163 - Asphalt Tech and Construction 3/0 (3 Credits)

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 Credits)

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.

Prerequisite: LABR 1142 - Must be completed prior to taking this course.

LABR 1223 - Forming and Finishing Concrete 2/2 (3 Credits)

This course is part of the Concrete Specialist Certificate program and focuses on forming techniques, placing concrete, and various finishing techniques.

Prerequisite: LABR 1213 - Must be completed prior to taking this course.

LABR 1232 - Concrete Apprenticeship II 1/2 (2 Credits)

This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the class room. 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.

Prerequisite: LABR 1223 - Must be completed prior to taking this course.

LABR 2113 - Lead Base Paint Abatement 3/0 (3 Credits)

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 Credits)

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 Pipelaying 3/0 (3 Credits)

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 Credits)

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 Credits)

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 Credits)

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 Credits)

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 Credits)

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.

Early Childhood Education

ECED 1513 - Child Growth & Development 3/0 (3 Credits)

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. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials. IAI: ECE 912 Child Development.

ECED 2013 - History & Philosophy of Early Child Ed 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be completed prior to taking this course.

ECED 2103 - School Aged Programming 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2153 - Infant/Toddler Care 3/0 (3 Credits)

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. This course requires 15 hours of observation and participation. This course is part of the Illinois Gateways to Opportunity Early Childhood Infant/Toddler Credential.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2163 - Discipline/Classroom Management 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2223 - Art/Music Activities 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2233 - Language Acquisition & Development 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2243 - Science/Math Activities 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2253 - Motor Development/Physical Activities 3/0 (3 Credits)

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.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2263 - Heads Up Reading 3/0 (3 Credits)

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.

ECED 2363 - Administration in Child Care Settings 3/0 (3 Credits)

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. The course requires 15 hours of observation/shadowing an early childhood administrator. This course is part of the Illinois Gateways to Opportunity Director Credential.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2403 - Clinical Experience 1/6 (3 Credits)

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. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential.

Prerequisite: ECED 1513 and ECED 2533 with a minimum of 15 hours of child development courses - Must be completed prior to taking this course.

ECED 2513 - Child, Family & Community Relations 3/0 (3 Credits)

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 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. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential. IAI: ECE 915 Child Development.

Prerequisite: ECED 1513 - Must be completed prior to taking this course.

ECED 2523 - Intro to Early Childhood Education 3/0 (3 Credits)

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 eight during each age and stage of development. Students will spend a minimum of 15 hours of observation in early childhood settings. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2533 - Early Childhood Curriculum Development 3/0 (3 Credits)

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. This course is part of the Illinois Gateways to Opportunity Early Childhood Credentials.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2543 - Child Study & Observation 3/0 (3 Credits)

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 with developmental theory and appropriate practice form the basis of the 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. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

ECED 2633 - Health, Nutrition & Safety 3/0 (3 Credits)

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 obtaining certification is the obligation of the student. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

Prerequisite: ECED 1513 - Must be taken either prior to or at the same time as this course.

Economics

ECON 1543 - Principles of Economics 3/0 (3 Credits)

This is a survey course covering select topics in microeconomics and macroeconomics. It is a study of product and resource markets, market structures, interactions between government and firms, the determinants of economic activity, money and banking, monetary and fiscal policy implications, international trade, and international finance. Students cannot receive credit for this course if ECON 1553 or ECON 1563 has been completed. IAI: S3 900.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

ECON 1553 - Principles of Macroeconomics 3/0 (3 Credits)

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. IAI: S3 901.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course. MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

ECON 1563 - Principles of Microeconomics 3/0 (3 Credits)

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. IAI: S3 902.

Prerequisite: Appropriate assessment score or completion of ENGL 0964 with a grade of C or better - Must be completed prior to taking this course. MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

Education

EDUC 1501 - Preparing for the IBST/TAP 1/0 (1 Credit)

Prerequisite: Basic computer skills. This course is designed to prepare prospective teachers to take and pass the Illinois Basic Skills Test (IBST), by refreshing and/or improving skills and abilities in Reading, Writing, and Mathematics.

Prerequisite: Basic computer skills - Must be completed prior to taking this course.

EDUC 1713 - Intro to Public Education 3/0 (3 Credits)

The student shall be able to identify and explain characteristics of the organization and administration of American public education - federal, state, and local. He or she also will analyze American education in its legal and financial aspects, identify current issues, and discuss developments and responsibilities of membership in the teaching profession. The course will analyze topics that impact students from preschool (PK) through high school.

EDUC 1763 - Technology in Education 3/0 (3 Credits)

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 3/0 (3 Credits)

(Based on demand) This course is designed to introduce current and future educators and trainers to methods and practices employed in online teaching and training.

EDUC 1833 - The Exceptional Learner/Child 3/0 (3 Credits)

This is a survey course which presents the historical, philosophical and legal foundations of special education. The course analyzes topics that impact students from early childhood through high school. There will be a review of the Individuals with Disabilities Education Act. Students will discuss characteristics of individuals with disabilities as well as the diverse populations they belong to. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential. IAI: ECE 913.

EDUC 2513 - The Multicultural Classroom 3/0 (3 Credits)

The Multicultural Classroom provides a theoretical and empirical overview of public school issues affecting minority students. Students will analyze historical trends regarding groups including, but not limited to, Native Americans, Asian Americans, Latinx, African Americans, the working class, women, LGBTQ+, and individuals with exceptionalities.

EDUC 2533 - Foundations of Reading 3/0 (3 Credits)

This course is designed for the 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 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 students to multiple perspectives of reading instruction representing a comprehensive and balanced viewpoint in teaching reading.

EDUC 2613 - Educational Psychology 3/0 (3 Credits)

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.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

Electrical Engineering Technology

ELTR 1004 - Fundamentals of Electricity 2.5/3 (4 Credits)

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 1023 - Basic Circuit Analysis 1.5/3 (3 Credits)

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 1004. Such topics as fundamental sine-wave analysis and measurement, electro-magnetics, AC power, inductance, capacitance, reactive circuits, impedance, resonance, and passive filters will be discussed.

Prerequisite: ELTR 1004 and one year of high school algebra or equivalent - Must be completed prior to taking this course.

ELTR 1034 - Fluid Power 2.5/3 (4 Credits)

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 1043 - Semiconductor Electronics 1.5/3 (3 Credits)

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.

Prerequisite: ELTR 1023 - Must be taken either prior to or at the same time as this course.

ELTR 1073 - Hydraulic Systems 1.5/3 (3 Credits)

This course surveys the basics of hydraulics applied in both industrial and some mobile hydraulic systems. The operation and use of components associated with hydraulic systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, cylinders, pumps, filters and other components common to hydraulic systems.

ELTR 1082 - Pneumatics & Electro-Pneumatics 1/2 (2 Credits)

This course surveys the basics of pneumatic and electro-pneumatics as they apply to industrial pneumatic systems. The operation and use of components associated with pneumatic systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, cylinders, compressors, filters, and other components common to pneumatic systems. Basic electrical circuits that control common industrial pneumatic circuits will be discussed. The student will demonstrate his/her ability in practical application electro-pneumatics.

Prerequisite: ELTR 1073 - Must be completed prior to taking this course.

ELTR 1113 - Digital Fundamentals 1.5/3 (3 Credits)

The student will employ Boolean Algebra, binary number system, and Logic Converter to solve logic problems. He or she will use the flip-flops, AND gates, OR gates, NAND gates, and NOR gates to create logic circuits. Basic components and a scientific calculator must be purchased by the student.

Prerequisite: MATH 1103 or MATH 1414 or higher level math course or one year high school algebra with a grade of C or better, or appropriate assessment score. - Must be completed prior to taking this course.

ELTR 1174 - Natl Electric Code & Wiring Methods 2.5/3 (4 Credits)

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.

Prerequisite: ELTR 1004 or consent of instructor - Must be completed prior to taking this course.

ELTR 1302 - Electrical Installation Skills I 1/2 (2 Credits)

The student will learn about and how to use basic tools, power tools and fasteners used in the electrical industries. Students will learn about tools commonly used in the electrical industry as well as how and when to select appropriate each one. Using tools safely and with the proper body mechanics will be a focus of the course.

ELTR 1402 - Industrial Safety 2/0 (2 Credits)

This course emphasizes OSHA workplace safety requirements, and instills proper safety practices and procedures for working in an industrial or construction environment. As the primary course content, students will have the opportunity to earn third-party certificates for OSHA 10-hour training (online); American Red Cross First Aid (face-to-face) and American Red Cross CPR (face-to-face).

ELTR 1423 - Electrical/Electronic Drafting 2/2 (3 Credits)

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 1503 - Survey of Renewable Energy 3/0 (3 Credits)

This course examines the rapidly spreading use of renewable energy technology through exploration of environmental and energy sustainability, current social and technological issues. Scientific concepts of inertia, force, power, energy, solar astronomy and the basic laws of thermodynamics will be explored and explained. An examination of energy conservation, energy conversion-efficiency, and common renewable energy sources such as Solar-Thermal; Solar-Photovoltaic; Wind Energy; Hydro-Power will be discussed. Other topics such as alternative means of space heating, water heating, and alternative transportation technologies will be included.

Prerequisite: Basic computer skills for word processing, performing internet searches, sending and receiving email; basic math skills; and ability to use a calculator - Must be completed prior to taking this course.

ELTR 2074 - DC & AC Rotating Machines 2.5/3 (4 Credits)

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.

Prerequisite: ELTR 1004 - Must be completed prior to taking this course.

ELTR 2082 - Microcomputer Systems 1.5/1 (2 Credits)

Students will assemble and test an IBM clone microcomputer. Included in the system will be the case, power supply, motherboard, monitor, floppy drive, hard drive, and all required cards and other equipment. Students will discuss the function of each of the above and be required to properly install and perform functional tests on the equipment.

ELTR 2162 - Selected Studies I 1.5/1 (2 Credits)

Students will investigate the characteristics and operation of individual electronic devices and/or systems. This may include lasers, fiber optics, phase-locked-loops, active filters, microprocessors, microcomputer hardware and software, and others. A formal paper will be required upon completion of this course.

Prerequisite: ELTR 1043 or equivalent or consent of instructor - Must be completed prior to taking this course.

ELTR 2172 - Selected Studies II 1.5/1 (2 Credits)

This course is a continuation of ELTR 2162 - Selected Studies I.

Prerequisite: ELTR 2162 and consent of instructor - Must be completed prior to taking this course.

ELTR 2182 - Special Projects I 1.5/1 (2 Credits)

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.

Prerequisite: ELTR 1043 or equivalent and consent of instructor - Must be completed prior to taking this course.

ELTR 2192 - Special Projects II 1.5/1 (2 Credits)

This course is a continuation of ELTR 2182 - Special Projects I.

Prerequisite: ELTR 2182 and consent of instructor - Must be completed prior to taking this course.

ELTR 2302 - Electronics/Electrical Internship 0/10 (2 Credits)

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.

Prerequisite: A minimum of 30 credits of ELTR courses and approval of the program coordinator. - Must be completed prior to taking this course.

ELTR 2303 - Electrical Installation Skills II 1/4 (3 Credits)

The student will learn common installation practices for industrial and commercial electrical circuits, including how and when to use the appropriate tools and materials. Students will wire both industrial power circuits and control circuits following blue prints and electrical schematics. Using tools safely and with the proper body mechanics will be a focus of the course.

Prerequisite: ELTR 1302 - Must be completed prior to taking this course.

ELTR 2314 - Introduction to Solar-Thermal Technology 2.5/3 (4 Credits)

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.

Prerequisite: ELTR 1004 and ELTR 1503 - Must be completed prior to taking this course.

ELTR 2324 - Introduction to Small-Wind Technology 2.5/3 (4 Credits)

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.

Prerequisite: ELTR 1004, ELTR 1174, and ELTR 1503 - Must be completed prior to taking this course.

ELTR 2334 - Intro to Solar-Photovoltaic Tech 2.5/3 (4 Credits)

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 North American Board of Certified Energy Practitioners (NABCEP) Solar PV Entry Level Exam and the Midwest Renewable Energy Association (MREA) Certificate Exam for Solar-PV Site Assessment.

Prerequisite: ELTR 1004, ELTR 1174, and ELTR 1503 - Must be completed prior to taking this course.

ELTR 2343 - Advanced Photovoltaic Installation 1.5/3 (3 Credits)

This course focuses on the design of various types of National Electric Code compliant photovoltaic systems (solar electric) as well as the installation of photovoltaic systems using industry accepted best practices.

Prerequisite: ELTR 2334 - Must be completed prior to taking this course.

ELTR 2353 - Solar Operations & Maintenance 1.5/3 (3 Credits)

This course will train students to safely and effectively perform tasks to assess performance of existing solar electric systems, commission systems and the use of troubleshooting skills to determine under performance. Students will learn techniques in the use of analytical tools such as meters, I-V tracers, IR cameras, and insulation meters. In addition, students learn procedures for documentation of work and budget development.

Prerequisite: ELTR 2334 - Must be completed prior to taking this course.

ELTR 2414 - Industrial Motor Control 2.5/3 (4 Credits)

The purpose and function of AC and DC motor controls is 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. Students will be required to earn third-party certification for Arc Flash Safety. Basic tools must be supplied by the students.

Prerequisite: ELTR 1004 - Must be completed prior to taking this course.

ELTR 2444 - Programmable Controllers 2.5/3 (4 Credits)

This course is for electricians, technicians and users of industrial programmable controllers (PLCs) to become familiar with basic programming installation, maintenance and operation of programmable logic controllers. The emphasis will be hands-on training in programming, program development, delogging, wiring and operation.

Prerequisite: ELTR 2414 - Must be completed prior to taking this course.

ELTR 2454 - Industrial Instrumentation 2.5/3 (4 Credits)

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 will also 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.

Prerequisite: ELTR 1004 AND PSCI 1114 - Must be completed prior to taking this course.

ELTR 2464 - Process Control 2.5/3 (4 Credits)

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 will also 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.

Prerequisite: ELTR 2454 - Must be completed prior to taking this course.

ELTR 2472 - In-Plant Training 0/10 (2 Credits)

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 associate dean. 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 program staff.

ELTR 2474 - Advanced Programmable Controllers 2.5/3 (4 Credits)

This course will provide students with an understanding of the operation and development of tag based industrial program controllers, HMI development, and industrial networking system design and implementation. Students will build an industrial network connecting many different industrial components. Students will program standard industrial equipment and will develop process graphics to control and monitor the equipment.

Prerequisite: ELTR 2444 - Must be completed prior to taking this course.

Energy

ENGY 1013 - Intro to Energy Auditing 2.5/1 (3 Credits)

The student will be introduced to the concepts of energy usage and the terms, organizations, equipment ratings and sustainable technologies being used to replace older equipment. Water conservation and how it interacts with other sustainable strategies to make buildings and homes more energy efficient will be discussed as they relate to promoting long-term sustainable goals. A third party Green Awareness assessment exam will be administered at the end of the course.

ENGY 1102 - Customer Relations 2/0 (2 Credits)

The student will be introduced to customer service soft skills practiced by HVAC/R and Energy Auditing professionals in the field. These skills will focus on determining customer's wants and requests, and to analyze and recognize savings and costs associated with various strategies of energy reduction and strategies for long term energy reduction and sustainable goals.

ENGY 1203 - Mechanical & Envelope Evaluation 2/2 (3 Credits)

The student will be introduced to the concepts of heat transfer methods, heat loss/gain for structures, thermal conductivity and methods of determining equipment sizing and location. Students will study and calculate R-value and U-value for insulation. Students will identify doors, windows, window coverings, insulating at installations, and thermal conductivity of window and doors. Students will evaluate existing building heating and cooling systems for leakage and efficiency losses.

ENGY 2103 - Indoor Air Analysis 2/2 (3 Credits)

The student will be introduced to concepts related to indoor air pollution and specific threats of mold, lead asbestos and their related causes and/or abatement strategies. Students will also measure air flow for proper delivery to each zone within building. A third party certification test will be administered at the completion of this course.

Prerequisite: ENGY 1203 - Must be completed prior to taking this course.

ENGY 2203 - Building & Energy Analysis 2/2 (3 Credits)

The student will be introduced to tools and instruments to test, measure and log building air flow, infiltration, exfiltration as well as existing system performance. Students will use computer program to calculate energy usage, costs and savings potential. Students will also use industry software to perform complete energy analysis of residential structure.

Prerequisite: ENGY 1203 - Must be completed prior to taking this course.

Engineering

ENGR 1513 - Engineering Design Graphics/CAD 1.5/4.5 (3 Credits)

This course is an introduction to engineering design and graphics, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Students are required to use computer-aided drafting in this course. Sketching and CAD techniques will be integrated in this course. IAI: EGR 941 Engineering.

Prerequisite: One year of high school geometry with a grade of C or better or MATH 1453 - Must be completed prior to taking this course.

ENGR 2503 - Statics 3/0 (3 Credits)

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.

Prerequisite: PHYS 2614 and MATH 2515 - Must be completed prior to taking this course.

ENGR 2523 - Dynamics 3/0 (3 Credits)

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.

Prerequisite: ENGR 2503 - Must be completed prior to taking this course.

ENGR 2533 - Mechanics of Materials 3/0 (3 Credits)

The student will apply engineering principles to determine mechanical capacities of structural materials. The course will develop and present concepts of stress and strain, including thermal stresses, stresses developed by combination loading, transformation of stresses (Mohr's Circle, and analytically); elastic and plastic deformation in axial, transverse, and torsional loading; and deflection of beams and columns. The course will present methods for design of beams using shear and bending moment diagrams with single and combine loading, and the design of columns and shafts. IAI: EGR 945 Engineering.

Prerequisite: ENGR 2503 - Must be completed prior to taking this course.

ENGR 2613 - Electrical Circuits & Networks 3/0 (3 Credits)

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.

Prerequisite: MATH 2534 and PHYS 2624 - Must be completed prior to taking this course.

English

ENGL 0964 - Preparation for College English 4/0 (4 Credits)

Students will focus on developing college-level reading, writing, and study skills and comprehending and analyzing a variety of texts. Students will be expected to produce persuasive and expository paragraphs and essays. Students will analyze the interactions between rhetorical situation, purpose and audience. Conventions of standard written English will be addressed. This course is designed to prepare students for college-level coursework.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

ENGL 1423 - Accelerated Learning: Reading & Writing 3/0 (3 Credits)

This course is designed for students whose placement score indicates additional instructional support could increase their success in ENGL 1613. ENGL 1423 provides instruction in writing, reading, and college success strategies. Course work will help students develop as college writers and readers through assignments, discussions, and workshops that complement ENGL 1613 coursework. ENGL 1423 is a co-requisite of ENGL 1613 with its own objectives and assignments.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course. ENGL 1613 - Must be taken at the same time as this course.

ENGL 1613 - English I 3/0 (3 Credits)

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.

Prerequisite: Appropriate assessment score or ENGL 0964 with a grade of C or better. - Must be completed prior to taking this course.

ENGL 1623 - English II 3/0 (3 Credits)

The student will continue to develop the writing skills studied in ENGL 1613, achieving great proficiency in analyzing and writing arguments and analyses. The student will utilize accurately documented research support in all major writing assignments. A greater understanding of rhetorical context is another goal of this course. To receive credit toward the IAI General Education Core requirements, this course must be completed with a minimum grade of C. IAI: C1 901R.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed prior to taking this course.

ENGL 1713 - Introduction to Poetry 3/0 (3 Credits)

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. IAI: H3 903.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 1723 - Introduction to Film Study 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 1743 - Introduction to Literature 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 1853 - Introduction to Shakespeare 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2533 - Survey of British Lit II 3/0 (3 Credits)

This course is taught at a study abroad site. Survey of major writers from 1800 to the present. IAI: H3 913.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2553 - Children's Literature 3/0 (3 Credits)

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. IAI: H3 918.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2613 - Ancient & Medieval World Literature 3/0 (3 Credits)

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. IAI: H3 906.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2623 - Modern World Literature 3/0 (3 Credits)

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 interrelationship of social history, culture, geography, literature, and the other arts. AAS: Humanities elective. IAI: H3 907.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2713 - Intl Survey of Brit Lit I 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

ENGL 2723 - Amer Literature Up to 1865 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2733 - American Literature From 1865 3/0 (3 Credits)

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. IAI: H3 915.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

ENGL 2813 - Creative Writing 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

French

FREN 1514 - Elementary French I 4/0 (4 Credits)

This class is held at Olivet Nazarene University. See French 101 in Olivet Nazarene University catalog.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

FREN 1524 - Elementary French II 4/0 (4 Credits)

This class is held at Olivet Nazarene University. See French 102 in Olivet Nazarene University catalog.

Prerequisite: FREN 1514 with a grade of C or better - Must be completed prior to taking this course.

FREN 2513 - Intermediate French I 3/0 (3 Credits)

This class is held at Olivet Nazarene University. Please see FREN 211 in Olivet Nazarene University catalog.

Prerequisite: FREN 1524 with a grade of C or better - Must be completed prior to taking this course.

FREN 2523 - Intermediate French II 3/0 (3 Credits)

This class is held at Olivet Nazarene University. See French 212 in Olivet Nazarene University catalog.

Prerequisite: FREN 2513 with a grade of C or better - Must be completed prior to taking this course.

FREN 2625 - French Culture 3/0 (3 Credits)

This class is held at Olivet Nazarene University. See French 325 in Olivet Nazarene University catalog.

Prerequisite: See FREN 325 in Olivet Nazarene University catalog - Must be completed prior to taking this course.

FREN 2702 - Communication in French 2/0 (2 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

FREN 2713 - Advanced Comm in French 3/0 (3 Credits)

This class is held at Olivet Nazarene University. See French 342 in Olivet catalog.

Geography

GEOG 1513 - World Regional Geography 3/0 (3 Credits)

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. IAI: S4 900N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

German

GERM 1502 - German Conversation I 2/0 (2 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

GERM 1514 - Elementary German 4/0 (4 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

GERM 1524 - Intermediate German 4/0 (4 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

Health

HLTH 1223 - Pathopharmacology for Health Careers 3/0 (3 Credits)

This course is an introduction to the basic concepts of both pathophysiology and pharmacology. Students will examine the mechanism of disease and its effects on the human body, with emphasis on etiology, signs and symptoms, diagnostic findings and treatments. Special topics in pharmacology will be introduced including, drug classifications, action/kinetics, drug interactions and desired outcomes in relation to the most common diseases.

Prerequisite: BIOL 1564 - Must be completed prior to taking this course.

HLTH 1312 - Medical Terminology 2/0 (2 Credits)

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.

Prerequisite: ENGL 0964 with a grade of C or better, or appropriate assessment score. - Must be completed prior to taking this course.

HLTH 1343 - ICD-10-CM/PCS 3/0 (3 Credits)

This course introduces the theory and structure of the International Classification of Disease - 10 Clinical Modification (ICD-10-CM). Through the use of course materials, the student will become proficient at identifying and accurately assigning ICD-10-CM codes to health records.

Prerequisite: HLTH 1312, BIOL 1564, and HLTH 1372 - Must be taken either prior to or at the same time as this course.

HLTH 1353 - Basic CPT Coding 3/0 (3 Credits)

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.

Prerequisite: HLTH 1312, HLTH 1372 and BIOL 1564 - Must be taken either prior to or at the same time as this course.

HLTH 1363 - Insurance Procedures 3/0 (3 Credits)

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.

Prerequisite: HLTH 1343, HLTH 1353, and HLTH 1372 - Must be completed prior to taking this course. HLTH 1343 and HLTH 1353 - Must be taken either prior to or at the same time as this course.

HLTH 1372 - Ethical and Legal Issues 2/0 (2 Credits)

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 1381 - Healthcare Delivery Systems 1/0 (1 Credit)

Students will be introduced to a broad overview of the various functions of the United States healthcare system and how that system has evolved over time. The various forms of provider models and service delivery systems, found in both the private and public health sectors, including ambulatory, acute, long-term, and mental health care, will be examined. The financing of healthcare and how it influences healthcare delivery and quality will be outlined.

HLTH 1404 - Phlebotomy Techniques 3/2 (4 Credits)

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, 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.

Prerequisite: Appropriate assessment score and HLTH 1312 - Must be taken either prior to or at the same time as this course.

HLTH 1412 - Phlebotomy Techniques Practicum 0/8 (2 Credits)

HLTH 1412 cannot be taken more than 13 months after completing HLTH 1404. 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.

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. - Must be completed prior to taking this course.

HLTH 1492 - Coding Practicum 0.5/3 (2 Credits)

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 will also be emphasized.

Prerequisite: HLTH 1223, HLTH 1343, HLTH 1353, HLTH 1363 - Must be completed prior to taking this course.

HLTH 1513 - Nutrition 3/0 (3 Credits)

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 adviser.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HLTH 2401 - Coding Specialist Internship 0/1 (1 Credit)

Students will gain practical work experience with the opportunity to perform various coding protocols in a variety of healthcare settings. This is a supervised experience and requires a minimum of 80 hours.

Prerequisite: HLTH 1492 - Must be completed prior to taking this course.

History

HIST 1513 - Western Civilization to 1648 3/0 (3 Credits)

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. IAI: H2 901.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 1533 - Western Civilization 1648 to Present 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 1534 - Western Civ Through Independent Study 1/9 (4 Credits)

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.

HIST 1613 - Austrian Civilization 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

HIST 1643 - Middle East History 600 to Present 3/0 (3 Credits)

This course covers the history of the Middle East after the birth of Islam, with greater emphasis on developments after about 1800. It will focus especially 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. IAI: H2 903N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 1823 - African American History 3/0 (3 Credits)

This course examines the role African Americans have played in the political, economic, cultural, and social movements within the United States from their arrival in America to the present. AAS: Social and behavioral science elective.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 1913 - Illinois History 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 2513 - History of the US to 1877 3/0 (3 Credits)

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. IAI: S2 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 2523 - History of the U.S. 1877 to Present 3/0 (3 Credits)

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. IAI: S2 901.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 2533 - Latin American History 3/0 (3 Credits)

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. IAI: S2 911N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HIST 2543 - British History I 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

HIST 2553 - British History II 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

HIST 2613 - Modern Britain 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

HIST 2633 - Middle Ages 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

HIST 2643 - US History 1933-1950 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

HIST 2903 - History of Spain 3/0 (3 Credits)

This course is taught at a study abroad site. Students will gain a basic knowledge of the history of Spain, placed within a European and international context. After evaluating the impact of Roman, Visigoth, and Muslim rule on Spain, Spanish contributions and responses to historical phenomena including the Renaissance, Reformation, Napoleonic Wars, Enlightenment, industrialization, fascism, and the European Community will be considered. Students will analyze primary sources to enter scholarly debates over aspects of Spanish history.

Horticulture

HORT 1014 - Fundamentals of Horticulture 3/2 (4 Credits)

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 the horticulture terminology; and 4) have the student perform basic horticultural tasks.

HORT 1023 - Plant Propagation 2/2 (3 Credits)

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, apply practical plant propagation knowledge to real world settings.

HORT 1154 - Landscape Layout and Design 2/4 (4 Credits)

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 Credits)

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 Credits)

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 1314 - Landscape Plants and Design 3/2 (4 Credits)

The purpose of this course is for students to be able to identify characteristics of common landscape plants, such as evergreen plants, ground covers, vines, and deciduous trees and shrubs. Emphasis is placed on their culture, use, and aesthetic value. In addition, students will develop knowledge of the materials used in landscape construction and how to select those materials. Students will learn and practice basic construction techniques and learn how to demonstrate appropriate safety practices.

HORT 1323 - Fruit and Vegetable Production 2/2 (3 Credits)

This course provides the fundamental principles of successful growing, harvesting, storing, and marketing of fruit and vegetable crops. In addition, sustainable agriculture, plant development, composting, and food safety will be studied.

HORT 1513 - Introduction to Horticulture Science 2/2 (3 Credits)

This course is an introduction to the 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.

Hospitality

HOSM 1003 - Introduction to Hospitality 3/0 (3 Credits)

This course introduces the history, opportunities, problems and trends of the hospitality industry. It covers the organization of different sectors of the hospitality industry, including human resources, general business considerations, and management theory.

HOSM 1013 - Front Office Operations 3/0 (3 Credits)

This course establishes a systematic approach to front office operations, detailing the flow of business through the hotel from reservations to checkout. Front office management is placed within the context of the overall operation of the hotel. Methods of handling guest folios, reservations systems, property management systems, and cash controls are discussed.

HOSM 1023 - HR Management and Training 3/0 (3 Credits)

This course prepares students for interviewing, training, and developing employees. It covers management skills (technical, human, and conceptual) and leadership. Topics also include establishment and use of effective training, as well as performance evaluation measures to improve productivity. The emphasis is on staff and customer relations.

HOSM 1033 - Quality and Service Management 3/0 (3 Credits)

This course provides a study and analysis of service delivery systems for the hospitality industry. Particular emphasis will be on implementing a consumer driven, top-down, policy oriented, quality service program. Principles of total quality management (TQM), outcome assessment, and leadership will be integrated throughout the course.

Prerequisite: HOSM 1023 - Must be completed prior to taking this course.

Humanities

HUMS 1513 - Introduction to Humanities 3/0 (3 Credits)

This course is designed to provide students with an interdisciplinary study of selected works of art, music, literature, and philosophy through either a thematic or a genre-based approach. AAS: Humanities elective. IAI: HF 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HUMS 1534 - Int'l Studies in the Humanities 1/9 (4 Credits)

This course is taught at a study abroad site. 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 1553 - Intro to Women's & Gender Studies 3/0 (3 Credits)

This interdisciplinary course introduces historical, sociological, political, cultural, and economic study of women and gender construction. Students will learn about the development of modern feminism in relation to the roles of women throughout history in North America and abroad. The functions of gender and sexuality as reflected in various cultural forms will be identified and analyzed. AAS: General Humanities elective. IAI: H9 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HUMS 1712 - Leadership Development 2/0 (2 Credits)

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, and civic engagement.

HUMS 1813 - African-American Cultural Expression 3/0 (3 Credits)

Interdisciplinary study of art, architecture, music, literature, history, and philosophy reflecting the cultural identity of African-Americans. IAI: HF 906D.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HUMS 1833 - Hispanic-Latino Culture 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HUMS 1853 - Arts and Culture of the Middle East 3/0 (3 Credits)

Through study of selected works of literature, philosophy, visual art, music and other performing arts, this interdisciplinary course presents the student with significant intellectual and artistic achievements of several cultures, including Mesopotamia (Iraq), Anatolia (Turkey), Persia (Iran), and Levant/Palestine (Israel, Syria, Jordan). The class will include a comparison of the values, motifs and aesthetics of these cultures to Western cultural expression. Extensive use will be made of multimedia resources in addition to reading and viewing assignments in specific discipline areas. IAI: HF 904N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HUMS 2613 - World Religions 3/0 (3 Credits)

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 expressions; and criticism of their origins, rituals and forms of religious knowledge and destiny. IAI: H5 904N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

HUMS 2903 - The Three Cultures of Spain 3/0 (3 Credits)

This course (taught at a study abroad site) will explore the nature, challenges and results of conflict and co-existence among Jews, Muslims, and Christians in medieval Spain. It will examine the breakdown of tolerance leading to the expulsions of Spanish Jews in 1492, Spanish Muslims in 1502, and the Moriscos of Spanish Muslim descent in 1609. Spain's subsequent involvement in Morocco will receive particular attention, as will the roles of Christians, Jews, and Muslims in present-day Spain.

Journalism

JOUR 1653 - Introduction to Journalism 3/0 (3 Credits)

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. IAI: MC 919 Mass Communications.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

Law Enforcement

LAWF 1513 - Introduction to Criminal Justice 3/0 (3 Credits)

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 Credits)

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 Credits)

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 Credits)

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 Credits)

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 Credits)

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 Credits)

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 - Selective Problems in Law Enforcement / (1 Credit)

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 Credits)

This course will provide the student a rudimentary understanding of the expanding field of computer crime investigation. Through the examination of the operations and interrelationship 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.

Prerequisite: LAWF 1733 or consent of instructor - Must be completed prior to taking this course.

LAWF 2513 - Criminology 3/0 (3 Credits)

This course is an introduction to the multi-disciplinary study and analysis of the nature, causes, and control of crime; measurement of crime; the interactive roles of the system, victim, and offender. IAI: CRJ 912 Criminal Justice.

LAWF 2543 - Intro to Prob, Parole, & Comm Correct 3/0 (3 Credits)

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 Credits)

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 Credits)

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 Credits)

This course is an overview and analysis of the United States correctional system: history, evolution, and philosophy of punishment and treatment; operation and administration in institutional and non-institutional settings; and issues in constitutional law. IAI: CRJ 911 Criminal Justice.

LAWF 2733 - Private Security 3/0 (3 Credits)

This course will cover the scope, purpose, and function of private security. It includes methods and systems of loss prevention, relationship with local law enforcement systems, criminal and civil laws, fire safety, and situational instruction in the simulation lab.

Library Sciences

LRCS 1512 - Library and Information Literacy 1/2 (2 Credits)

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.

Machine Tool Operations

MCHN 1214 - Machine Tool I 2/4 (4 Credits)

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.

Prerequisite: MCHN 1311 - Must be taken either prior to or at the same time as this course.

MCHN 1224 - Machine Tool II 2/4 (4 Credits)

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 feeds, 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.

Prerequisite: MCHN 1214 - Must be taken either prior to or at the same time as this course.

MCHN 1234 - Machine Tool III 2/4 (4 Credits)

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.

Prerequisite: MCHN 1224 - Must be completed either prior to or at the same time as this course.

MCHN 1311 - Precision Measurement 0.5/1 (1 Credit)

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, percentages, measurement and operations with signed numbers.

MCHN 1323 - Fabrication 2/2 (3 Credits)

Students will learn practical layout and fabrication techniques. A primary focus will be sheet metal fabrication to safely operate equipment such as power shears, hydraulic press brakes, slip rollers, and finger brakes. Some welding techniques will be discussed and performed. This is a hands-on, project-oriented course. Long sleeves, a welding jacket and boots are required at all class meetings.

Prerequisite: WELD 2124 or WELD 2224 with a grade of C or better - Must be taken either prior to or at the same time as this course.

MCHN 1432 - Millwright 2/2 (2 Credits)

This course 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 bolt and fasteners.

MCHN 1442 - Rigging 2/0 (2 Credits)

This course will familiarize the student with safe and accepted industry practices as applied to rigging, rigging equipment and the proper maintenance of rigging equipment.

MCHN 1452 - Lubrication 2/0 (2 Credits)

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 of discussion shall 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 - Fund of CNC Machining & Programming 2/4 (4 Credits)

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.

Prerequisite: MCHN 1224 and MATH 1103 - Must be completed prior to taking this course.

Manufacturing Technology

MAFT 1102 - Manufacturing Forklift 1/2 (2 Credits)

This course is designed to provide the student with training in the safe operation of a forklift.

MAFT 1112 - Intro to Manufacturing and Safety 2/0 (2 Credits)

This course provides the student with an introduction to manufacturing including specific instruction to facilitate safe work practices in industrial environments. It introduces manufacturing specializations such as mechatronics, precision machining and welding. The course also covers fire safety, pressurized gases, electrical hazards, and safe machine usage. Students will become acquainted with Occupational Safety and Health Administration (OSHA) policy. Upon completion, students will have the opportunity to earn the Safety Certification through the Manufacturing Skills Standards Council (MSSC).

MAFT 1222 - Quality and Measurement 2/0 (2 Credits)

This course provides an introduction to controlling and improving quality in a manufacturing setting. This course explores ways that manufacturers use data and analysis to improve quality. Upon completion, students will have the opportunity to earn the Quality Practices and Measurement Certificate through the Manufacturing Skills Standards Council (MSSC).

MAFT 1232 - Manufacturing Processes 2/0 (2 Credits)

This course provides the fundamentals of machine shop theory and safe practice. While providing the basics of how manufacturing transforms materials into products, students will become familiar with tools, equipment and practices of tool, die and precision metal-working industries. The course also includes theory and operation of lathes, mills and surface grinders. Through classroom and laboratory learning experiences, students will make a working tool. They also will learn about types of production, materials used in production, and manufacturing processes including machining, casting and assembly. Upon completion, students will have the opportunity to earn the Manufacturing Processes and Production Certification through the Manufacturing Skills Standards Council (MSSC).

MAFT 1312 - Intro to Manufacturing Maintenance 2/0 (2 Credits)

This course provides a basic understanding of tools and equipment used in manufacturing as well as knowledge of how to improve productivity through predictive and preventive maintenance. Upon completion, students will have the opportunity to earn the Maintenance Awareness Certification through the Manufacturing Skills Standards Council (MSSC).

MAFT 1323 - Lean and Quality Overview 3/0 (3 Credits)

This course provides the student with an introduction to the eight critical quality management areas: customers, leadership, strategic planning, human resource development, information flow and knowledge management, project management and business results. Emphasis is on the industrial applications of Lean and Quality Management principles, tools, and techniques.

Marketing

MKTG 1253 - Sales & Customer Service 3/0 (3 Credits)

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. AAS: Business elective.

MKTG 1553 - Principles of Marketing 3/0 (3 Credits)

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 Credits)

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. AAS: Business elective.

Mathematics

MATH 0974 - Fundamentals of Mathematics 4/0 (4 Credits)

The student will study arithmetic concepts, including the four operations of real numbers, rates, proportions, and measurements. This course includes an introduction to algebra in simplifying expressions and solving simple linear equations. Computations and applications will be stressed. This course is designed to prepare students for college-level coursework.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

MATH 0985 - Math Literacy 5/0 (5 Credits)

This course is designed to be an alternative developmental mathematics path for non-STEM majors who plan to take general education mathematics and/or general education statistics. Topics in this course are presented in context and focus on numeracy, proportional reasoning, algebraic reasoning and functions. In addition to algebra topics this course promotes developing mathematical reasoning through problem solving, critical thinking, data analysis, and the writing and communication of mathematics.

Prerequisite: MATH 0974 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

MATH 1103 - Technical Mathematics 3/0 (3 Credits)

This course presents arithmetic, algebra, geometry and trigonometry content focused on applications used in technical disciplines. Topics include fundamental operations with real numbers, measurement, formulas, ratio and proportions, plane and solid geometry, right triangle trigonometry and interpretation of graphs and charts. AAS: Mathematics elective.

MATH 1113 - Technical Mathematics I 3/0 (3 Credits)

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 Credits)

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.

Prerequisite: MATH 1113 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

MATH 1133 - Technical Math for Electrical Circuitry 3/0 (3 Credits)

This course presents basic mathematical principles, laws and formulas which relate to alternating (AC) and direct current (DC) circuit applications in electricity. These applications are presented in real work scenarios using residential, commercial and industrial electrical circuits. Topics include application of alternative number systems, proportions, linear and nonlinear graphs, trigonometric functions, vectors and complex numbers. AAS: Mathematics elective.

Prerequisite: MATH 1103 or MATH 1414 or appropriate assessment score - Must be completed prior to taking this course.

MATH 1141 - Introduction to Dosage Calculations 1/0 (1 Credit)

This is designed as a refresher course to help prepare first year registered nursing students for the mathematics competency test taken in RNUR 1129. Topics include systems of measurement, use of formulas, dimensional analysis, solutions, and dosage calculations.

Prerequisite: RNUR 1106 - Must be taken either prior to or at the same time as this course.

MATH 1142 - Intro to Respiratory Calculations 2/0 (2 Credits)

This course is for Respiratory Therapist students to learn applications of mathematical concepts in the field. Topics include systems of measurement, dosage calculations, gas laws, concepts of oxygenation and use of formulas for specific respiratory applications.

Prerequisite: RESP 1113 and RESP 1324 - Must be taken at the same time as this course.

MATH 1151 - Medical Math 1/0 (1 Credit)

This course will provide the student with a working knowledge of all math formulas and equations relative to patient care. Students will supplement and reinforce mathematics learned within health programs. This course builds upon MATH 1141 to develop discipline-specific applications.

Prerequisite: MATH 1141 - Must be taken at the same time as this course.

MATH 1213 - Business Mathematics 3/0 (3 Credits)

The emphasis in this course is on real-world mathematics concepts used in the workplace or in a person's daily life. This course will develop skills needed for solving business and consumer-related problems, analyzing and interpreting data, and applying sound decision-making skills. After a review of the fundamental processes, problems are covered which involve percentage, markup, discounts, interest, taxation, bank reconciliation, payroll, and insurance. AAS: Mathematics elective.

MATH 1414 - Basic Algebra 4/0 (4 Credits)

The course presents the basic principles of algebra and its application. Topics include the study of properties of real numbers, equations and inequalities of one variable, introduction to graphing, systems of equations in two variables, and operations and factoring of polynomials. Skills for success in more advanced courses are emphasized; consequently, the student must have a strong working knowledge of arithmetic before entering this course.

Prerequisite: MATH 0974 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

MATH 1424 - Intermediate Algebra 4/0 (4 Credits)

Topics include sets, real numbers, factoring, functions, expressions (polynomial, rational, exponential, logarithmic, and radical), equations (linear, absolute value, rational, exponential, logarithmic, and radical) and inequalities (linear and absolute value). Systems of three equations and complex numbers are introduced. Word problems are studied in detail. Skills for success in transfer-level mathematics courses are emphasized.

Prerequisite: MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

MATH 1453 - Geometry 3/0 (3 Credits)

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.

Prerequisite: MATH 1424 with a grade of C or better - Must be completed prior to taking this course.

MATH 1613 - Mathematics for Elementary Teachers I 3/0 (3 Credits)

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.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course.

MATH 1623 - Math for Elementary Teachers II 3/0 (3 Credits)

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.

Prerequisite: MATH 1613 with a grade of C or better - Must be completed prior to taking this course. .

MATH 1704 - Contemporary Mathematics 4/0 (4 Credits)

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. IAI: M1 904.

Prerequisite: Appropriate assessment score or MATH 1424 with a grade of C or better or MATH 0985 with a grade of C or better - Must be completed prior to taking this course.

MATH 1713 - Finite Mathematics 3/0 (3 Credits)

Methods from linear algebra and probability are developed and applied to problems in business and the social sciences. Topics include word problems, functions, graphs, systems of equations, matrices, linear programming, sets, probability, counting techniques, finite geometric series, and annuities. IAI: M1 906.

Prerequisite: MATH 1814 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. .

MATH 1774 - Statistics 4/0 (4 Credits)

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. IAI M1 902.

Prerequisite: Appropriate assessment score or MATH 1424 with a grade of C or better or MATH 0985 with a grade of C or better - Must be completed prior to taking this course.

MATH 1803 - Trigonometry 3/0 (3 Credits)

Definitions of trigonometric functions are defined using the unit circle then extended to the solution of right triangles. Content includes radian measure, trigonometric functions and their inverses, identities, graphs, equations, triangles, the Laws of Cosines and Sines and applications of trig functions. Skills for success in more advanced courses are emphasized. Consequently, the student must have a strong working knowledge of algebra before entering the course. AAS: Mathematics elective.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course.

MATH 1814 - College Algebra 4/0 (4 Credits)

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.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course.

MATH 1834 - Calculus for Business & Social Science 4/0 (4 Credits)

Introductory calculus will be applied to problems in business and the social sciences. Emphasis will be on applications of basic calculus concepts rather than proofs. Topics include limits; techniques of differentiation applied to polynomial, rational, exponential, and logarithmic functions; partial derivatives and applications; finding the minima and maxima of functions; and integration techniques such as substitution and integration by parts. IAI: M1 900B

Prerequisite: MATH 1814 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

MATH 1843 - Discrete Math 3/0 (3 Credits)

Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures, and algorithms. Includes sets and logic, subscripts, arrays, number systems, counting, recursion, graph theory, trees, nets, and Boolean algebra. IAI: M1 905. IAI: CS 915.

Prerequisite: Appropriate assessment score or MATH 1814 with a grade of C or better - Must be completed prior to taking this course.

MATH 2113 - Technical Mathematics III 3/0 (3 Credits)

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.

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 - Must be completed prior to taking this course.

MATH 2515 - Calculus & Analytic Geometry I 5/0 (5 Credits)

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. IAI: MTH 901 Mathematics. IAI: M1 900-1.

Prerequisite: Grades of C or better in both MATH 1803 and MATH 1814 or appropriate assessment score - Must be completed prior to taking this course. .

MATH 2524 - Calculus & Analytic Geometry II 4/0 (4 Credits)

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. IAI: MTH 902 Mathematics. IAI: M1 900-2.

Prerequisite: MATH 2515 with a grade of C or better or appropriate advanced placement exam score - Must be completed prior to taking this course. .

MATH 2534 - Calculus and Analytic Geometry III 4/0 (4 Credits)

This course is an introduction to vector calculus as well as application of differentiation and integration to functions of several variables. Topics include partial derivatives, directional derivatives, motion in space, line integrals, and multiple integration. IAI: MTH 903 Mathematics. IAI: M1 900-3.

Prerequisite: MATH 2524 with a grade of C or better - Must be completed prior to taking this course.

MATH 2613 - Differential Equations 3/0 (3 Credits)

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.

Prerequisite: MATH 2524 with a grade of C or better or equivalent - Must be completed prior to taking this course.

Medical Laboratory Technology

MEDT 1014 - Medical Laboratory Skills 3/2 (4 Credits)

This course provides students with understanding and knowledge of the health care delivery systems, medical terminology, infection control, safety, quality control, blood collection, central processing, and work skills in communication, mathematics, professionalism, and using a computer. Basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences - urinalysis, hematology, chemistry, microbiology, and immunology - will also be covered. Students will be trained to perform blood collections and simple or waived tests (CLIA Regulations). In addition, the student receives an orientation to the clinical laboratory through 10 hours of observation at the hospital.

Prerequisite: Admission into the Medical Laboratory Technology Program, or consent of instructor - Must be completed prior to taking this course.

MEDT 1044 - Medical Lab Assistant Skills 3/2 (4 Credits)

This course provides students with an 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. Also included is basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences; urinalysis, hematology, chemistry, microbiology, and immunology. Students will be trained to be competent in performing simple or waived tests (Clinical Laboratory Improvement Amendments regulations) done in hospital labs, clinics, physicians' offices, and ambulatory care settings.

Prerequisite: HLTH 1404 with a grade of C or better - Must be completed prior to taking this course.

MEDT 1104 - Urinalysis and Immunology 3/3 (4 Credits)

This course and all MEDT courses are designed to prepare the student for MEDT 2316 and MEDT 2326. This course is an in-depth study of biochemistry and analysis involved in the production of urine and body fluids as they relate to health and disease. Students will be introduced to basic genetics and the nature of the immune system, with emphasis on the constituents that comprise serum-mediated immunity. Basic laboratory principles and procedures are studied.

Prerequisite: Admission to the Medical Laboratory Technology Program, or consent of instructor - Must be completed prior to taking this course.

MEDT 1124 - Hematology & Coagulation 3/3 (4 Credits)

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.

Prerequisite: Admission to the Medical Laboratory Technology program and CHEM 1614 or consent of instructor - Must be completed prior to taking this course.

MEDT 1224 - Blood Bank 3/3 (4 Credits)

This course provides an introduction to basic genetics and the nature of the immune system as it relates to immunohematology. It looks at blood-related antigens and antibodies encountered in the clinical lab, along with their relationship to safe transfusion of blood and its components. Laboratory exercises include all the commonly performed immunohematology procedures.

Prerequisite: MEDT 1104 with a grade of C or better - Must be completed prior to taking this course.

MEDT 2044 - Clinical Microbiology 3/3 (4 Credits)

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.

Prerequisite: Admission to the Medical Laboratory Technology program and BIOL 2714; or consent of instructor. - Must be completed prior to taking this course.

MEDT 2214 - Clinical Chemistry 3/2 (4 Credits)

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.

Prerequisite: MEDT 1124 and CHEM 1624; or consent of instructor - Must be completed prior to taking this course.

MEDT 2316 - Clinical Practicum I 0/18 (6 Credits)

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.

Prerequisite: MEDT 1014, MEDT 1104, MEDT 1124, MEDT 1224, MEDT 2044 and MEDT 2214 with a grade of C or better - Must be completed prior to taking this course. MEDT 2326 - Must be taken at the same time as this course.

MEDT 2326 - Clinical Practicum II 0/18 (6 Credits)

This course consists of supervised clinical training and is taken simultaneously with MEDT 2316. A minimum grade of 70 percent for each departmental evaluation, and 75 percent for each departmental exam must be attained to successfully pass the practicum and graduate from the program.

Prerequisite: MEDT 2214 and MEDT 2044 - Must be completed prior to taking this course. MEDT 2316 - Must be taken at the same time as this course.

MEDT 2462 - Medical Laboratory Technology Seminar 2/0 (2 Credits)

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. 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.

Prerequisite: MEDT 2214 and MEDT 2044 with a grade C or better - Must be completed prior to taking this course.

Music

MUSC 1513 - Music Appreciation 3/0 (3 Credits)

Students will study representative characteristics and genres from major historical eras. Emphasis will be on perceptive listening. The first unit will address basic elements of music, music terminology, and performing ensembles. The second unit is a survey of the style periods: Medieval/Renaissance, Baroque, Classicism (18th century), Romanticism (19th century), Impressionism (late 19th century/early 20th century), and current trends in music. AAS Humanities elective. IAI: F1 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

MUSC 1621 - Community Choir 0/2 (1 Credit)

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 1623 - World Music 3/0 (3 Credits)

This course will study representative music of the non-Western world, with an emphasis on its function within the culture where it is practiced. This non-Western Humanities course is designed to introduce the student to a study of music through the examination of both traditional and popular music and cultures from different regions and peoples of the world. No previous musical knowledge is required. AAS: Humanities elective. IAI: F1 903N.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

MUSC 1641 - Music Performance and Ensemble 0/2 (1 Credit)

Students in this course will pursue excellence in music through collaborative pursuit of musical expression. Students from all academic disciplines are welcomed. 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.

Prerequisite: Audition and acceptance into course - Must be completed prior to taking this course.

Orientation

ORIN 1501 - College Success Skills 1/0 (1 Credit)

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 1503 - First Year College Experience 3/0 (3 Credits)

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. Topics will include time management, study methods, test-taking tips, information literacy, and financial awareness.

ORIN 1541 - Foundations for Student Success 1/0 (1 Credit)

This course focuses on a learner's role and responsibility in the learning process. Students will develop active learning strategies and effective study skills to become broadly educated individuals who are creative, critical thinkers able to solve problems and competently communicate. Upon completion, students will understand the purpose of higher education and the value of a college degree in lifelong learning.

ORIN 1542 - Strategies for Academic Success 2/0 (2 Credits)

Students will receive instruction on study skills essential for success in reading, writing, and mathematics courses. Students will complete a customized learning plan and develop in areas where they have the greatest academic needs.

ORIN 1601 - Career Exploration 1/0 (1 Credit)

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 careers 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 Assistant

PLAS 1103 - Intro. to Paralegal/Legal Assistant 3/0 (3 Credits)

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.

Prerequisite: Appropriate WorkKeys assessment score - Must be completed prior to taking this course. ENGL 1613 - Must be taken either prior to or at the same time as this course.

PLAS 1123 - Legal Research & Writing I 3/0 (3 Credits)

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.

Prerequisite: PLAS 1103 with a grade of B or better - Must be completed prior to taking this course. ENGL 1613 with a grade of C or better - Must be completed prior to taking this course. PLSC 1513 - Must be completed prior to taking this course. COSC 1352 or Microsoft Office Specialist certification or instructor consent - Must be completed prior to taking this course.

PLAS 1133 - Legal Research & Writing II 3/0 (3 Credits)

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.

Prerequisite: PLAS 1123, PLAS 1213 and BSNS 1653 - Must be completed prior to taking this course.

PLAS 1153 - Law Office Management 3/0 (3 Credits)

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.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 1213 - Civil Litigation 3/0 (3 Credits)

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.

Prerequisite: PLAS 1103 with a grade of B or better; ENGL 1613 with a grade of C or better - Must be completed prior to taking this course. PLAS 1123 - Must be taken either prior to or at the same time as this course.

PLAS 2113 - Legal Technology 3/0 (3 Credits)

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.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2213 - Real Estate Law 3/0 (3 Credits)

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.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2223 - Estates, Trusts and Wills 3/0 (3 Credits)

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.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2233 - Criminal Litigation 3/0 (3 Credits)

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.

Prerequisite: PLAS 1213 - Must be completed prior to taking this course. PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2253 - Corporate Law 3/0 (3 Credits)

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.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2263 - Family Law 3/0 (3 Credits)

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.

Prerequisite: One of the following: COSC 1372, Microsoft Office Specialist Certification, or instructor consent - Must be completed prior to taking this course. PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2333 - Laws of Evidence 3/0 (3 Credits)

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.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

PLAS 2403 - Special Topics in Paralegal Studies 3/0 (3 Credits)

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.

Prerequisite: PLAS 1123, PLAS 1133, and PLAS 2113; or consent of the program coordinator - Must be completed prior to taking this course.

PLAS 2413 - Paralegal Internship 3/0 (3 Credits)

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.

Prerequisite: All required PLAS courses or consent of the program coordinator. - Must be completed prior to taking this course.

Paramedic

PMED 1018 - Emergency Medical Technician--Basic 7/3 (8 Credits)

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.

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 advisor for requirements.) To sit for the Illinois Department of Public Health EMT-B test.

PMED 2115 - Paramedic I 11/12 (15 Credits)

Through clinical and classroom experiences, students will learn the role of the paramedic as well as ethical and legal aspects of the Emergency Medical Services system. Primary and secondary physical assessment will be studied along with a review of human anatomy and physiology. Topics also will include pharmacology, general drug groupings, calculations of drug dosages, classification of drugs, their therapeutic effect, indications and contraindications and side effects. Students will learn advanced airway management techniques and interventions, management of traumatic injuries (including fluid, shock and trauma-related respiratory and cardiac emergencies), and use of devices to communicate with hospitals. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: PMED 1018; successful completion of the state certification exam for EMT-B; and proof of current CPR certification at the Health Care Provider" level. - Must be completed prior to taking this course.

PMED 2215 - Paramedic II 11/12 (15 Credits)

The anatomy and physiology of the cardiovascular system will be studied, including the structure, function and electrical conduction system of the heart. The student will learn how to manage traumatic injuries, including those related to fluid, shock and the respiratory system. Students will study the electrocardiogram (EKG) interpretation and treatment of various arrhythmias and specific treatment techniques. Classroom and clinical experiences will cover environmental emergencies, infectious and communicable diseases, psychiatric disorders, and substance abuse.

Prerequisite: PMED 2115 - Must be completed prior to taking this course.

PMED 2315 - Paramedic III 11/12 (15 Credits)

A variety of medical emergencies including obstetric and gynecologic, pediatric-neonatal, and trauma will be studied in-depth. Classroom and clinical experience will be focused on transportation of critical patients, Emergency Management System operations command and control, vehicle rescue, tactical EMS, crime scene and hazardous materials awareness. Pediatric Advanced Life Support along with International Trauma Life Support will be studied.

Prerequisite: PMED 2215 - Must be completed prior to taking this course.

Philosophy

PHIL 2513 - Introduction to Philosophy 3/0 (3 Credits)

An introduction to the perennial issues of philosophy. Both historical and contemporary approaches may be explored. IAI: 4H 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PHIL 2523 - Ethics 3/0 (3 Credits)

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. IAI: H4 904.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PHIL 2533 - Logic 3/0 (3 Credits)

A study of the rules of valid judging and reasoning, both inductive and deductive with an emphasis on traditional, language-centered context with some exposure to symbolic logic. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is included. Logical analysis is applied to concrete problems dealing with our knowledge of reality. IAI: H4 906.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PHIL 2543 - Death and Dying 3/0 (3 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PHIL 2713 - Introduction to Religion 3/0 (3 Credits)

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. IAL: H4 905.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

Physical Education - PHEC

PHEC 1611 - Personal Fitness 0/2 (1 Credit)

Take part in an individualized fitness program based at KCC's Fitness Center. Guided by a professional staff, students are encouraged to pursue goals such as weight loss; increase muscle strength; improve athletic performance; improve endurance levels; improve cardiovascular health; lower blood pressure, cholesterol and blood sugar levels; reduce body fat percentage; reduce stress; and maintain current fitness levels. Available equipment includes treadmills, exercise cycles, elliptical cross-trainers, stair climber machines, resistance strength training equipment and free weights. First-time students must attend a fitness orientation. May be taken under the pass/fail grading option.

PHEC 1711 - Low Impact Aerobics 0/2 (1 Credit)

This class is appropriate for all fitness levels. It incorporates exercises where at least one foot is on the floor at all times to minimize the impact on joints. Emphasis will be on strengthening muscles, cardiovascular endurance, balance and flexibility. Fundamental principles of physical fitness, life-long health and wellness will be discussed.

PHEC 1721 - Total Body Conditioning 0/2 (1 Credit)

This is a sports-inspired cardio workout with strength conditioning, toning, and muscle development through interval training. It will challenge students' muscle endurance, balance and coordination by moving through all planes of motion with multi-joint and compound exercises. Options for exercise and intensity will be appropriate for students who are at beginning to advanced levels. The fundamental principles of physical fitness, life-long health and wellness will be discussed.

PHEC 1731 - Kickboxing Plus 0/2 (1 Credit)

During this powerful high intensity workout, students will utilize kicking, boxing, aerobic movements and martial-arts type action for a challenging total body conditioning experience. Learn proper techniques for kicking, punching and various self-defense moves. Students will learn the importance of adhering to a fitness lifestyle to achieve total wellness. This class is appropriate for all fitness levels.

PHEC 1741 - Zumba Fitness 0/2 (1 Credit)

Zumba is a dance-fitness class that incorporates Latin and international music and dance movements for a dynamic, exciting, and effective workout. Zumba integrates basic principles of aerobic, interval, and effective fitness resistance training to maximize caloric output, cardiovascular benefits, and total body toning. Through Zumba, non-dancers also can experience group aerobics without anxiety.

PHEC 1751 - Pound Fitness 0/2 (1 Credit)

POUND is a full-body cardio jam session, combining light resistance with constant simulated drumming. Pound fuses cardio, Pilates, isometric movements, plyometrics and Isometric poses together. This class maximizes the use of upper body, core as well as lower body through continual motion using our lightly weighted drumsticks, called RipstixT. This course uses steady beat, rhythmic subdivisions and precision as well as physical movement to develop and strengthen major muscle groups including-but not limited to-the front, side and back obliques; gluteals; and quadriceps. Use of musical subdivision also will enhance cognitive processing through movement combined with auditory stimulation.

PHEC 1761 - Pilates/Yoga Fusion 0/2 (1 Credit)

This class combines Yoga and Pilates into one low-impact workout that focuses on connecting the body and mind through breath and dynamic movement. Emphasis will be on movements that build a strong core (abdominal and back muscles); enhance strength, muscular symmetry, alignment flexibility, grace and coordination; and develop long, lean, and flexible muscles. Additional benefits include more strength, enhanced concentration and memory, better energy and sleep.

PHEC 1781 - Boot Camp Fitness 0/2 (1 Credit)

This course presents the fundamental principles of circuit training through participation in a fast-paced regime that works the entire body through calisthenics, running, resistance training, plyometric training, agility drills, and other training. Emphasis will be on discipline, intensity and goal-oriented results. Students will train with a variety of equipment including jump ropes, weights, kettlebells, and medicine balls.

PHEC 1791 - Golf 0/2 (1 Credit)

This course provides the student the basics of etiquette, techniques and rules of golf as a leisure fun time activity. Topics include: practice techniques, strategy, grips, stances, chips, putts, full swings, sand shots and club selection. Course content emphasizes the basic skills involved in club selection, golf course layout, shot selection and execution and the golf swing. Rules, golf ready play, scoring, handicapping, terminology, tee times, pace of play, care of course, safety, warm-up, conditioning and etiquette are practiced on the Driving Range and the Course.

Physical Education - PHED

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.

PHED 1512 - Health Education 2/0 (2 Credits)

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 1513 - Introduction to Exercise Science 3/0 (3 Credits)

This course provides an introduction to the field of exercise science, including its history and sub-disciplines. Other topics include anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor learning and control, and introductory exercise assessment for various populations. Current research and issues in the field of exercise science also will be addressed.

PHED 1613 - Intro to Sport & Exercise Psychology 3/0 (3 Credits)

This course will provide an introduction to the field of sport and exercise psychology, including psychological and moral development, goal setting, anxiety. It includes personal and situational factors that influence behaviors and group interactions in sport and exercise performance. Psychological techniques to help improve performance will be discussed.

PHED 1623 - Structural Kinesiology 3/0 (3 Credits)

This kinesiology course introduces human movement based on anatomic and mechanical principles, including how these principles are applied in exercise and physical activity. Postural and loco motor patterns will be studied, as will the performance, and qualitative analysis, of basic movement skills.

Prerequisite: BIOL 2644 and BIOL 2654 with a grade of C or better - Must be completed prior to taking this course.

PHED 1713 - Intro to P.E. and Kinesiology 3/0 (3 Credits)

This course explores the history, philosophies, and principles of today's physical education programs within a practical, career-oriented framework. It presents the basic scientific foundations of and techniques used in the various sub-disciplines of exercise science. In addition, this course gives an overview of managerial theories and applications including responsibilities and practices associated with broad perspectives of sport enterprise.

PHED 1723 - Careers in Sports and Recreation 3/0 (3 Credits)

An introduction to the scope of sport enterprise, including an overall evaluation of sport management and recreation as a profession. The philosophy of athletics and sport programs, communication and leadership skills, facilities and equipment management, budgeting, personnel management, risk management, public relations and current issues will be explored. Students will prepare position papers, research reports, and presentations relating to the administration of athletic and sport programs, amateur, professional, public and private athletic sport settings will be discussed.

PHED 1733 - Introduction to Kinesiology 3/0 (3 Credits)

Utilizing a practical, career-oriented framework, this course explores sub-disciplines in kinesiology, which include physical education, motor behavior, exercise physiology and biomechanics. Sport and exercise sociology and psychology will be studied. The course includes the history, philosophies, scientific foundations, and principles of these disciplines. Career pathways and current research in the field will be addressed.

PHED 1811 - Officiating Men's Basketball 1/0 (1 Credit)

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 1/0 (1 Credit)

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 1/0 (1 Credit)

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 1/0 (1 Credit)

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 Credits)

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 Credits)

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 Credits)

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 Credits)

This course is designed to introduce students to basic first aid and emergency care techniques.

PHED 1952 - Principles & Problems of Coaching 2/0 (2 Credits)

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.

PHED 2513 - Exercise Testing & Assessment 3/0 (3 Credits)

In this course, students will study the following for a variety of individuals and groups: processes and procedures of assessing physical fitness; prescribing exercise programs; and identifying, educating and fostering healthy living styles.

PHED 2523 - Exercise Physiology 2/2 (3 Credits)

This lecture/laboratory course is for the student interested in the fundamentals of exercise science, and includes applied knowledge in the human's physiological responses to exercise. Topics and discussion will include skeletal muscle structure and function, the cardiorespiratory system, nutrition, environment stressors, and exercise training.

Prerequisite: BIOL 2644 and BIOL 2654 with a grade of C or better - Must be completed prior to taking this course.

PHED 2524 - Principles of Training 2/2 (4 Credits)

Students will learn to advise clients on practical fitness routines. Topics will include properly screening and evaluation clients, designing and implementing individual exercise programs, and managing personal training services. The course includes preparation for certification/training exams from the American College of Sports Medicine and National Strength and Conditioning Association.

PHED 2801 - Exercise Science Internship 1/0 (1 Credit)

This internship experience allows student to learn, observe and work in the exercise science field. Students will be involved in various activities surrounding daily operations, fitness assessment and exercise programming in a fitness facility. This internship includes 80 hours working on-site at KCC's and other local fitness centers.

Physical Education - PHEM**PHEM 2511 - Physical Activities-Men 0/2 (1 Credit)**

Intercollegiate basketball, baseball and soccer teams.

PHEM 2521 - Physical Activities-Men 0/2 (1 Credit)

Intercollegiate basketball, baseball and soccer teams.

Physical Education - PHEW**PHEW 2511 - Physical Activities-Women 0/2 (1 Credit)**

Intercollegiate volleyball, basketball and softball teams.

PHEW 2521 - Physical Activities-Women 0/2 (1 Credit)

Intercollegiate volleyball, basketball and softball teams.

Physical Science

PSCI 1114 - Applied Technical Science 3/2 (4 Credits)

This course introduces physical concepts and theories pertaining to current applications and trends in physics. Applications to technology are emphasized. Basic concepts in chemistry with the focus on technical careers will also be illustrated. AAS: Physical science elective.

Prerequisite: Appropriate assessment score or MATH 1103 or MATH 1414 - Must be taken either prior to or at the same time as this course.

PSCI 1503 - Introduction to Astronomy 3/0 (3 Credits)

This course is designed to introduce the non-science major to the basic concepts of astronomy. The student will examine the structure, properties, evolution and dynamics of earth, our solar system, stars, galaxies and the universe.

PSCI 1514 - Introduction to Physical Science 3/2 (4 Credits)

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. IAI: P1 900L.

Prerequisite: MATH 1103 or MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. .

PSCI 1524 - Earth Science & Astronomy 3/2 (4 Credits)

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. IAI: P1 905L.

Physical Therapist Assistant

PHTA 1101 - Introduction to Health Care 1/0 (1 Credit)

This course introduces students to the historical foundations and contemporary practice of physical therapy within an ever-changing health care environment. Traditional and emerging roles and responsibilities, professional relationships, and professional behaviors requisite to functioning as a physical therapist assistant will be explored and emphasized. Students will cultivate self-awareness and personal and professional development in cultural competence, communication and interpersonal skills, professionalism, group dynamics and leadership. A culture rooted in the core values of the profession will be established and provide the base for on-going consideration of ethical and legal issues. Students will be introduced to strategies to acquire, appraise, and integrate professional literature and resources into evidence-based practice.

Prerequisite: Admission to the Physical Therapist Assistant program - Must be completed prior to taking this course.

PHTA 1115 - PTA Fundamentals I 3/4 (5 Credits)

This course provides the study of basic physical therapy theory and principles, and a hands-on introduction to the patient care. Emphasis is on standard 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, passive range of motion exercises and other functional skills and training with age specific information as pertains to each topic.

Prerequisite: Admission to Physical Therapist Assistant program and BIOL 2644 - Must be taken either prior to or at the same time as this course.

PHTA 1133 - PTA Fundamentals II 1/4 (3 Credits)

Students will study and apply scientific concepts and skills related to safe and effective application of physical therapy interventions and patient interactions while following the established plan of care developed by the physical therapist. The concepts and skills studied include electrotherapeutic modalities; physical agents and mechanical modalities, and other adjunctive modalities commonly utilized in physical therapy. Students will further develop clinical documentation skills.

Prerequisite: Admission to the Physical Therapist Assistant program, BIOL 2644 and PHTA 1115 with a grade of C or better - Must be completed prior to taking this course.

PHTA 1172 - Pathology I for the PTA 2/0 (2 Credits)

This course presents students with a body systems approach to the etiology, pathology, signs/symptoms, risk factors, and prognosis and medical treatment of specific diseases and conditions across the lifespan often seen in physical therapy. Students will be introduced to behavioral, social, and environmental factors contributing to disease and dysfunction as well as the psychosocial-spiritual impact on health care. Primary systems of study include musculoskeletal, neuromuscular, integumentary, and endocrine and diseases affecting multiple systems. Students will study the fundamental basis of these diseases and conditions related to these systems and discuss related physical therapy implications. This course may be taught in an on-line or hybrid format.

Prerequisite: Admission to the Physical Therapist Assistant program and BIOL 2644 - Must be taken either prior to or at the same time as this course.

PHTA 1243 - Manual Therapy for the PTA 1/4 (3 Credits)

This course introduces students to the concepts and skills of the manual techniques utilized by the physical therapist assistant. Laboratory practice will allow for safe and effective hands-on application of selected techniques including: palpation of body landmarks, muscles, and other soft tissues; soft-tissue mobilization; joint mobilization; and therapeutic massage.

Prerequisite: PHTA 1115 and BIOL 2644 - Must be completed prior to taking this course.

PHTA 1246 - Kinesiology 4/4 (6 Credits)

This course includes an in-depth scientific analysis of human movement across the lifespan. Students will study normal postural alignment, gait, joint and muscle actions with an emphasis on functional mobility and activities, manual muscle testing, muscle length testing, goniometry, and an introduction to principles of exercise through a study of the musculoskeletal and neuromuscular systems. Laboratory will allow for hands-on practice and application of the concepts and skills necessary for the understanding of normal human movement.

Prerequisite: PHTA 1115 and BIOL 2644 - Must be completed prior to taking this course.

PHTA 1272 - Pathology II for the PTA 2/0 (2 Credits)

This course is a continuation of PHTA 1172 and presents students with a body systems approach to the etiology, pathology, signs/symptoms, risk factors, and prognosis and medical treatment of specific diseases and conditions across the lifespan often seen in physical therapy. Students will further explore the behavioral, social, and environmental factors contributing to disease and dysfunction as well as the psychosocial-spiritual impact on health care. Primary systems of study include the cardiovascular, respiratory, gastrointestinal other special systems. Students will study the fundamental basis of diseases and conditions and discuss related physical therapy implications. This course may be taught in an on-line or hybrid format.

Prerequisite: PHTA 1115, PHTA 1172 and BIOL 2644 - Must be completed prior to taking this course.

PHTA 2001 - Professional Standards of the PTA 1/0 (1 Credit)

Professionalism through effective verbal and nonverbal communication with all members of the healthcare delivery team, the patient-caregiver interaction, interpersonal skills, 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, as will how these impact a person's response to therapy. Emphasis is placed on developing students' awareness of contributing positively to society and the patient care experience through their individual roles as Physical Therapist Assistants.

Prerequisite: PHTA 1101, PHTA 1243, PHTA 1246, and PHTA 1272 - Must be completed prior to taking this course.

PHTA 2053 - PTA Clinical Practicum I 0/9 (3 Credits)

This 200-hour clinical experience is designed to introduce students to the healthcare setting through interaction in a physical therapy setting. This 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 placed on critical thinking and student self-awareness for ongoing personal and professional development.

Prerequisite: PHTA 1243, PHTA 1246, PHTA 1272, and BIOL 2654 - Must be completed prior to taking this course. PHTA 2001 - Must be taken either prior to or at the same time as this course.

PHTA 2145 - Orthopedics for the PTA 3/4 (5 Credits)

This course requires students to apply previously learned concepts and skills to selected orthopedic patient conditions. Laboratory practice will allow hands-on application of selected data collection skills including: gait and balance; joint integrity and mobility; manual muscle testing; pain; postural alignment; goniometry; and edema. In addition, students will apply therapeutic interventions including, but not limited to: functional training; stretching and strengthening; postural awareness; utilization of exercise equipment; and establishment and implementation of a HEP. Students will develop the ability to safely and effectively implement progress, adjust and document interventions to patient conditions across the life span utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2001 and PHTA 2053 - Must be completed prior to taking this course.

PHTA 2156 - PTA Fundamentals III 4/4 (6 Credits)

This course requires students to apply previously learned concepts and skills to selected neurological patient conditions. Laboratory practice will allow hands-on application of selected data collection skills including: arousal, mentation, and cognition; assistive devices; gait, balance, and locomotion; neuromotor development; and postural alignment. In addition, students will apply therapeutic interventions including, but not limited to: functional training; balance and coordination training; postural awareness training; neuromotor rehabilitation techniques; and establishment and implementation of a HEP. Students will develop the ability to safely and effectively implement progress, adjust and document interventions to patient conditions across the life span utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2001 and PHTA 2053 - Must be completed prior to taking this course.

PHTA 2185 - PTA Fundamentals IV 3/4 (5 Credits)

This course requires students to apply previously learned concepts and skills to selected cardiac, vascular, pulmonary, and integumentary conditions with integration of other systems as applicable. Laboratory practice will allow hands-on application of selected data collection skills including: aerobic capacity and endurance; assistive, adaptive, orthotic, and prosthetic devices; integumentary integrity; postural alignment; and ventilation and respiration examination. In addition, students will apply therapeutic interventions including, but not limited to: prosthetic and orthotic functional training; sterile techniques; wound management; and establishment and implementation of a HEP. Students will develop the ability to safely and effectively implement, progress, adjust, and document interventions to patient conditions across the life span utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2001 and PHTA 2053 - Must be completed prior to taking this course.

PHTA 2201 - Current Issues in PT Practice 1/0 (1 Credit)

This course provides the opportunity for student discussion, sharing of clinical experiences and student presentations related to their clinical experiences. 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.

Prerequisite: PHTA 2145, PHTA 2156, and PHTA 2185 - Must be completed prior to taking this course.

PHTA 2224 - PTA Clinical Practicum II 0/12 (4 Credits)

This 240-hour clinical education experience is designed to simulate full-time clinical work, allowing students to perform physical therapy interventions and procedures with increased hands-on patient care in a supervised clinical setting with ongoing communication between the student, clinical instructor and academic faculty. Students will continue to develop professional skills and behaviors as well as critical thinking skills to advance patient care interventions.

Prerequisite: PHTA 2145, PHTA 2156, PHTA 2185, and PHTA 2293 - Must be completed prior to taking this course. PHTA 2293 - Must be taken either prior to or at the same time as this course.

PHTA 2234 - PTA Clinical Practicum III 0/12 (4 Credits)

This 240-hour clinical education experience is the culmination of all academic and clinical education preparation and is designed to simulate full-time clinical work, allowing students to practice advanced skills and interventions in a supervised clinical setting with ongoing communication between the student, clinical instructor and academic faculty. Emphasis is placed on mastery of entry-level skills in all communication, patient care interventions, and interactions with patients, families/caregivers, the public and other health care workers.

Prerequisite: PHTA 2145, PHTA 2156, and PHTA 2185 - Must be completed prior to taking this course. PHTA 2224 - Must be taken either prior to or at the same time as this course.

PHTA 2293 - PTA Fundamentals V 2/2 (3 Credits)

This course expands upon previous Physical Therapist Assistant program coursework with an emphasis on special patient populations and topics in physical therapy. Students will develop the ability to safely and effectively implement, progress, adjust, and document interventions for these selected patient populations utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2145, PHTA 2156 and PHTA 2185 - Must be completed prior to taking this course.

Physics

PHYS 1514 - General Physics I 3/2 (4 Credits)

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. IAI: P1 900L.

Prerequisite: MATH 1803 and MATH 1814 with grades of C or better or appropriate assessment score - Must be completed prior to taking this course. .

PHYS 1524 - General Physics II 3/2 (4 Credits)

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.

Prerequisite: PHYS 1514 with a grade of C or better - Must be completed prior to taking this course.

PHYS 2614 - Physics I 3/3 (4 Credits)

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. IAI: P2 900L.

Prerequisite: MATH 2515 with a grade of C or better - Must be taken either prior to or at the same time as this course.

PHYS 2624 - Physics II 3/3 (4 Credits)

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.

Prerequisite: PHYS 2614 and MATH 2515 both with a grade of C or better - Must be completed prior to taking this course.

PHYS 2634 - Physics III 3/2 (4 Credits)

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 mathematical results. AAS: Physical science (laboratory science) elective.

Prerequisite: PHYS 2624 with a grade of C or better - Must be completed prior to taking this course.

Political Science

PLSC 1513 - American Government 3/0 (3 Credits)

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. IAI: S5 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PLSC 1523 - State and Local Government 3/0 (3 Credits)

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. IAI: S5 902.

Prerequisite: PLSC 1513 - Must be completed prior to taking this course.

PLSC 1533 - Law and Society 3/0 (3 Credits)

This course will introduce students to the interdisciplinary functions of the law and its role as an instrument impacting our daily lives. Students will examine, reflect upon, and discuss the law in the context of societal issues while developing their civic competencies.

Prerequisite: Appropriate assessment score or ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

PLSC 1553 - Comparative Government 3/0 (3 Credits)

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 1723 - European Politics 3/0 (3 Credits)

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

PLSC 2613 - Introduction to International Relations 3/0 (3 Credits)

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. IAI: S5 904N Social and behavioral science.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

Practical Nursing

PNUR 1138 - Practical Nursing I 4.5/7 (8 Credits)

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.

Prerequisite: Admission to the Practical Nursing program and BIOL 1564; or both BIOL 2644 and BIOL 2654 (may be taken concurrently). - Must be taken either prior to or at the same time as this course.

PNUR 1140 - Practical Nursing II 5/10 (10 Credits)

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.

Prerequisite: PNUR 1138 and PNUR 1241 - Must be completed prior to taking this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be completed prior to taking this course.

PNUR 1241 - Practical Nursing Pharmacology I 1/0 (1 Credit)

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.

Prerequisite: Admission to Practical Nursing program; PNUR 1138 - Must be taken at the same time as this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be taken either prior to or at the same time as this course.

PNUR 1262 - Practical Nursing Pharmacology II 2/0 (2 Credits)

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.

Prerequisite: PNUR 1241 - Must be completed prior to taking this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be completed prior to taking this course. PNUR 1140. - Must be taken at the same time as this course.

PNUR 1316 - Practical Nursing III 3/6 (6 Credits)

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.

Prerequisite: PNUR 1140 and PNUR 1262 - Must be completed prior to taking this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be completed prior to taking this course.

PNUR 1438 - Nursing Assistant 4.5/7 (8 Credits)

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 without any disqualifying convictions and a negative drug screen.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

PNUR 1491 - Practical Nursing Seminar 1/0 (1 Credit)

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.

Prerequisite: PNUR 1316 - Must be taken either prior to or at the same time as this course.

Process Technology

PTEC 1302 - Intro to Process Technology 2/0 (2 Credits)

This course provides an overview of chemical process industries and chemical technology with focus on the role of the process operator and technician. It includes concepts of safety, regulation, laws affecting the job and the industry, and quality control.

PTEC 1303 - Process Technology Equipment I 3/0 (3 Credits)

This course introduces basic operating principles of equipment such as valves, piping, pumps, compressors, generators, motors, and lubrication systems. The mechanical characteristics and the interactions of the plant equipment will be explored.

PTEC 1312 - Safety, Health & Environment 2/0 (2 Credits)

This course introduces the field of safety, health, and environment within the process industry. Students will explore various types of process hazards, safety and environmental systems, and equipment and regulations under which plants are governed.

PTEC 1422 - Process Quality 2/0 (2 Credits)

This course provides an overview of the field of quality within the process industry. It introduces process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, statistical process control (SPC), and preparation of memoranda and briefs.

Psychology

PSYC 1813 - Introduction to Psychology 3/0 (3 Credits)

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; 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: Business elective. IAI: S6 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PSYC 2513 - Abnormal Psychology 3/0 (3 Credits)

This course will cover the major topics of abnormal behavior: diagnosis, assessment, theories 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.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

PSYC 2553 - Lifespan Developmental Psychology 3/0 (3 Credits)

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. IAI: S6 902.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

PSYC 2573 - Adulthood and Aging 3/0 (3 Credits)

The student will investigate the biological, cognitive, and psychosocial factors from early adulthood through old age. Topics such as age, gender, race/ethnicity, socioeconomic status, culture; career choice and development; mate selection and marriage; conventional and nonconventional families; theories of adult personality development; mid- and late-life transitions; aging; and dying, death and bereavement are included. IAI: S6 905.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

PSYC 2773 - Social Psychology 3/0 (3 Credits)

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: PSY 908 Psychology. IAI: S8 900.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

Radiography

XRAY 1014 - Introduction to Radiography 4/0 (4 Credits)

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.

Prerequisite: Admission to Radiography program - Must be completed prior to taking this course.

XRAY 1033 - Radiologic Anatomy & Positioning I 3/0 (3 Credits)

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.

Prerequisite: XRAY 1014 - Must be completed prior to taking this course. BIOL 2644 - Must be taken either prior to or at the same time as this course. XRAY 1202 and XRAY 1316 - Must be taken at the same time as this course.

XRAY 1042 - Radiographic Quality 2/0 (2 Credits)

This course covers concepts involved with digital X-ray equipment operation and quality assurance. It includes image acquisition, digital imaging characteristics, and technical evaluation. Focus is placed on the correlation between X-ray exposure and the effect on image quality. The properties of image receptor exposure, contrast, detail and distortion are analyzed extensively with emphasis on the factors that control and influence them (mAs, SID, OID, kVp). Other topics include: collimation, filtration, and grid usage. Students will gain a better understanding of exposure factor formulation by performing experiments in the energized lab utilizing anthropomorphic phantoms.

Prerequisite: XRAY 1316, XRAY 1033, and XRAY 1202 - Must be completed prior to taking this course. XRAY 1326, XRAY 1222 and XRAY 1053 - Must be taken at the same time as this course.

XRAY 1053 - Radiographic Anatomy & Positioning II 3/0 (3 Credits)

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.

Prerequisite: XRAY 1316, XRAY 1202, and XRAY 1033 - Must be completed prior to taking this course. XRAY 1326, XRAY 1222 and XRAY 1042 - Must be taken at the same time as this course. BIOL 2654 - Must be taken either prior to or at the same time as this course.

XRAY 1202 - Clinical Procedures I 0/4 (2 Credits)

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.

Prerequisite: XRAY 1014 with a grade of C or better - Must be completed prior to taking this course. XRAY 1033 and XRAY 1316 - Must be taken at the same time as this course.

XRAY 1222 - Clinical Procedures II 0/4 (2 Credits)

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 1202 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.

Prerequisite: XRAY 1202, XRAY 1033, and XRAY 1316 - Must be completed prior to taking this course. XRAY 1053, XRAY 1326 and XRAY 1042 - Must be taken at the same time as this course.

XRAY 1316 - Clinical I 0/18 (6 Credits)

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.

Prerequisite: XRAY 1014 - Must be completed prior to taking this course. XRAY 1033 and XRAY 1202 - Must be taken at the same time as this course.

XRAY 1326 - Clinical II 0/18 (6 Credits)

Students will continue to observe/participate in programmed clinical experiences within the radiology departments at area hospitals.

Prerequisite: XRAY 1316, XRAY 1033 and XRAY 1202 - Must be completed prior to taking this course. XRAY 1053, XRAY 1042 and XRAY 1222 - Must be taken at the same time as this course.

XRAY 1333 - Clinical III 0/9 (3 Credits)

Students will participate in programmed clinical experiences within the radiology departments of area hospitals.

Prerequisite: XRAY 1326, XRAY 1053, XRAY 1042, and XRAY 1222 - Must be completed prior to taking this course. XRAY 2312 and XRAY 2222 - Must be taken at the same time as this course.

XRAY 1346 - Clinical IV 0/18 (6 Credits)

Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals, dealing with advanced radiographic procedures.

Prerequisite: XRAY 1333, XRAY 2222, and XRAY 2312 - Must be completed prior to taking this course. XRAY 2103 - Must be taken at the same time as this course.

XRAY 1356 - Clinical V 0/18 (6 Credits)

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.

Prerequisite: XRAY 1346 and XRAY 2103 - Must be completed prior to taking this course. XRAY 2125 - Must be taken at the same time as this course.

XRAY 2103 - Advanced Radiologic Technology I 3/0 (3 Credits)

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.

Prerequisite: XRAY 1333, XRAY 2222 and XRAY 2312 - Must be completed prior to taking this course. XRAY 1346 - Must be taken at the same time as this course.

XRAY 2125 - Advanced Radiologic Technology II 5/0 (5 Credits)

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.

Prerequisite: XRAY 1346 and XRAY 2103 with a grade of C or better - Must be completed prior to taking this course. XRAY 1356 - Must be taken at the same time as this course.

XRAY 2222 - Clinical Procedures III 1/2 (2 Credits)

The student will gain a better understanding of the principles of his/her previous classroom and clinical studies as they affect: advanced radiographic techniques and positioning, special procedures, and surgical procedures. The student will explore topics in advanced imaging modalities such as CT, MRI, nuclear medicine, mammography, interventional - Cardiac Radiography, PET/CT, bone densitometry, ultrasound, and radiation oncology and how these imaging modalities correlate with the studies completed in diagnostic radiology.

Prerequisite: XRAY 1042, XRAY 1053, and XRAY 1326 - Must be completed prior to taking this course. XRAY 2312 and XRAY 1333 - Must be taken at the same time as this course.

XRAY 2312 - Survey of Radiographic Pathology 2/0 (2 Credits)

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.

Prerequisite: BIOL 2644, BIOL 2654, XRAY 1326, XRAY 1053, XRAY 1042, and XRAY 1222, grades of C or better - Must be completed prior to taking this course. XRAY 1333 and XRAY 2222 - Must be taken at the same time as this course.

Registered Nursing

RNUR 1106 - Introduction to Nursing 3.5/5 (6 Credits)

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.

Prerequisite: Admission to the Associate Degree Nursing program and BIOL 2644 - Must be taken either prior to or at the same time as this course.

RNUR 1128 - Nursing--Adult & Child I 4/8 (8 Credits)

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.

Prerequisite: MATH 1141, RNUR 1152, and RNUR 1106 - Must be completed prior to taking this course. BIOL 2654 - Must be taken either prior to or at the same time as this course.

RNUR 1152 - Introduction to Pharmacology 2/0 (2 Credits)

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.

Prerequisite: Admission to the Associate Degree Nursing Program - Must be completed prior to taking this course.

RNUR 1461 - Nursing Seminar II 1/0 (1 Credit)

This course is taken second semester of the program. It provides an introduction to historical development in nursing, the conceptual framework and philosophy of the nursing 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.

Prerequisite: RNUR 1106 - Must be completed prior to taking this course.

RNUR 2122 - Nursing--Adult & Child III 1/2 (2 Credits)

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.

Prerequisite: RNUR 2228 - Must be completed prior to taking this course.

RNUR 2228 - Nursing--Adult & Child II 4/8 (8 Credits)

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.

Prerequisite: RNUR 1128 - Must be completed prior to taking this course. PSYC 1813 and BIOL 2714 - Must be taken either prior to or at the same time as this course.

RNUR 2237 - Nursing--Adult & Child IV 3.5/7 (7 Credits)

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 in an advanced medical-surgical setting.

Prerequisite: RNUR 2228 and RNUR 2443 - Must be completed prior to taking this course.

RNUR 2443 - Concepts of Clinical Pharmacology 3/0 (3 Credits)

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.

Prerequisite: RNUR 1152 - Must be completed prior to taking this course. RNUR 1128 - Must be taken either prior to or at the same time as this course.

RNUR 2461 - Nursing Seminar IV 1/0 (1 Credit)

This course is taken during the fourth semester of the program. It provides an introduction to legal aspects of nursing and ethical issues involved in nursing. It also focuses on issues and responsibilities in nursing, implications of the Nurse Practice Act, nursing organizations, and the transition from nursing student to practicing registered nurse.

Prerequisite: RNUR 2228 - Must be completed prior to taking this course.

Respiratory Therapist

RESP 1113 - Respiratory Physiology 3/0 (3 Credits)

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.

Prerequisite: BIOL 1564 - Must be taken either prior to or at the same time as this course. MATH 1142 - Must be taken at the same time as this course.

RESP 1224 - Clinical I 0/12 (4 Credits)

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.

Prerequisite: RESP 1113, RESP 1331, and BIOL 1564 with grades of C or better - Must be completed prior to taking this course.

RESP 1324 - Respiratory Procedures I 4/0 (4 Credits)

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 patient assessment, diagnostic testing and interpretation, humidity and aerosol therapy, medical gas therapy and professional behavior. Basic physics for the respiratory therapist will be introduced. The student also will learn the function, application, and maintenance of common respiratory equipment. Emphasis will be on production, storage, and delivery of medical gases, humidifiers, nebulizers, and oxygen appliances.

Prerequisite: BIOL 1564 - Must be taken either prior to or at the same time as this course. MATH 1142 - Must be taken at the same time as this course.

RESP 1331 - Respiratory Skills I 0/2 (1 Credit)

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.

Prerequisite: BIOL 1564 or BIOL 2654 with a grade of C or better - Must be completed either prior to or at the same time as this course. MATH 1142 - Must be taken at the same time as this course, taking this course.

RESP 1445 - Respiratory Procedures III 5/0 (5 Credits)

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.

Prerequisite: RESP 1331, RESP 1113, RESP 1324, and MATH 1142 - Must be completed prior to taking this course.

RESP 1458 - Intro to Respiratory Critical Care 7/2 (8 Credits)

This course stresses interpretation of the findings of the respiratory assessment. The theory and administration of all therapies will be presented. The lab portion of this course will teach the student the technical skills needed to apply theory in a clinical situation. The student will be introduced to acid-base balance factors and how they will affect the patient. A clinical approach to interpretation of arterial blood gases will be discussed. Application of blood gas interpretation as it relates to patient care and treatment will be emphasized.

Prerequisite: RESP 1331 - Must be completed prior to taking this course.

RESP 2213 - Clinical Medicine 3/0 (3 Credits)

This course is designed to provide students with the basic knowledge and understanding to assess and treat patients with respiratory disease.

Prerequisite: RESP 1224, RESP 1445, and RESP 1458 - Must be completed prior to taking this course.

RESP 2225 - Clinical II 0/15 (5 Credits)

Increased proficiency in skills and knowledge covered in RESP 1224 will be expected of students in this course. Airway management, arterial blood gases and mechanical ventilation will be stressed.

Prerequisite: RESP 1224, RESP 1445, and RESP 1458 - Must be completed prior to taking this course.

RESP 2245 - Clinical III 0/15 (5 Credits)

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, and stress and sleep testing, and critical care.

Prerequisite: RESP 2453 - Must be completed prior to taking this course.

RESP 2353 - Cardiopulmonary Procedures 3/0 (3 Credits)

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 will also 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.

Prerequisite: RESP 2453 - Must be completed prior to taking this course.

RESP 2411 - Professional Skills 1/0 (1 Credit)

This course will stress the non-technical skills expected of a respiratory therapist. Verbal and written communication skills will be stressed.

Prerequisite: RESP 1224, RESP 1445, and RESP 1458 - Must be completed prior to taking this course.

RESP 2433 - Respiratory Procedures IV 3/0 (3 Credits)

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.

Prerequisite: RESP 1331 and RESP 1458 - Must be completed prior to taking this course.

RESP 2445 - Respiratory Procedures V 4/2 (5 Credits)

This course includes assessment of the critically ill, and in-depth study of airway management, and an in-depth study of 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.

Prerequisite: RESP 1224, RESP 1445, and RESP 1458 - Must be completed prior to taking this course.

RESP 2453 - Respiratory Procedures VI 3/0 (3 Credits)

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.

Prerequisite: RESP 2213, RESP 2225, RESP 2411, and RESP 2445 - Must be completed prior to taking this course.

RESP 2483 - Respiratory Seminar 3/0 (3 Credits)

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. Computerized mock board exams must be passed before the student is eligible to complete the course.

Prerequisite: RESP 2453 - Must be completed prior to taking this course.

Social Science

SOSC 1533 - Int'l Studies in the Social Sciences 1/6 (3 Credits)

This course is taught at a study abroad site. 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.

Social Work

SOCW 2523 - Introduction to Social Work 3/0 (3 Credits)

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. Prerequisite: PSYC 1813 or SOCY 2513 or ANTH 1713 or experience in the field. - Must be completed prior to taking this course.

Sociology

SOCY 2513 - Sociology 3/0 (3 Credits)

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: Business elective. IAI: S7 900.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

SOCY 2523 - Contemporary Social Problems 3/0 (3 Credits)

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. IAI: S7 901.

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713 - Must be completed prior to taking this course.

SOCY 2543 - Racial and Ethnic Relations 3/0 (3 Credits)

This course is a comparative analysis of racial and ethnic groups; examining elements of group identity, social movements, government policy, individual and institutional discrimination, and related social problems. IAI: S7 903D.

Prerequisite: Appropriate assessment score or ENGL 0964 with a grade of C or better - Must be completed prior to taking this course.

SOCY 2553 - Sociology of the Family 3/0 (3 Credits)

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. IAI: S7 902.

Spanish

Native speakers of Spanish should consult the department for further information.

SPAN 1503 - Basic Spanish 3/0 (3 Credits)

The student will be introduced to the basics of 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 business elective.

SPAN 1514 - Elementary Spanish I 4/0 (4 Credits)

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.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed either prior to or at the same time as this course.

SPAN 1524 - Elementary Spanish II 4/0 (4 Credits)

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.

Prerequisite: SPAN 1514 - Must be completed prior to taking this course.

SPAN 2514 - Intermediate Spanish I 4/0 (4 Credits)

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.

Prerequisite: SPAN 1524 - Must be completed prior to taking this course.

SPAN 2524 - Intermediate Spanish II 4/0 (4 Credits)

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. IAI: H1 900.

Prerequisite: SPAN 2514 - Must be completed prior to taking this course.

SPAN 2533 - Introduction to Mexican Culture 2/3 (3 Credits)

This course is taught at a study abroad site. This course provides a study of the prehistory through contemporary peoples of Mexico.

SPAN 2713 - Advanced Communications in Spanish 3/0 (3 Credits)

This course is designed to give intensive practice in communicating in Spanish. The course provides opportunities to improve listening, speaking, and writing abilities.

Prerequisite: SPAN 2514 - Must be completed prior to taking this course.

Sustainability

SUST 1013 - Sustainable Resource Management I 3/0 (3 Credits)

This course provides an introduction to sustainable resource management within the context of sustainability. Basic principles and practices will be examined from both historical and contemporary perspectives. Students will compare and contrast various disposal options, and will consider the role of government in sustainable resource management. Markets which use recovered products will be examined and evaluated. Students will be introduced to various career options in sustainable resource management.

SUST 1023 - Sustainable Resource Management II 3/0 (3 Credits)

The student will be engaged in the practice of sustainable resource management at the community and business levels. Building on the learning outcomes of SUST 1013, students will evaluate and design sustainable resource management strategies for diverse organizational settings. Public policy as it relates to sustainable resource management will be examined. Students will evaluate the use of metrics in green business.

Prerequisite: SUST 1013 - Must be completed prior to taking this course.

Theater

THEA 1813 - Introduction to Drama 3/0 (3 Credits)

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.

Prerequisite: Consent of instructor required - Must be completed prior to taking this course.

THEA 1823 - Intermediate Drama 3/0 (3 Credits)

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.

Prerequisite: THEA 1813 - Must be completed prior to taking this course.

THEA 1941 - Acting & Directing 0/3 (1 Credit)

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 1951 - Sets & Lighting 0/3 (1 Credit)

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 1961 - Costuming 0/3 (1 Credit)

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 1971 - Publicity 0/3 (1 Credit)

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.

STEM

STEM 1502 - 3D Printing & 3D Technologies 1/1 (2 Credits)

This course introduces 3D printing and 3D related technologies. Students will use open source 3D printers, 3D scanners, and CNC routers (3D carver). Autodesk Fusion will be used to create 3D models which can be 3D printed or 3D carved. This applied course uses science, technology, engineering, and mathematics (STEM) principles in an interdisciplinary approach to learning where rigorous academic concepts are coupled with real-world lessons.

STEM 1512 - STEM Guitar 1/1.5 (2 Credits)

This is a project-based course covering a variety of Science, Technology, Engineering, Math (STEM) concepts. Students will learn (or review) and apply STEM concepts to the hands-on design and fabrication of solid-body electric guitars. Focus will be on design, manufacturing and assembly of the guitars. Students can keep their successfully completed guitars. This applied course uses STEM principles in an interdisciplinary approach to learning where rigorous academic concepts are coupled with real-world lessons.

Tower Construction

TOWR 1111 - Tower Erection Basics 1/0 (1 Credit)

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 1/0 (1 Credit)

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 1/0 (1 Credit)

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 and Hazard Signage 1/0 (1 Credit)

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 1/2 (2 Credits)

This course is designed 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 and Competent Climber 1/2 (2 Credits)

This course will provide students with skills needed to properly use restraint systems and address tower rescues.

TOWR 1171 - Rigging and Ropes 1/1 (1 Credit)

This course will provide students with skills needed to properly use restraint systems and address tower rescues.

TOWR 1181 - Authorized Climber Authorized Climber 1/0 (1 Credit)

This is an introductory course that is 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.

Transportation

TWDL 1003 - Transportation & Physical Distribution 3/0 (3 Credits)

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 Credits)

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 1113 - Certified Logistics Associate 2/2 (3 Credits)

This course provides students with core competencies and the foundational knowledge to understand the supply chain. Learning materials include PDF textbook and e-learning modules. The Course includes modules on: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. Upon completion, students will have the opportunity to earn the Certified Logistics Associate Certification through the Manufacturing Skills Standards Council (MSSC).

TWDL 1203 - Introduction to Import/Export 3/0 (3 Credits)

This course focuses on the concerns of 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 1223 - Certified Logistics Technician 2/2 (3 Credits)

This course provides students with core competencies and the mid-level technical knowledge needed to understand supply chain logistics. Learning materials include PDF textbook and e-learning modules. This course includes: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations. Upon completion, students will have the opportunity to earn the Certified Logistics Technician Certification through the Manufacturing Skills Standards Council (MSSC).

Prerequisite: TWDL 1113 - Must be completed prior to taking this course.

TWDL 1303 - Principles of Operations Management 3/0 (3 Credits)

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping cost 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 2/0 (2 Credits)

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

WELD 1114 - Basic Welding 2/4 (4 Credits)

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 Credits)

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 postheating. The student also will weld various joint designs in the vertical and overhead projections using a variety of electrodes.

Prerequisite: WELD 1114 with a grade of C or better - Must be completed prior to taking this course.

WELD 1263 - Metallurgy & Heat Treatment 3/0 (3 Credits)

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 Credits)

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.

Prerequisite: WELD 1114 and WELD 1124 with grades of C or better - Must be completed prior to taking this course.

WELD 2062 - Fillet Weld Special Problems 0/4 (2 Credits)

The student will practice and take two of the four AWS 1F, 2F, 3F, and/or 4F Qualification Tests. The student will be guided through this procedure by the AWS handout and the instructor.

Prerequisite: WELD 1124 or consent of instructor - Must be completed prior to taking this course.

WELD 2072 - Groove Weld Special Problems 0/4 (2 Credits)

This course prepares the student to take any/all of the American Welding Society Filler Welder Qualification Tests (1G, 2G, 3G, 4G).

Prerequisite: WELD 1124 - Must be completed prior to taking this course.

WELD 2124 - Tungsten Inert Gas Welding 2/4 (4 Credits)

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 2172 - Pipe Weld Special Problems 0/4 (2 Credits)

The student will practice and take the American Welding Society 5G and/or 6G Qualification Test. The student will be guided through this procedure by the AWS handout and the instructor.

Prerequisite: WELD 2044 - Must be completed prior to taking this course.

WELD 2224 - Metallic Inert Gas Welding 2/4 (4 Credits)

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.

Continuing Education and Career Services

The KCC Office of Continuing Education and Career Services responds 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.

Among its services, the Office of Continuing Education and Career Services offers short-term and long-term employee development programs dealing with topics such as management techniques, organizational procedures, and skill enhancement.

For more information, visit continuinged.kcc.edu.

Career Services

The Charlton Career Center teaches students, alumni and the community 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:

- Assistance in locating internships.
- Job fairs.
- Computers with software to create resumes, search employment opportunities, conduct online career interest assessments, and more.
- Career preparation workshops and webinars.
- Link to local employment opportunities posted on Career Coach.
- Resume review by a Certified Professional Resume Writer.
- Mock interviews.
- Portfolio development.

For employers, KCC's Charlton Career Center offers free job-opening advertisements, and access to space on campus for recruiting potential employees.

For more information on services provided by the Charlton Career Center, or to schedule an appointment, phone 815-802-8222 or email careerservices@kcc.edu.

Adult Education

KCC offers courses to obtain a high school equivalency and prepare for entry to college credit courses and associate degree programs. These courses are preparation for college work, but do not apply toward a degree.

All Adult Education courses are offered at no charge to students.

To learn more about these services, visit adulthood.kcc.edu.

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

Adult Basic Education – Foundational reading, writing and math skills.

High School Equivalency – These courses teach students the reading, writing, math, social studies, natural science, and state and federal constitution information necessary to pass a high school equivalency (such as GED or HiSet) examination. Online instruction is available to qualified students.

English as a Second Language (ESL) – The ESL program provides non-native English speakers an opportunity to develop English speaking, listening, reading and writing skills. Assessment of language skills is conducted before entering class.

Code of Campus Affairs and Regulations

The Code of Campus Affairs and Regulations applies to all College Credit Division students. As appropriate, it also applies to Adult Education and Continuing Education students.

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 Students are not required to submit official transcripts to confirm high school graduation, home school graduation or General Education Development (GED) certificate completion to be eligible for regular admission into most degree and certificate programs.

2.3 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.

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 www.kcc.edu/admissions for more information.

2.4 Students seeking financial aid are subject to additional records requirements. Visit www.kcc.edu/financialaid for information.

2.5 The Social Security number will be requested, though not required, to process the admission form. After the admissions form has been processed, a permanent identification number will be assigned. If no social security number is provided, tax implications may arise.

2.6 The Admissions form must be submitted to the Office of Admissions and Registration.

2.7 Applicants planning to enroll:

a. Request the high school last attended to send an official transcript directly to the college.

b. An earned GED may be sent in place of a high school transcript, but the student must complete college administered testing for placement purposes. A GED may not meet specific program requirements where a high school prerequisite course and transcript verification is required.

c. Official transcripts of previously attended colleges or universities must be on file for coursework evaluations needed for graduations.

d. 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.

e. Students applying to health career programs are responsible to meet timelines and eligibility requirements. Information concerning health career requirements is available at www.kcc.edu/healthprograms/.

f. 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 Affairs 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.

2.8 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.

2.9 A student's semester hour load may be limited by an advisor or the Academic Appeals Committee upon review of assessment scores, GED scores, academic records, or the lack of academic records.

2.10 Students will be initially classified in a curriculum based on their Admissions Form and the criteria for the requested program.

2.11 High school students enrolling in general courses:

High school students 16 and older must request that their high school transcripts be sent directly to the KCC Office of Admissions and Registration.

a. Students under 16 years of age are required to meet with the vice president for student affairs to review their appropriate enrollment in classes. Students must provide college placement scores and be eligible for high school before they are considered for admission.

b. *Students wishing to enroll in continuing education classes may enroll in courses or programs specifically designed for this age group.

2.12 Non-high school students less than 18 years of age may be asked to submit written verification of their severance from the high school of their legal residence before enrolling at KCC.

3.0 Attendance and Campus Behavior

3.1 Regular attendance at scheduled class sessions is expected. Refer to your course syllabus for classroom policies.

3.2 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 vice president for student affairs for consideration, recommendation, and action. The vice president for student affairs will initiate an investigation of reported violations in accordance with college policy for student due process (see section 18.3).

3.3 The instructor has the right to record the grade of F for the course, reduce a student's grade or submit an institutional withdrawal request to Admissions and Registration if a student has excessive absences as defined in the course syllabus.

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 vice president for student affairs 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:

- 0-29 hours earned = Freshman
- 30-64 hours earned = Sophomore
- 65 or more hours earned = Advanced
- Degree or advanced certificate earned = Graduate
- Concurrent enrollment in high school = Dual enrolled

4.3 Academic load and status for a semester:

12 semester hours or more (maximum of 18) = 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 if he/she meets all course prerequisites and may only register 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. Courses may be audited multiple times.

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 appropriate dean. 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 Course withdrawals made before the refund deadline, as designated on the registration statement, will not be included on the student's permanent record. A course withdrawal after the refund deadline, but before the withdrawal period ends for that specific course, will be recorded as a W grade. Students who violate the KCC student code of conduct may not be eligible to withdraw from the course due to the imposed sanction. Additionally, a student may have a temporary hold on their account, so they can neither withdraw from the course nor register for future courses until the current matter is settled. See section 17.6 for prohibited student conduct.

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. 14-week and 16-week courses - 20 school days after the mid-point
- b. 6-week and 8-week courses - 10 school days after the mid-point
- c. 4-week course - 5 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:
 1. Spring semester course: The last day of the following fall semester.
 2. Summer session course: The last day of the following fall semester.
 3. Fall semester course: The last day of the following spring semester.

Petition and appeal are addressed in Section 21.0.

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 Vice President of Student Affairs by completing the Enrollment Status Appeal form. All appeals will require supporting documentation. See withdrawal deadlines above. The registration statement found in Self-Service, include important details on withdrawal deadlines.

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 for that division 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. A fourth petition requires the student to appear in person at the next committee meeting. Petition and appeal are addressed in Section 21.0.

4.17 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.

4.18 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 mid-term 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.

4.19 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' warning and suspended statuses will remain on record.

4.20 Students may file a "Grade Forgiveness Petition" with the Office of Admissions and Registration to request removal of D and/or F grades (maximum 15 credit hours) 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.
- c. The student must have a cumulative GPA of 2.5 or lower.

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 those with course numbers from 0001 to 0999, Adult Education courses, Continuing Education courses, or Corporate Education courses.

4.21 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. All other requests to repeat a successfully completed course must be approved by the Academic Appeals Committee.

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	Minimum Cumulative
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 courses with a first digit of "0" (e.g. WRIT), 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. Petition and appeal are addressed in Section 21.0.

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. Petition and appeal are addressed in Section 21.0.

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. Petition and appeal are addressed in Section 21.0.

7.5 Students suspended for disciplinary reasons from KCC must send a written request to the vice president for student affairs 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 may 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. 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 associate dean/program director. Upon successful completion of the proficiency examination, credit will be recorded. The student requesting a proficiency examination will meet with the appropriate associate dean/program director/faculty to determine eligibility and obtain the necessary petition. Eligibility is determined by proof of work experience, life experience, independent study, or industry recognized credential. Not every course will be eligible for a proficiency examination.

b. The appropriate associate dean/program director will determine a student's final eligibility for proficiency and whether the student is allowed to sit for said proficiency exam.

c. A student desiring general information about a proficiency exam may contact the appropriate division associate dean/program director. If the division associate dean/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.

d. Upon payment of the examination fee, the petition will be sent to the appropriate division associate dean/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 taken within 10 class days of payment of fees.

e. The division associate dean/program director/faculty or his/her designate is responsible for administering and scoring the examination.

f. Prior to the examination, the associate dean/program director will provide the student with the following:

- 1) the course syllabus
- 2) a description of the type of proficiency test to be given.

g. 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.

If a student wishes to take proficiency examination 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 Affairs 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.

A student may be required to pass an exam for health career and/or occupational programs to prove competency in certain course work toward 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 associate dean/program director.

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 acceptance 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 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 should submit a petition for graduation to the Office of Admissions and Registration at least seven (7) working days prior to the commencement ceremony to participate. 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. Upon completion, associate degree and certificate credentials will automatically be posted to the student's transcript.

11.4 Students enrolled in a health career curricula must complete all required courses in the program with a minimum grade of C. If students perform below a "C" level in a 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.

Beginning with the first day of class in a health career program, the student must complete required courses for a certificate program within two (2) academic year or an associate degree within three (3) years unless otherwise approved by the appropriate program director.

11.5 Graduates of KCC must satisfy the following residency requirements:

- a. To obtain a degree, a student must either earn 35 semester hours in KCC courses or 15 of the final 30 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.
- b. Proficiency and similar tests do not satisfy residency requirements.

11.6 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.

11.7 The Graduate Review Committee consists of the vice president for instructional and student success, the vice president for student affairs, and the division associate dean(s) whose department(s) is (are) affected by the requested substitution(s).

11.8 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 vice president for student affairs. Students are afforded the following rights with respect to their education records. These rights include:

- a. 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.
- b. The right to request the amendment of the student'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 vice president for student affairs regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.

c. 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.

In the event of a perceived health or safety issue, the college may disclose pertinent non-directory information to any person whose knowledge is necessary to protect the health and safety of the students or other individuals, including designated emergency contact and law enforcement or health care professionals.

d. 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.

14.3 Before registering for their second semester/term, degree/certificate seeking students must have a Master Academic Plan on file.

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 Affairs 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.

To add a class after late registration: instructor and/or advisor signatures are required.

16.0 Reporting an Emergency or Other Concern

16.1 In case of an emergency, phone 911 then notify college security at 815-802-8190; or utilize security phones in the parking lot.

To report a potential or current concern, use the following contact options.

Phone KCC police department: 815-802-8195

Phone KCC Public Safety department: 815-802-8199

Email Behavioral Intervention Team: bit@kcc.edu

Online anonymous report: www.kcc.edu/reportacrime

Online report of discrimination, harassment or misconduct: www.kcc.edu/titleix

All concerns and reports are confidential.

16.2 The college reserves the right to call an ambulance and/or the Kankakee Police Department if a student appears to be in imminent danger of harming himself/herself or has threatened to harm others.

16.3 The state of Illinois Public Act 099-0278 requires that an institution of higher learning provide all students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

KCC may disclose a student's mental health information if a qualified examiner employed by the college determines that the student poses a clear danger to himself, herself, or others. This action can be taken to protect the student or other person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person or by the student on himself, herself, or another.

The information from the qualified examiner will be disclosed to the designated person as soon as practical, but no more than 24 hours after making the mental health determination. A designated person can be a parent, guardian, or other person over age 18 designated by a student to receive disclosure of certain private mental health information.

17.0 Code of Conduct

17.1 Purpose:

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 its students and the college community. Admission to KCC carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the college, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community. As a postsecondary institution of higher education, KCC encourages students to rise above the minimum standards, and work to build a community of learners where all members of the college community show respect for the views of others and to accept responsibility for their own actions. The violation of KCC policies, rules and regulations is counter-productive to building a learning community. Hence, the college will act immediately to protect the life and property of KCC, while maintaining and balancing the rights of students and the KCC community. The right of every student to learn will be protected by implementing the KCC Code of Conduct. Every student who accepts enrollment at KCC agrees to abide by all policies, rules and regulations published at the college. To this end, the college is committed to a community of learners where all students have the same opportunity to succeed.

17.2 Scope:

The Code of Conduct is enforced to prevent conduct which adversely affects the pursuit of educational goals. The Code of Conduct shall apply to student conduct on college premises; to conduct that occurs at or in connection with college-sponsored activities; and to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

Jurisdiction extends to locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, athletic events, activities taking place in student-athlete housing, training internships, cooperative and distance education, on-line education, practicums, supervised work experiences, and any other college-sanctioned or club activities.

Students are responsible for their conduct from the time they are notified of their acceptance for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from the college while a disciplinary matter is pending.

A report may be filed against a student or student organization charged with a violation of a law that is also a violation of this Code if both violations result from the same factual situation, independent of any pending criminal prosecution or civil litigation. Proceedings under the Code may be carried out prior to, simultaneously with, or following criminal prosecution or civil litigation.

17.3 Definitions

a. Appellate Body – Any person or persons (e.g. appeals review board) authorized by the President or designee to consider and handle student conduct appeals in accordance with this policy and procedures related to this policy. The President or designee is authorized to reassign any and all of the student conduct appellate body's duties or responsibilities as set forth by college policy.

b. Business Day – A week day, excluding weekends, college holidays and Fridays during in May, June and July.

c. Charged Student – The student or student organization accused of violating the Code of Conduct or any college policy. Also referred to as “Respondent” or “Responding Party.”

d. College – The term “college or KCC” means Kankakee Community College.

e. College Community – Any person who is a/an faculty, staff member, student, alumni or affiliate of KCC.

f. College Premises – Shall include all campuses and grounds of the college, indoors and outdoors, wherever located, and includes all land, buildings, facilities, vehicles, equipment, fixtures, and other property owned, used, or controlled by the college.

g. College-sponsored Activity – Any activity, event, function, program, or service on or off college properties that is organized, sponsored, supervised, or directly initiated by the college, including its employees on behalf of the college, and including registered student organizations.

h. Complainant – Any person who files or reports a complaint alleging that a student or student organization violated the Code of Conduct or college policies. Complainant also refers to the college when the college initiates the complaint. In certain circumstances, depending on the underlying facts of the alleged violation, the Complainant may also be the victim of the alleged violation. In other circumstances, the victim may be a different individual than the person filing the complaint.

i. Disciplinary Procedures – The process by which the college imposes discipline against a student for an alleged violation of the Code of Conduct.

j. Faculty – Any person employed by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.

k. Judicial Review Board – a group of persons designated by the Vice President of Student Affairs or designee to conduct formal hearings. The Judicial Review Board is composed of a procedural Chair (non-voting capacity), two faculty members appointed by the Vice President of Academic Affairs or designee, two enrolled students appointed by the Student Conduct Officer or designee, and two staff members appointed by the Vice President of Student Affairs or designee.

l. Preponderance of the Evidence – The standard of proof that is used in all student conduct proceedings to determine if a violation occurred. It means that the evidence, considered as a whole, indicates that the fact sought to be proved is more probable than not, or that it is more likely than not that the alleged behavior occurred and violates the Code of Conduct.

m. President – The President of the college. The President is authorized to delegate any of his/her responsibilities as set forth by college policy.

n. Respondent – The student or student organization accused of violating the Code of Conduct or any college policy. Also referred to as the “charged student.”

o. Sanction – An educational outcome imposed as a result of a finding of responsibility for a violation of the Code of Conduct or college policy.

p. Staff – Any person employed by the college.

q. Student – Includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit, non-credit, online, or any format. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college and college community, or who have been notified of their acceptance for admission, are considered “students” for the purpose of this policy.

r. Student Conduct Officer – A college administrator designated by the President or designee for implementing and enforcing the Code of Conduct. This person is the principal investigator and administrator for alleged violations of the Code of Conduct. The President or designee may reassign any and all of the Student Conduct Officer's responsibilities pursuant to college policy.

s. Student Organization – A student club, society, group, or sports team approved, registered, recognized or going through the process to be recognized through student activities, an academic unit, or other administrative department. The term “student” shall also include student organizations.

t. Outcome – The finding of “responsible” or “not responsible” for each alleged violation, as well as any sanction(s) imposed.

17.4 Authority

The KCC Board of Trustees delegates authority for student conduct and discipline to the President. The President has delegated authority for administration of the Student Conduct Code to the Vice President of Student Affairs or other designee. Judicial Review Board members shall be authorized by the Vice President of Student Affairs or designee to conduct disciplinary proceedings. Appellate bodies shall be authorized by the college President or designee to conduct appeal reviews.

In addition to initiating discipline proceedings for violation of the Code of Conduct, the college may refer any alleged violations of federal, state or local laws to civil and criminal authorities for disposition. The college may proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

17.5 Student Rights and Responsibilities

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, at college facilities, and in the larger community.

A. Student Rights

I. All students are entitled to enjoy the rights protected by the United States and Illinois Constitution and laws, subject to legally recognized restraints that may be imposed because of the college's role and function. Students should exercise these rights reasonably and avoid violating the rights of others. Following is a non-exhaustive list of students' rights:

1. The right to pursue appropriate educational objectives from among the college's curricula, programs, and services.
2. The right to an academic evaluation which is not arbitrary, prejudiced or capricious. All students are responsible for meeting the standards of academic performance established by each of their faculty members.
3. The right to a learning environment which is free from harassment and unlawful discrimination, that does not discriminate on the basis of race, sex, national origin, sexual orientation, gender identity or expression or any other protected status. This includes the right to a learning environment free of any and all harassment, including sexual harassment.
4. The right to freedom of speech and assembly consistent with a college environment and lawful regulations.
5. The rights granted by the Family Educational Rights and Privacy Act (FERPA), including the right to inspect one's educational records, challenge inaccurate or misleading records and maintenance of their educational records in a confidential manner consistent with FERPA and any other applicable rights.
6. The right to file a grievance or an academic or non-academic concern (i.e. complaints of discrimination and/or harassment).

B. Student Responsibilities.

I. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. As a result of this responsibility, students are expected to:

1. Demonstrate courtesy;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of fellow students, faculty, other college staff, volunteers, and visitors;

7. Respect the property of others, including college property and facilities; and

8. Cooperate with and assist the college staff in maintaining safety, order, and discipline.

17.6 Prohibited Student Conduct

The college may impose educational sanctions against a student who commits, attempts to commit, aids, abets, incites, solicits, encourages or assists another person to commit, any act(s) of misconduct. The below is not an exhaustive list of prohibited conduct, but merely represents examples of unacceptable behavior and conduct. These activities are prohibited on college premises, at college-sponsored activities, and in setting that affects the college community.

A. Non-Academic Misconduct

I. Providing false information.

1. Providing false, fraudulent, misleading or altered information, documents, evidence or materials to any law enforcement official, conduct officer, hearing or appellate body, or other employee.
2. Reproduction, alteration, forgery, or unauthorized use of another person's or group's college documents, keys, codes, electronic access devices, or property.
3. Misrepresentation of another person's identity including misuse of another person's identification.
4. Allowing another person to use one's identification information.
5. Acting on or pretending to act on behalf of another person, group, or the college without expressed consent or authorization.
6. Any other acts of falsification, misrepresentation, fraud, or false testimony.

II. Obstruction of college Business and Activities.

1. Behavior of a boisterous, disorderly, obscene, lewd, abusive, or inciting character such that there is a clear and present danger of creating panic, alarming persons, violent retaliation, or sufficient public disruption so as to threaten the safety of others where no legitimate reason for alarm exists.

III. Inappropriate conduct/Disruption

1. Behavior or actions that demonstrates indecency, contempt for the generally accepted values, or disrespect for the normal standards of the college and its community.
2. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession, for which the student is taking a course or is pursuing as an educational goal or major.
3. Obscene behavior not of a sexual nature.

IV. Property Misuse: Theft, Trespass and Vandalism

1. Intentionally, knowingly, or negligently defacing, damaging or destroying college property or property owned by others, including but not limited to acts of vandalism.

2. Gaining access or attempting to gain entry to college facilities or property without authorization.
3. Possession, use, or duplication of college keys, access cards, or other material used to gain access to college facilities without authorization.

4. Theft or removal of property from another person, group or the college without expressed consent or permission.

5. Possession or sale of stolen property.

6. Use of college premises for any activity prohibited by federal, state, local laws, or institutional policy or procedures.

V. Failure to comply

1. Failure to comply with the direction or notice from a college official or employee who is acting in the legitimate performance of his or her duties.

2. Failure to properly identify oneself or provide identification when requested to do so by a college officer or employee who is acting in the legitimate performance of his or her duties when such a request is made.

3. Failure to comply with a notice, request, directive, or subpoena from a conduct officer, hearing body, appellate body or other investigatory or disciplinary body at the college.

4. Failure to comply with any disciplinary sanction(s), interim measures, mediation agreements, behavioral intervention programs, and safety remedies imposed under this Code of Conduct or other college policies related to student behavior or conduct.

5. Failure to comply with college rules and procedures for use of college facilities, space, and/or public assembly.

6. Failure to comply with any federal, state and local laws.

VI. Possession, use or distribution of alcohol.

1. Possession, use, sale, distribution, delivery, manufacture, or consumption of alcohol or intoxicating beverage, regardless of age, on college premises, or at any college-sponsored activity, unless such is pursuant to the requirements of an academic program or the student has received prior written approval from the President or designee.

2. Providing alcohol or intoxicating beverage to a minor as specified by the State of Illinois.

3. Public intoxication or being under the influence of alcohol or intoxicating beverages.

4. Driving while under the influence of alcohol or intoxicating beverage.

5. Any other violations of any federal or state laws, or college policies regarding alcohol.

VII. Illicit drugs and controlled substances.

1. The use, possession, manufacture, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones except, as prescribed for a student's use by a licensed practitioner.

2. Use or possession of illegal drugs or controlled substances, in any form.

3. Use or possession of prescription drugs or medications belonging to another person.

4. Manufacture, transmission, distribution, delivery or sale, including intent, of an illegal drug, controlled substance, prescription drug or medication, or other substances that are prohibited by local, state and/or federal laws.

5. Use, possession, control, manufacture, transmission, or sale of illegal drug paraphernalia.

6. Intoxication, intoxicated behavior or being under the influence of illegal drug, controlled substance, prescription drug or medication or other substances that are prohibited by local, state and/or federal law.

7. Driving while under the influence of illegal drug, controlled substance, prescription drug or medication or other substances that are prohibited by local, state and/or federal laws.

8. Any other violations of any federal or state laws, or college policies regarding illegal drugs, controlled substances, prescription drugs or medications, or other substances that are prohibited by local, state and/or federal laws.

9. Anyone suspected, in the judgment of KCC faculty/administrators/police/security, to be under the influence of drugs, alcohol or other behavior-altering substances may be tested without notice according to Board-approved procedures. Failure to comply with the college procedure for testing will constitute a separate violation of the Code of Conduct.

VIII. Weapons.

1. Use or possession of any firearm, ammunition, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, BB guns, paintball markers, slingshots, crossbows, stun guns, tasers, metallic knuckles, archery equipment, or any dangerous chemical or biological agent, or any other weapon or explosive apparently capable of producing bodily harm is prohibited on college premises and at college-sponsored activities.

Note: Exceptions to the possession of firearm are as follows

- (i) Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties, including members of the KCC Police Department, are authorized to carry firearms in accordance with state law and their police department regulations.

- (ii) Individuals possessing a valid license to carry a concealed firearm may store the weapon in a secure case or a locked container out of plain view in their vehicle or in the vehicle's trunk.

(iii) Subject to board approval, where such use or possession is part of a course curriculum or training program.

(iv) Possession and/or use of disabling chemical sprays for self-defense.

2. Use or possession of unauthorized knives, swords, blades, hatchets, switchblades or other cutting or stabbing instrument, capable of producing bodily harm is prohibited on college premises and at college-sponsored activity.

3. Instruments used to simulate such weapons (i.e. "look a-likes") in acts that endanger or tend to endanger any person shall be considered weapons.

IX. Abuse of computer technology.

1. Theft or other misuse of computer time or other electronic information resources of the college.

2. Allowing another person to use one's college username and password for any purpose aligned with other violations described in the Code of Conduct.

3. Attempting to access or circumvent passwords or other security-related information of the college, students, or employees.

4. Knowingly or intentionally uploading or creating computer viruses using or directed at college electronic resources.

5. Attempting to alter, destroy, or disable college technology resources, including but not limited to, computers and related equipment, college data, the data of others, or other networks connected to the college's system.

6. Using the internet, social media, or other electronic communications to threaten college students, employees, or volunteers.

7. Use of college resources in sending, posting, or possessing electronic messages or images that are abusive, obscene, sexually oriented, threatening, harassing, or illegal.

8. Unauthorized alteration or degradation of college computer equipment, software, network, data or system performance, or using college resources for that purpose.

9. Unauthorized copying, duplication, transfer or distribution of computer program, file, message, or other software or data.

10. Unauthorized use of college computer resources for commercial purposes or personal, financial, or other gain. This includes, but is not limited to, advertising a product or service on personal web pages, spam, unsolicited electronic communications, fundraising or advertising on behalf of unsanctioned non-college organizations, publicizing of unsanctioned non-college activities, the reselling of college resources to any non-college individuals or organizations, and the unauthorized use of the college's name or logos.

11. Use of college resources in violation of applicable copyright, trademark, or other applicable intellectual property law.

12. Any other violation of policies, rules, or agreements signed by the student regarding the use of technology resources.

13. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization.

14. Any violations of the college's electronic or computer use policies.

X. Motorized vehicle noncompliance.

1. Failure to comply with parking and transportation rules and regulations.

2. Failure to pay fines or citations issued by KCC Police or other authorized official related to parking and transportation rules and regulations.

XI. Gambling.

1. Engaging in or offering games of chance for money or other gain (e.g. raffles) where a person or group has paid, including donations, with a promise or communication to win or receive an item of value for such purchase or donation without prior approval by the Vice President for Student Affairs or designee.

2. Hosting, coordinating, advertising, or participating in casino nights or sporting event bracket pools without prior written approval from the college.

3. Other activities that violate college policy or federal, state, or local laws regarding gambling.

XII. Posting/Promotions/Solicitation.

1. Solicitation (e.g. passing or handing out flyers, promotional material, surveys, selling products, and any method of communication to induce support) on college premises without prior written consent of the Office of Student Affairs, or where the activity interferes, impedes or disrupts the normal operations and functions of the college.

2. Posting of flyers, posters, banners, cards, or any promotional or informational material, including but not limited to the exterior and interior of college facilities, buildings, trees, walls, sidewalks, vehicles, windows, stairwells, stairs, reserved display cases, vending machines, doors, classrooms, departments and unauthorized bulletin boards, railings, elevators, bathrooms, art/sculptures, or that otherwise interferes with, impedes or disrupts the normal operations and functions of the college without permission of the Office of Student Affairs.

3. Use of chalk or powder-like substance on lawn areas, or the exterior or interior of any college facility or building.

4. Use of "A" signs or free standing signs that interferes with or disrupt the normal operations and functions of the college, block an entrance/exit, or impede or blocks the normal movement of pedestrian or vehicle traffic.

5. Engaging in any conduct which constitutes a violation of college policies and procedures regarding solicitation, advertising and speech activities.

XIII. Tobacco use.

1. Use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument on college premises without exception.
2. "Tobacco" includes any lit or unlit cigarette, electronic cigarette (e-cigarette) cigar, pipe, and any other smoking product; and smokeless tobaccos, also known as dip, chew, or snuff in any form.

XIV. Unauthorized use or possession of keys.

1. The unauthorized possession, duplication or use of keys to any college premises, or possessing unauthorized keys at college-sponsored or supervised functions.

XV. Fire and safety violations.

1. Non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the college community, is prohibited.
2. Setting or causing of unauthorized fires.
3. Inappropriate activation or triggering of any emergency warning equipment or system.
4. False reporting of any emergency.

XVI. Failure to meet debts and obligations.

1. Not meeting all financial obligations to the college. Note: the registered student is responsible for his/her own financial obligations.

XVII. Hazing.

1. Any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person, including but not limited to:
 - i. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
 - ii. Any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - iii. Any activity involving over consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - iv. Any other activity that intimidates or threatens the student with ostracism; subjects the student to extreme mental stress, shame, or humiliation; or adversely affects the mental health or dignity of the student that discourages the student from entering or remaining registered in an educational institution.
 - v. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of federal, state, or local laws, rules or regulations.

XVIII. Endangerment.

1. Physical violence or harm toward another person or group.
2. Threatening another person, regardless if directly, indirectly or via third-party, where the threat would cause a reasonable person to be concerned or fearful for their safety or the safety of others.
3. Interference with the ability of another person or group to move about in a lawful manner and/or manner free of harm.
4. Willful and malicious behavior or actions that interrupt the speaker of any lawful assembly or impair the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
5. Willful and malicious behavior or actions that obstruct or cause the obstruction of any doorway, hall, or any other passageway in a college building to such an extent that the employees, officers, and other persons, including visitors, having business with the college are denied entrance into, exit from, or free passage in such building, office, classroom, or the like.
6. Any other conduct that endangers the health, safety or well-being of another person or group.

XIX. Pets and Animals.

1. Bringing any animal into any college building or bringing any unleashed animal on college premises, including parking lots and sports fields, except for a service animal as defined under federal law. "Service animal" means any dog or "miniature horse" that is individually trained to do work or perform tasks for an individual with a disability.

XX. Recreation Mobility.

1. Operation or use of skateboards, skates, bicycles, or motorized vehicles inside of any college buildings.
2. Operation or use of motorized vehicles on walkways, sidewalks, lawns, or grass without authorization.

XXI. Retaliation.

1. Retaliation against any person or group as a result of reporting or filing a complaint, providing information, reporting an incident, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.
2. Retaliation against a hearing body, appellate body or other disciplinary or investigatory body.

XXII. Shared Responsibility, Guests and Children.

1. Students and organizations may be held responsible for the conduct of their guests while on college premises, at college-sponsored activities, and at functions sponsored by any registered student organization.
2. Children shall not be allowed in classrooms while class is in session.

3. Children shall not be allowed in or at high-risk areas, including but not limited to, laboratories, clinical sites, gaming/recreational facilities, or construction sites.

4. Children shall not be left unattended while the parent or guardian is attending class or conducting any business on college premises.

XXIII. Other Violations.

1. Violation of any college policy or written rules governing student behavior, including but not limited to, academic/administrative units, athletic teams, and student organizations.

2. Violation of any federal, state, or local law, or rule.

B. Academic Misconduct

I. Cheating.

1. Any attempt to give or obtain unauthorized assistance/materials relating to the completion of an academic assignment and/or test, including collaboration with another individual relating to the completion of an academic assignment without permission from the assignment administrator.

2. Copying from or reviewing another student's examination, paper, laboratory report, presentation, computer program, or other assignment prior to or during the examination.

3. Submitting the same paper, report, or other assignment for more than one course without the expressed permission of the faculty member. If a student believes that he/she can complete an assignment that meets the requirements of two or more faculty members, he/she should obtain prior approval from all faculty involved.

4. Using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a paper, test, or any other assignment, whether or not it has been administered.

5. The unauthorized transporting or removal, in whole or in part, of the contents of a test, whether it has been administered or not.

6. Permitting another student to substitute for oneself to take a test or allowing another student to copy or use one's answers during an examination or in the completion of an assignment.

7. Bribing another person to obtain a test or information about a test, whether it has been administered or not.

8. Taking, completing, or attempting to take an examination or complete an assignment for another student.

II. Plagiarism.

1. Taking, reproducing, and/or using as one's own, without proper attribution, the ideas, writings, paraphrases, data, reports, graphic designs, or computer codes of published or unpublished work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

III. Fabrication.

1. Falsifying data, information, or citations in completing an academic assignment or obligation.

2. Providing false or deceptive information to a faculty member concerning the completion of an assignment.

3. Listing another student on a group assignment when the student did not contribute in any manner toward completion of the assignment.

4. Unauthorized altering of grades on an assignment, examination, laboratory report, quiz, or other academic work and submitting such to a faculty member or college employee.

IV. Intellectual Property Dishonesty.

1. Altering, removing, or defacing college library or educational materials.

2. Selling, electronically posting, publishing, or distributing course lecture notes, handouts, recordings, or other materials or information of any course without the expressed permission of the faculty member.

3. Removing or damaging the academic property of a faculty member or another student, including projects, books, papers, notes, laboratory assignments, clinical forms, or electronic hardware or software.

4. Obtaining or using the password of a faculty member or another student without authorization of the password owner to access course hardware or software.

5. Violating the ethical standards of practices in professional programs (i.e., health sciences, and the like, as outlined in the handbook and/or curricula of the respective program).

i. Clinical site violations: Unprofessional behaviors or unsafe practices.

ii. Any other acts of dishonesty including aiding, abetting, or attempting to commit any academic misconduct violation or permitting another student to violate any provision of this code.

17.7 Interpretation of Policy and Procedures

Any question of interpretation regarding the Code of Conduct and the Disciplinary Process shall be referred to the Vice President for Student Affairs for final determination.

17.8 Review of Policy and Procedures

a. The Code of Conduct and its procedures shall be reviewed biennially by a committee appointed by the Vice President for Student Affairs.

b. At the discretion of the Board of Trustees, President or designee, a review of the Code of Conduct and its procedures may be requested prior to the two year term date.

c. The committee shall consist of faculty, staff and student representatives that reflect the diverse and cultural dynamics of the college.

d. The biennial review shall occur during each odd year and recommendations must be made to the Vice President for Student Affairs no later than Dec. 31 of the review year.

The Board of Trustees shall have final approval and adoption of the code and/or any revisions thereof.

18.0 Discipline Procedures

Through the student judicial process, KCC may impose sanctions and/or 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 vice president for student affairs and the KCC Police Department personnel will work together to enforce the College's Code of Conduct. The student conduct officer is designated by the vice president for student affairs. The following procedures may be carried out prior to, simultaneously with, following, or in the absence of, any civil or criminal action proceeding.

Alleged acts of misconduct that are not sex- or gender-based discrimination or harassment will be investigated pursuant to these procedures. Allegations of sex-based discrimination, harassment or misconduct will be processed according to the college's Harassment, Discrimination and Sexual Misconduct Policy Complaint Procedures, which can be found on KCC's web page.

A. Respondent's Rights

1. A student charged with a violation of the Code of Conduct ("Respondent") has the right to:

a) Notice of the alleged violation(s) and a description of the allegations upon which the charge is based, including the provision(s) of the Code of Conduct the Respondent is charged with violating and the range of possible sanctions for the offense(s).

b) A designated opportunity to review all information in their conduct file prior to a hearing. The student conduct officer reserves the right to modify any report or documentation if it is deemed necessary to protect identifiable information of any person filing the report, witness, or alleged victim.

c) An opportunity to present evidence and information on his/her behalf at an information session with the student conduct officer.

d) Where a formal hearing is held, examine witnesses provided testimony and supporting documents during the hearing, except where the student has waived their right or opted for a summary resolution. If called witnesses do not appear, their written and signed statements, if submitted, will be considered by the Hearing Body.

e) Accompaniment to any meeting or hearing held throughout the disciplinary process by a personal adviser of the student's choice. The student is responsible for obtaining his/her own adviser. The adviser may not serve as a witness, represent the student before the Hearing Body, or speak on the student's behalf at any meeting or hearing held throughout the disciplinary process.

f) Notification of the disciplinary determination, in writing, within ten (10) business days after the determination is made.

g) Request an appeal of the disciplinary determination, in writing, within five (5) business days of the student's receipt of the written determination (See Appeals section of this Code).

h) Notification of any appeal determination, in writing, within ten (10) business days after the appeal determination is made.

B. Victim's Rights

1. Complainants/Victims have the right to:

a. Accompaniment by an adviser of the student's choice when presenting information to the Hearing Body or when attending any other meeting held throughout the disciplinary process. The student is responsible for obtaining his/her own adviser. The adviser may not serve as a witness, represent the student before the Hearing Body, or speak on the student's behalf at any meeting or hearing held throughout the disciplinary process.

b. Support services, such as counseling services, upon request, which will be coordinated through the student conduct officer or Counseling Office.

c. An opportunity to present evidence and information on his/her behalf, including presenting witnesses and/or signed written statements.

d. Submit a victim impact statement to the Hearing Body, where applicable. This information will be used only in the sanctioning phase of deliberations, if the Respondent is found responsible for the charge(s).

e. Have unrelated past behavior excluded from the hearing. The student conduct officer or chair of the Judicial Review Board will decide if such information is unrelated.

f. Submit questions to the Hearing Body. The Hearing Body will consider posing those questions to the charged student.

g. Testify in limited privacy, as long as the process does not compromise the charged student's right to cross-examination. Determination on this matter will be made by student conduct officer or chair of the Hearing Body.

h. Be present throughout the entire hearing, or portions thereof. Determination on this matter will be made by the student conduct officer or chair of the Judicial Review Board. Deliberations are closed to all parties except the Judicial Review Board.

i. Notification of the disciplinary determination and, where applicable, any appeal determination, at the same time the Respondent receives such notification.

C. Conflicts of Interest

The student conduct officer or Judicial Review Board members shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.

a) Individuals who play a role in receiving, investigation, and otherwise processing complaints shall not have any conflict of interest in the process. In the event that such a conflict arises in the process, the person shall disclose such interest to the parties. Parties to the complaint who believe a college official is involved in the process has a conflict of interest may report such concerns to the student conduct officer. The student conduct officer will determine whether a conflict of interest exists and take appropriate action.

b) Anyone who serves as an advocate, or someone who is subject to the authority, direction, or discretion of such a person, may not serve as a conduct officer for a full adjudicative hearing.

c) A hearing officer with a conflict of interest shall recuse him/herself from further involvement in the case. In the event such a conflict arises after the selection process or during proceedings, the member shall immediately disclose the conflict to the parties

d) A Judicial Review Board member's eligibility to participate in a case may be challenged by parties to the case or by other Judicial Review Board members at any time by submitting a motion to disqualify to the conduct review officer. When such a challenge is made, the Judicial Review Board, excluding the person alleged to have a conflict of interest, shall make a decision on the challenge.

e) In cases where the challenge is against the chair or student conduct officer, the vice president for student affairs shall make a decision on the challenge.

f) If a member is disqualified or disqualifies him/herself from a case, the student conduct officer or chair will appoint a replacement.

D. Administrative Authorities

a) Student conduct officer

I. The student conduct officer facilitates and oversees the student conduct process for alleged violations of college policies.

II. When a formal hearing is held, the student conduct officer presents the charges, and the evidence supporting the administration's recommended finding(s) and sanction(s), to the Judicial Review Board

b) Judicial Review Board

I. The Judicial Review Board is designated by the vice president for student affairs or designee to conduct formal hearings. The Judicial Review Board is composed of a procedural chair (non-voting capacity), two faculty members appointed by the vice president for academic affairs or designee, two enrolled students appointed by the student conduct officer, and two staff members appointed by the vice president for student affairs or designee.

II. In times of limited student availability, or when a conflict of interest is identified, a hearing may proceed with three (3) or four (4) voting members.

E. Types of Hearings

a) There are three (3) distinct types of hearings provided by the Code of Conduct.

I. Informal Hearings (Summary Resolutions)

b) Held when cases involve few or no disputed questions of fact and possible sanctions do not include separation from the college.

c) For students choosing to accept responsibility for the alleged charge as presented.

d) Not audio recorded. Written decisions will serve as the official records of informal hearings.

e) Students waive their right to have an adviser, cross-examine witnesses, and to have five (5) business days before a hearing is held.

f) The only appeal can be on the basis that the sanction(s) is/are disproportionate to the violation(s).

g) If found responsible, sanctions may be imposed immediately.

h) The student conduct officer may interview other parties or review documentation relevant to the incident in determining sanctions.

F. Mediated Forums

a) An informal process to address concerning behaviors through mediation, conflict resolution and/or behavioral interventions.

b) At any point prior to a final disciplinary determination being made, a Respondent may request to participate in a mediated forum.

c) Mediated forums are not audio recorded. Written and signed agreements of applicable parties may serve as the official record of mediated forums.

d) May include the use of mediation agreements and/or behavioral intervention plans aimed at:

i. Addressing behaviors which may not violate this Code, but cause serious concern for the imminent health, safety or welfare of oneself, others or the college community;

ii. Remedying prohibited behaviors and resolving Code violations through an informal and mutually agreed upon process by the Respondent and the college.

e) The student conduct officer may interview other parties or review documentation relevant to the incident in determining agreement requirements and behavioral intervention plans.

f) If an agreement is reached at the conclusion of a mediated forum, a written agreement and/or behavioral intervention plan will serve as the final outcome of the disciplinary investigation process. By signing the written agreement and/or behavioral intervention plan, the Respondent waives his/her right to a formal hearing and any subsequent appeal.

g) If no agreement is reached at the conclusion of a mediated forum, the college will proceed according to the standard disciplinary resolution procedure.

h) Formal Hearings (Administrative Hearings and Board Hearings)

a. Held when cases involve disputed questions of fact or serious alleged violations of the Code.

II. May require the Judicial Review Board to call appropriate witnesses or obtain witness statements, reports or other information in support of the charges.

III. Allow the presence of an adviser of the respondent's choosing and expense.

IV. Formal hearings will be audio recorded and the recording will serve as the official record of the proceedings.

V. A formal disciplinary outcome letter will be sent to the respondent and any other appropriate individuals.

G. Types of Resolution

a) There are two (2) types of resolution mechanisms provided by the Code of Conduct.

I. Summary Resolutions

1. Cases where the possible sanctions do not include suspension, dismissal or expulsion from the college will be resolved by summary resolution.

2. Where the possible sanctions include suspension, dismissal or expulsion from the college, a student may choose to accept responsibility for the alleged charge as presented and proceed with a summary resolution in lieu of a formal hearing. Students who elect a summary resolution automatically waive their right to a formal hearing, including the right to cross-examine witnesses.

3. Meetings held in connection with a summary resolution are not audio recorded. Written decisions will serve as the official records of summary resolutions.

4. The student conduct officer may interview other parties or review documentation relevant to the incident in determining whether the Respondent has violated the Code of Conduct and in determining appropriate sanctions.

5. Upon conclusion of the investigation, the student conduct officer will issue a written decision, which will include his/her findings and any sanctions imposed.

II. Formal Hearings

1. Except in cases where the Respondent elects to proceed with a summary resolution in lieu of a formal hearing, formal hearings are held in cases where the possible sanctions include suspension, dismissal or expulsion from the college.

2. Formal hearings will be audio recorded and the recording will serve as the official record of the proceedings.

3. After the hearing has been held and a determination has been made, the Judicial Review Board will issue a written decision, which will include the Judicial Review Board's findings and any sanctions imposed.

H. Selection of Hearing Types and Bodies

a) Generally, students may choose which type of hearing and hearing body they would like to conduct their disciplinary case pursuant to the options available in this Code, and with the following exceptions:

I. Formal hearings are required for alleged violations involving acts or attempted acts of sexual violence.

II. When it is determined a case requires a formal proceeding, the student conduct officer reserves the right to choose a formal hearing.

III. Under certain circumstances, where the alleged behavior and/or incident could be solved through an informal process or mediated forum rather than formal disciplinary proceedings, the student conduct officer, in consultation and concurrence with all parties involved, may redirect the matter through an informal process or mediated forum.

IV. When two (2) or more individual cases stem from the same incident, those cases should typically be heard by the same hearing body. In such cases, the student conduct officer may either pre-select the hearing type and hearing body or consult with the students involved before making the decision.

V. The student conduct officer reserves the right to select the appropriate hearing type and body for other administrative or case-related reasons

VI. During time periods in which any of the hearing bodies are not officially constituted, the student conduct officer may select an appropriate alternative as the hearing body.

I. Burden of Proof

a) The legal standard used in all disciplinary cases is "preponderance of evidence," meaning that the evidence, considered as a whole, indicates that the fact sought to be proved is more probable than not, or that it is more likely than not that the alleged behavior occurred and violates the Code of Conduct.

b) The charged student will not be presumed responsible for an alleged violation of the Code of Conduct; rather, the student's responsibility must be established by a preponderance of the evidence.

c) The burden of proof in a disciplinary hearings rests with the college administration.

J. Student Conduct Processes and Procedures

a) Initiating Charges

I. Any person may report any violation of the Code of Conduct, federal, state or local law. A report may be initiated in the following ways:

1. Filing a Student Behavior Incident Report form with the student conduct officer (this can be done online, through email or in person);

2. Filing a report with the KCC Police Department or requesting that a report from a law enforcement agency be sent to the campus police or Student Conduct Office;

3. Providing a signed statement to the student conduct officer; or

4. A report from an outside law enforcement agency is sent directly to the college.

II. The student conduct officer shall be responsible for determining whether there are sufficient grounds to warrant disciplinary charges. The student conduct officer reserves the right to request additional documentation, if it is deemed necessary in determining whether formal charges are warranted on behalf of the college.

III. If the student conduct officer determines that the documentation is insufficient or there are insufficient grounds to file charges on behalf of the college, no charges will be filed and the individual initiating the report will be notified, in writing. Under FERPA, the student conduct officer may be prohibited from disclosing information about the reason for the decision not to file formal charges.

b) Timely Reporting

I. Reports must be filed with the student conduct officer within ninety (90) calendar days of the incident, or knowledge of the incident. However, the college reserves the right to exercise professional discretion to extend this timely reporting in cases of behaviors which pose a threat to the safety, welfare or well-being of another person or the college community, or when the delay is related to victimization issues.

II. Complaint forms and appeal notices may be filed by electronic communication, including email and fax, or certified or trackable mail.

III. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the person who filed the complaint or appeal notice, at any point during the complaint process.

c) Notice of Charges

I. Where the student conduct officer determines that formal charges against a student are warranted, a notice of charge(s) shall be sent to the Respondent within ten (10) business days from when the determination to file formal charges is made. Extended time may be required if further investigation or additional documentation is required to substantiate initiating student conduct charges.

II. The notice given to any student charged with an alleged violation of the Code of Conduct will include:

1. Identification of the specific Code of Conduct or college Policy provisions that the Respondent is alleged to have violated;
2. A brief description of the alleged offense(s) upon which the charges are based;
3. An invitation to attend an information session, during which the charged student will be afforded an explanation of the charges and an opportunity to respond to the charges. In cases where the possible sanctions include suspension, dismissal or expulsion, the student will be given information about his/her right to a formal hearing, along with information concerning hearing procedures and resources available to the student in preparation for his/her disciplinary hearing. If the student elects to waive his/her right to a formal hearing and instead chooses a summary resolution, the student should notify the student conduct officer of such election during the information session.

d) Information Session

I. If a student fails to respond to a request to schedule an information session within five (5) business days of the date on the notice of charge letter, or if the student fails to attend a scheduled information session, the student waives his/her right to an information session, and the student conduct officer will proceed according to the standard disciplinary resolution procedure. In cases where the possible sanctions do not include suspension, dismissal or expulsion, the student conduct officer will make a disciplinary determination based on the information that is available and will issue his/her written decision, including his/her findings and any sanctions imposed, within ten (10) business days of when the determination is made. In cases where the possible sanctions include suspension, dismissal or expulsion, the student conduct officer will proceed by scheduling a hearing date and issuing written notice of the hearing to the charged student.

II. The student conduct officer may extend the time for scheduling an information session or reschedule a hearing where the charged student demonstrates that an extenuating circumstance prevented him or her from responding to the notice of charge letter by the response deadline.

III. During the information session, the student will be provided the following:

1. Clear and complete description of the Code of Conduct charges and description of the allegations upon which the charges are based.
2. Where applicable, information related to the student's rights and responsibilities and preparation for a hearing.
3. In cases where the possible sanctions include suspension, dismissal or expulsion, the right to accept responsibility for the alleged charge(s) as presented and proceed with a summary resolution in lieu of a formal hearing. If the student accepts the charges as presented, takes responsibility for the violation, and elects to proceed with a summary resolution, the student conduct officer will issue a written decision, which will include his or her findings and any sanctions imposed, within ten (10) business days from the date the decision is made.
4. In cases where the possible sanctions include suspension, dismissal or expulsion, if the charged student does not elect to proceed with a summary resolution, a formal hearing shall be conducted on the matter.

e) Hearing Notification

I. In cases where the possible sanctions include suspension, dismissal or expulsion, charged students who do not elect to accept responsibility and proceed with a summary resolution shall be notified, in writing, at least five (5) business days prior to a formal hearing, of the date and time of the hearing. Notice of the hearing shall include:

1. The date, time and location for the hearing; and
2. The name(s) of the Judicial Review Board members.

II. If the charged student fails to appear at the scheduled hearing and fails to provide adequate written notice prior to the scheduled hearing, the hearing will be held in the student's absence.

1. No student may be found responsible for a violation of the Student Conduct Code solely because he/she failed to appear before a Judicial Review Board.

2. The decision of the Judicial Review Board will be based on the documentation and testimony presented at the hearing.

f) Scope of Inquiry

I. A student's academic and previous disciplinary record (if applicable) cannot be considered when determining whether the charged student has violated the Code of Conduct.

II. However, if a student is found responsible for a violation of the Code, any academic and previous disciplinary record may be taken into account when determining the appropriate disciplinary action(s) or educational sanction(s).

g) Disciplinary Consolidations

I. Where practicable, in cases where more than one student is charged with an alleged violation of the Code of Conduct and the students' conduct arose out of the same incident(s), each case will be heard by the same Judicial Review Board. Additionally, the charged students may elect to forego individual hearings in favor of a single consolidated hearing.

II. The student conduct officer shall make the final decision on all consolidation requests.

h) Role of the Judicial Review Board Chair

I. The role of the Judicial Review Board Chair when presiding over a formal hearing will be to:

1. Ensure a fair and impartial hearing and that all of the Respondent's and victim's rights are protected pursuant to the Code of Conduct.

2. If an adviser is present, review the adviser's role and limitations during the hearing as outlined in the Student's Rights or Victim's Rights section of this Code.

3. Make all administrative decisions on matters relating to the conduct of the hearing, including matters regarding admission of relevant evidence, testimony and questions.

4. Ensure that the Respondent has the right to present questions to all witnesses in an orderly and respectful fashion. The Judicial Review Board chair reserves the right to determine the method for delivery of questions to the witness by the Respondent.

5. Maintain an orderly hearing and permit no person to be subjected to abusive treatment, intimidation or harassment. The Judicial Review Board chair, at his/her discretion, may remove anyone who refuses to be orderly and/or who is unable to conduct him/herself in a manner conducive to a learning environment.

6. Administer an appropriate oath of truthful testimony to the charged student and all witnesses.

i) Hearing Procedures

I. All hearings are private and closed to the public.

1. The charged student (or Respondent) and his/her adviser may be present for the entirety of the hearing.

2. Witnesses may be present in the hearing during their time of testimony before the Judicial Review Board.

II. Formal hearings are taped via audio recording, and the audio tape will act as the official record of the hearing.

III. The following procedures are applicable to formal hearings:

1. Administration of an appropriate oath of honesty and truthful testimony to the Respondent and prior to any witnesses' testimony before the Judicial Review Board.

2. Opening statement and presentation of formal charges by student conduct officer.

3. Opening statement by the Respondent.

4. Presentation of administration's case by student conduct officer.

5. Presentation of Respondent's case by Respondent.

6. Closing statement by the student conduct officer.

7. Closing statement by the Respondent.

8. Hearing adjourned by the Judicial Review Board chair.

9. All parties, except the Judicial Review Board, are dismissed for deliberation and decision making (see Deliberations section of this Code).

IV. The Judicial Review Board chair will exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses.

1. The Judicial Review Board chair has the right to make the appropriate revisions to the hearing procedure so long as the student's rights are upheld and maintained.

2. Any person, including an adviser, who disrupts a hearing or who fails to adhere to the guidelines set by the Judicial Review Board chair, may be excluded from the proceedings.

j) Deliberations

I. Deliberations are closed, except for members of the Judicial Review Board, and are not audio taped.

II. Responsibility is determined by a majority vote of the Judicial Review Board members, except in cases involving expulsion.

1. Cases involving expulsion must be unanimous.

III. The vote and final decision of the Judicial Review Board, including the determination of responsibility and sanctions, if appropriate, are taped and become the official record of the hearing.

k) Notification of Outcome

I. Within ten (10) business days after the conclusion of deliberations, the Judicial Review Board Chair shall provide the Respondent with written notification of the Judicial Review Board's decision, which will include:

1. A summary of the evidence/findings of fact used to support its determination;
2. Findings as to whether the Respondent is found responsible or not responsible for each alleged violation listed in the notice of charge(s) letter;
3. If applicable, the appropriate sanction(s); and
4. The procedure for requesting an appeal.

II. The student's enrollment status shall remain unchanged pending the college's final decision in the matter except in cases where the student conduct officer determines that the safety, health, or general welfare of the student, any individual, or any part of the college may be jeopardized.

III. The Judicial Review Board shall provide written notification of the disciplinary determination to the victim(s), as defined in this Code, at the same time such notification is provided to the Respondent.

IV. In cases of suspension or expulsion, the appropriate college officials will be notified in accordance with federal and state law.

K. Educational Sanctions/Interventions

a) One or more of the following educational sanctions/interventions may be imposed when a student is found responsible for violation(s) of the Code of Conduct. Potential educational sanctions/interventions include, without limitation, any of the following:

I. Warning

1. Verbal warning to the student that the student has violated the Code of Conduct, and that further violation of the code will result in further disciplinary action.
2. Written reprimand and formal notification that the student's conduct is unacceptable and that, if other violations of the Code occur, the college may take more severe disciplinary action.

II. Educational Assignment

1. An educational assignment is a developmental task for the purpose of making a positive contribution to the student's well-being and/or the college community. Assignments may include, but are not limited to:

- a. Apology letters;
- b. Attendance at educational workshops/seminars;
- c. Tutoring or support from learning centers (i.e., testing, writing, reading or math labs);
- d. Research projects;

e. Reflection papers and essays;

f. Meetings and/or interviews with college officials or other appropriate individuals or groups; and/or

g. Planning and implementing educational programs.

III. Service Hours

1. Completion of a specified number of hours of service to the college or local community.

IV. Restitution

1. Restitution for loss or damages may be a part of any sanction, and may include:

- a. Monetary compensation; and/or
- b. Property replacement or services up to the amount of the damage, loss or injury incurred.

2. Restitution may also be in the form of service hours provided to the person, group or organization where the damage, loss or injury occurred.

V. Campus Access Restriction

1. Campus access restrictions may include:

a. Relocation of a student to another class, classroom, building, facility or campus; or

b. Termination of a student's privilege to enter into and be in the near vicinity of one or more campus areas, facilities or buildings; or restriction from entering onto campus grounds in its entirety during a specified period of time. A student will lose his/her privilege to enter onto campus grounds entirely when serving a suspension or expulsion from the college.

VI. Academic Dishonesty Sanctions

1. For academic dishonesty violations, in addition to other approved sanctions, the college may impose penalties as outlined in the Academic Dishonesty Penalties section of this Code.

2. Academic dishonesty sanctions shall be given in consultation with the appropriate faculty member, when appropriate.

VII. Admission/Enrollment Revocation

1. If it is determined that a student has made false, fraudulent, or incomplete statements in his/her application, residence affidavit or accompanying documents or statements in connection with, or supplemental to, the student's application for admission to or graduation from the college, the college may:

- a. Deny or revoke admission or further registration at the college;
- b. Invalidate academic credit work done by a student; and/or
- c. Invalidate or revoke the degree based upon such credit.

VIII. Removal from Class

1. Behavior which has been disruptive to a class to the extent that the continued presence of the student in that class will impair, interrupt or interfere with the instructor's ability to deliver instruction or other students' ability to receive instruction will result in a withdrawal from that class without a refund. Exceptions to "no refunds" may be granted by the college president or designee(s).

IX. No Contact Order

1. An administrative directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, any form of electronic communication, or through third parties.

X. Behavioral Assessment

1. Referral for personal, mental or academic assessment or evaluation through college counseling or support services. Referral to a certified/licensed health agency or professional may be required in cases where it is deemed the intervention may positively affect the student's learning, behavioral modification, and/or academic success.

a. In cases of probation or deferred suspension, behavioral assessment conditions that permit the student's satisfactory completion of the probationary status and/or to continue enrollment at the college, will be specifically outlined in writing.

b. In cases of suspension or expulsion, behavioral assessment conditions that permit the student's satisfactory reenrollment, return or readmission to the college will be specifically outlined in writing.

XI. Loss of College Privileges or Associations

1. Certain privileges or associations within the college are withdrawn for a specified period of time, not to exceed two (2) academic years.

2. This includes, but is not limited to: removal from athletic events; denial of the privilege of participating in athletic teams, recreational/sports activities, student organizations; holding office in an organization; or revocation of social or fundraising privileges for student organizations.

XII. Disciplinary Probation

1. A specified period of time during which a student has an opportunity to demonstrate his/her ability to be a responsible member of the college community.

a. Formal notification that the student's conduct is unacceptable, and if further violation(s) of the Code follows, the college may take more severe disciplinary action.

2. Disciplinary Probation may impact a student's eligibility to participate in college sponsored activities, programs or services, or to serve in leadership positions.

3. Any further violation(s) of the Code of Conduct may place the student's status with the college in jeopardy, and may result in a higher level sanction.

XIII. Deferred Suspension

1. A sanction of suspension may be deferred pending successful completion of all educational assignments or other outlined sanctions specified as a condition of the deferred sanction.

2. All sanctions must be completed by the specified deadline date to satisfy the conditions of the deferred sanction.

3. If a student fails to complete all the sanctions as set forth for a deferred sanction, suspension from the college will automatically be enacted without further review.

4. For students found responsible for misconduct that results in a deferred sanction, the conferring of an academic degree will be deferred for the duration of the sanction.

XIV. Suspension (Individual Student)

1. Separation of the student from the college, including removal from enrollment, revocation of other privileges or activities, and denial entry to all college premises for a period of time not to exceed two (2) years.

2. Conditions that will permit the student's readmission, if appropriate, will be specifically outlined in writing. Any communications with the college during the period of suspension must be directed to the student conduct officer.

XV. Suspension (Student Organization)

1. Separation of the student organization from the college, including revocation of other privileges or activities, and denial or revocation of registration/recognized status as a student organization for a period of time not to exceed two (2) years.

2. Conditions that will permit the student organization's reinstatement, if appropriate, will be specifically outlined in writing. Any communications with the college regarding the organization's status during the period of suspension must be directed to the student conduct officer.

XVI. Dismissal (Individual Student)

1. Separation of the student from the college, including removal from enrollment, revocation of other privileges or activities, and denial of entry to all college premises for a period of two (2) years to five (5) years.

2. Conditions that will permit the student's readmission, if appropriate, will be specifically outlined in writing. Any communications with the college during the period of dismissal must be directed to the student conduct officer.

3. Dismissed students will have the notation of "Disciplinary Dismissal" printed on their college transcript during the dismissal period.

XVII. Dismissal (Student Organization)

1. Separation of the student organization from the college, including, revocation of other privileges or activities, and denial or revocation of registration/recognized status as a student organization for a period of two (2) years to five (5) years.

2. Conditions that will permit the student organization's reinstatement, if appropriate, will be specifically outlined in writing. Any communications with the college regarding the organization's status during the period of suspension must be directed to the student conduct officer.

XVIII. Expulsion (Individual Student)

1. Complete termination of a student's status and academic enrollment at the college. Any communications with the college during the period of expulsion must be directed to the vice president for student affairs or designee.

2. Expelled students will have the notation of "Disciplinary Expulsion" on their college transcript.

L. Academic Dishonesty Penalties

a) For academic dishonesty cases, the following shall apply:

I. If the instructor determines that an act of academic dishonesty has occurred, the instructor may:

1. Issue a verbal warning;
2. Require the student to resubmit the work/assignment;
3. Require the student re-take a quiz or examination;
4. Assign a lower grade on the assignment or examination;
5. Issue a grade of zero (0) on the assignment, lab work, internship or examination; and/or
6. Issue a failing grade for the course, lab or internship.

II. Instructors are encouraged to report all academic misconduct incidents to the Student Conduct Office.

1. A record of reports forwarded to the Student Conduct Office will be maintained in a confidential file.

2. Except as provided below in Item 3, when a report of academic dishonesty is submitted to the Student Conduct Office, and it is the student's first offense, the student conduct officer shall send a letter to the student confirming informal action and outlining the consequences of subsequent academic dishonesty offenses. A copy of the letter shall be provided to the instructor and appropriate academic dean.

a. Students have the right to appeal the decision of an instructor regarding grading in accordance with the Instructional or Grade Complaint Process established by the college.

3. Instructors have the right to request formal action be taken by the college for any acts of academic misconduct.

4. In cases where a student has multiple incidents of academic misconduct recorded, the student conduct officer reserves the right to proceed with formal charges of a violation of this Code against the student.

M. Appeals

a) Appeal Information

I. Students determined to have violated the Code of Conduct may request an appeal of the disciplinary outcome and/or of the imposed disciplinary sanction(s). A written appeal request must be submitted within five (5) business days of the receipt of the written decision of the student conduct officer or Judicial Review Board to the appropriate appellate body listed in Appellate Forums section of this Code. If the Respondent does not submit a request for appeal of the student conduct officer's or Judicial Review Board's decision within that time frame, the decision of the student conduct officer or Judicial Review Board will become final.

1. All appeals must be requested, in writing, through the Office of the vice president for student affairs or designee.

2. If a student files an appeal request, the sanctions are not enacted until a final decision is made by the appellate body, except in cases of an interim suspension, campus access restriction or if it is determined by the vice president for student affairs or designee that the student poses a threat to the safety or welfare of the college community.

b) Burden of Proof

I. The burden of proof at the appellate level rests with the student requesting the review to clearly demonstrate that an error has occurred during the disciplinary process. An appeal review is not a re-hearing of the disciplinary case, but rather a review of the specified error as outlined in the Grounds for Appeal section of this Code.

c) Appellate Forums

I. Decisions of an instructor related to academic misconduct offenses occurring as part of an academic course that do not result in formal disciplinary charges by the student conduct officer may be appealed through the Instructional or Grade Complaint Process established by the college. Decisions of the student conduct officer or Judicial Review Board may be appealed to the vice president for student affairs or designee.

1. The vice president for student affairs or designee has the authority to refer the request for an appeal to an appeals review board or other appellate body established by the college president or designee.

d) Grounds for Appeal

I. Failure to identify the basis for the appeal in the letter requesting the appeal will result in a denial of the appeal request. The valid bases for appeal are limited to:

1. A procedural error occurred which substantially affected the outcome of the hearing. Appeals based on this consideration will be limited solely to a review of the written record and, where applicable, tape recording of the Judicial Review Board hearing.

2. New evidence exists, which was not available at the time of the original hearing, and which would have substantially affected the outcome. The nature of the evidence must be described in full detail and support documentation must be provided with the written request for appeal.

3. The intervention(s) or sanction(s) imposed were disproportionate to the nature of the offense.

e) Appellate Review

I. A written appeal must be submitted within five (5) business days of the receipt of the written decision of the conduct officer or Judicial Review Board to the appropriate appellate body listed in Appellate Forums section of this Code. If the conduct officer's or Judicial Review Board's decision is not appealed within that time frame, the decision of the conduct officer or Judicial Review Board becomes final.

II. Record of Appeal

1. The record of appeal will consist of and be limited to the written appeal request, audio recording (if applicable), written decision of the student conduct officer or Judicial Review Board and any other documentation relevant to the grounds for appeal.

III. Appellate Review

1. The appellate body shall review the appeal request within ten (10) business days after receipt of the written appeal. Additional time may be granted at the discretion of the vice president for student affairs or designee.

2. The appeal request review must be solely limited to the issues put forth in the appeal and the grounds for appeal as outlined in the Grounds for Appeals section of this Code.

3. The appellate body will review the written appeal, tape recording (if applicable) and other appropriate documentation from the hearing, and determine if the student has identified a valid basis for appeal.

4. If the student has identified a valid basis for an appeal, the appellate body will schedule an appellate conference and will notify the student, in writing, of the date and time of the appellate conference.

5. If the appellate body determines that the student has not stated a valid basis for appeal, a written decision will be sent to the student, stating that the appeal request has been denied, along with the basis for the denial, within the five (5) business days from the decision to deny the appeal request. The decision of the appellate body will constitute final action on behalf of the college.

f) Appellate Conference Procedures

I. If an appeal request is granted, an appellate review conference will be scheduled within ten (10) business days of the decision to grant the appeal request.

II. The appellate conference is audio recorded.

III. The appellate conference may involve the following:

1. Questioning, by the appellate body, of any party involved in the disciplinary process, but limited to the Grounds for Appeal section of this Code.

2. If the Respondent or victim (if applicable) is requested at the appellate conference, he/she may bring an adviser. The adviser may not speak to the appellate body or speak on a student's behalf.

3. The final appellate decision will be sent in writing to the Respondent, within ten (10) business days of the appellate conference, unless notification is given that additional time is necessary for consideration of the record on appeal.

4. If a Respondent has been invited to attend an appellate conference, but fails to appear, the conference will occur in the absence of the Respondent, and the appellate body's decision will constitute final action on behalf of the college.

g) Appellate Decisions

I. After an appellate conference, the appellate body may:

1. Uphold the student conduct officer's or Judicial Review Board's decision (sanction deadline dates may be changed to reflect the time taken to complete the appeals process).

2. Reverse the student conduct officer's or Judicial Review Board's decision and dismiss the case.

3. Modify the student conduct officer's or Judicial Review Board's decision.

4. Modify the disciplinary action(s) and/or sanction(s) rendered by the student conduct officer or Judicial Review Board.

II. Decisions of the appellate body constitute final action on behalf of the college.

N. Interim and Emergency Actions

a) Grounds for Interim and Emergency Action

I. Interim and emergency action may be taken in situations, prior to an investigation or hearing, where the vice president for student affairs or designee has reasonable cause to believe a student's alleged conduct and/or continued presence at the college poses a significant risk to the health or safety of others.

b) Types of Interim and Emergency Actions

I. The following immediate temporary action may include an imposition of the following:

1. Interim "No Contact Order" which prohibits communicating with a specific person, group, department or organization;

2. Interim removal from a course, classrooms, office, building, area or any college premise;

3. Interim restriction from participating in specified student organizations, athletic teams, academic or social activities, and/or college sponsored activities;

4. Interim access restriction to a specific facilities, buildings, areas or classrooms; and/or

5. Interim withdrawal or suspension from the college.

c) Interim and Emergency Action Status Change

I. A student under interim action will remain in such status until:

1. The interim action is revised, modified or rescinded, in writing, by the vice president for student affairs or designee; or

2. The written outcome from a hearing or mediated forum regarding the matter warrants a change in status.

d) Interim and Emergency Action Notice

I. An interim and emergency notice will be provided to the student, in writing, via express mail or hand delivery by a college official, within 72 hours from the decision to enact the interim and emergency action.

II. The notice given to a student under interim action will include:

1. Notice imposing interim action;
2. The type(s) of interim and emergency action(s) being imposed;
3. The specific Code charge(s);
4. A brief description of the allegations or alleged offenses upon which the charge(s) is/are based;
5. An invitation to attend an information session during which the charged student will be afforded an explanation of the charges and an opportunity to respond to the charges.

e) Interim and Emergency Action Hearing and Appeal Procedures

I. Procedures for handling interim and emergency actions will be conducted in accordance with the procedures outlined in the Disciplinary Hearing section of this Code.

II. Procedures for handling interim and emergency appeals will be conducted in accordance with the procedures outlined in the Appeals section of this Code.

O. Official Record of Disciplinary Proceeding

a) An audio recording will be made of all formal hearings before the Judicial Review Board. The tape recording shall be the official record of the disciplinary proceeding and shall be maintained by the vice president for student affairs or designee.

b) If a tape malfunction occurs, the Judicial Review Board shall include a summary of the testimony, which is detailed to permit a review of the hearing in case of appeal.

c) A Respondent may review the tape recording of his/her hearing by scheduling an appointment with the student conduct officer. A copy of recorded hearings will not be provided to any person.

P. Failure to Respond to Disciplinary Action

a) A student who fails to comply with a disciplinary action or sanction within the specified time frame may be charged with the Student Conduct Code violation, "Failure to Comply."

b) It is the student's responsibility to notify the student conduct officer if there are mitigating circumstances that prevent him/her from completing the disciplinary action(s)/sanction(s) by a specified time frame. The student conduct officer may extend the deadline time, at his/her discretion. It is the student's responsibility to complete all sanctions within the specified time frame to avoid a hold and/or a charge of "Failure to Comply."

c) A disciplinary hold will be placed on a student's records if a student fails to respond to requests of disciplinary authorities or fails to comply with disciplinary action(s)/sanctions as determined through final action of the college. The disciplinary hold will not be removed until the matter is resolved or the student has complied with all disciplinary action(s)/sanction(s).

Q. Disciplinary Holds

a) A disciplinary hold will be placed on the records and registration of any student who:

I. Fails to respond to a disciplinary notice by the student conduct officer or Judicial Review Board. Any pending disciplinary matters must be resolved prior to re-registration or a student's graduation. No student will be allowed to register, obtain official transcripts or financial aid until the pending disciplinary proceeding is completed;

II. Fails to comply with disciplinary sanctions. The disciplinary hold will not be removed until the student has complied with required disciplinary action(s)/sanction(s).

III. Is under an Interim Suspension from the college. The disciplinary hold will not be removed until the pending disciplinary proceeding is completed;

IV. Is under suspension or dismissal from the college. The disciplinary hold will not be removed until the student has served the entire suspension and/or has successfully met the requirements for readmission set forth by the disciplinary or appellate authority; or

V. Is under expulsion from the college. The disciplinary hold may be removed, upon written request, for a student to obtain his/her official transcript.

R. Parental Notification

a) In accordance with the Family Educational Rights and Privacy Act (FERPA), authorized college officials may inform the parents or legal guardians of students under the age of 18 of any disciplinary action taken by the college.

S. Delivery of Disciplinary Notification

a) The address and/or email address on file with the registrar's office will be used for all disciplinary notices issued to a student. It is the responsibility of the student to ensure the address and email address on file with the registrar are current and updated on a regular basis.

b) In cases where the assurance of the safety of the person or others is required, written disciplinary notices may be delivered by hand to the student.

c) In cases involving a student organization, disciplinary notices will be delivered to the student organization president or chair via the organization's student club mailbox and/or the student's college email or other email address obtained during the information session. A copy of all disciplinary notices will be sent to the faculty adviser for the organization and college official(s) responsible for the oversight of student organizations.

T. Disciplinary Records

a) Official Records Management

I. In accordance with the Family Educational Rights and Privacy Act (FERPA), all student discipline records, including records of any disciplinary proceedings and appellate records of students and student organizations (including taped audio recordings, if applicable), will be maintained by the Student Conduct Office.

b) Transcript Notation

I. In cases of dismissal, students will have the notation of "Disciplinary Dismissal" on their college transcript during the dismissal period.

II. In cases of expulsion, students will have the notation of "Disciplinary Expulsion" on their college transcript.

19.0 Code of Conduct and Title IX Appeal Procedures

In all Title IX investigations, the victim and/or complainant and the respondent shall receive simultaneous, written notification of the Title IX determination, including information regarding appeal rights, within seven (7) days of when the determination is made.

Students have the right to appeal any Code of Conduct or Title IX determination. For Title IX determinations, both the victim and/or complainant and the respondent have a right to appeal. Appeals must be submitted to the individual designated in the determination letter to accept appeals within 10 business days after receipt of the Code of Conduct or Title IX determination.

If a student does not appeal within the 10 business day period, the decision of the Code of Conduct Investigator or Title IX Coordinator will be final.

The appeal request must be typewritten and must state the grounds for appeal to the Judicial Review Board. Appeals must be made based on one or more of the following.

1. A procedural error occurred.
2. The findings of fact in the decision contain inaccurate information.
3. New information not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new information must be described.
4. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

Within 10 business days after receipt of the appeal request, the Judicial Review Board will decide if the appeal meets one of the above enumerated grounds of appeal. If the appeal is granted, the Judicial Review Board will review and consider the written findings and determination of the Code of Conduct Investigator or Title IX Coordinator, all evidence considered by the Code of Conduct Investigator or the Title IX Coordinator, the written appeal and, if applicable, new evidence offered for consideration, and will make a final decision. The Judicial Review Board shall provide its appeal decision in writing, along with all relevant documentation, to the Vice president for student affairs.

The appellant will be notified of the appeal decision in writing, by certified mail, return receipt requested. In a Title IX appeal, both the victim and/or complainant and the respondent shall receive the appeal decision in writing within 7 days after the conclusion of the appeal review.

20.0 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 driver's 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.

20.1 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.

20.2 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.

20.3 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 according to the pertinent facts 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.

20.4 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.

20.5 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.

20.6 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.

20.7 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.

20.8 Students utilizing benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, or any subsequent variation of that act, will be treated as in-district residents for tuition purposes.

20.9 Students utilizing benefits under the federal All-Volunteer Force Educational Assistance Program will be treated as Illinois residents for tuition purposes.

20.10 Full-time KCC staff members and their dependents will be treated as in-district residents.

21.0 Petition and Appeal

21.1 All official action relative to a student appeal must be in writing. Copies of correspondence will be filed with the Office of Admissions and Registration.

21.2 An Academic Appeals Petition form (available in Student Affairs) must be filed to withdraw from a course(s); repeat a course; be re-admitted after suspension; or amend a limited academic load during the first term/semester of readmission. The student may be asked to appear before the Academic Appeals Committee.

21.3 The student and other involved personnel will be notified in writing of the decision made by the Academic Appeals Committee. The decision is final.

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 police, counseling, disability services, health care administration, and student affairs and human resources. 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.

If a team member has contact with or receives a report on an individual who appears to be in imminent danger of harming himself/herself or has threatened to harm others, the member will call for an ambulance and/or the KCC Police Department as appropriate.

The Behavioral Intervention Team invites suggestions to improve its services and resources. Contact the BIT chair at bit@kcc.edu.

For more information on other emergency management efforts, contact the director of facilities and campus safety at 815-802-8173.

Reporting a Concern

Emergency concerns: Call 911, or call KCC security at 5555 from any campus phone. Non-emergency referrals: email bit@kcc.edu, or phone the BIT chair 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.

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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 or students. Students suspecting instances of discrimination or sexual harassment should contact the vice president for student affairs, Jose da Silva (jdasilva@kcc.edu or 815-802-8510), or the Affirmative Action officer, David Cagle (dcagle@kcc.edu or 815-802-8128) to report such events and to be advised as to college policy regarding these issues. Students may file complaints with the aforementioned administrators or directly with the Office for Civil Rights. The vice president for student affairs 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.”

In compliance with the Violence Against Women Reauthorization Act of 2013 (Pub. Law 113-4), KCC will institute and maintain a violence awareness program to inform students and staff about: (a) the definitions and signs of sexual abuse; (b) the college’s policy of maintaining a safe environment; (c) available counseling and student or employee assistance programs; and (d) the penalties that may be imposed on employees and students for sexual abuse violations.

Complainant Rights

You are entitled to remedies that include, but are not limited to:

- The assurance that you and the alleged perpetrator will not attend the same classes
- The availability of counseling services
- Access to sexual assault response team advocates
- The availability of medical services
- Academic support services, such as tutoring
- Arranging for you to re-take a course or withdraw from a class without penalty, including ensuring that changes do not adversely affect your academic record
- The review of any disciplinary action taken against you (such as if you skipped a class because the alleged perpetrator was enrolled and you wanted to avoid contact) to see if there is a connection between the harassment and the misconduct that may have resulted in you being disciplined
- The knowledge that you can file a complaint with local law enforcement at any time and that you have the option to be assisted by campus personnel in notifying such authorities

You also have the right:

- To present your case, which includes the right to adequate, reliable, and impartial investigation of complaints; the right to have an equal opportunity to present witnesses and other evidence; and the right to the same appeal process, for both parties
- To be notified of the time frame within which your school will conduct a full investigation of the outcome of the complaint and the parties may file an appeal, if applicable
- To have your complaint decided using a preponderance of the evidence standard (i.e. it's more likely than not that sexual harassment or violence occurred)
- To be notified in writing of the outcome of the complaint. This includes (a) information about the sanction imposed on the perpetrator when the sanction directly relates to you; and (b) the school can't require you to abide by a non-disclosure agreement, in writing or otherwise, because the Clery Act requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense
- To know that you can end the informal process at any time and begin the formal stage of the complaint process

Confidentiality Concerns

When it comes to confidentiality, we'll be up front with you.

- We'll take all reasonable steps to investigate and respond in a manner consistent with a student's confidentiality request. And we'll let you know if we can't ensure confidentiality.
- If a student requests confidentiality and decides not to press charges in a sexual violence case, an anonymous report of the incident must still be made in order to comply with the Clery Act (campus crime reporting).
- Counselors and advocates—like those working or volunteering in sexual assault centers, victim advocacy offices, women's and health centers, as well as licensed and pastoral counselors—can talk with a survivor in confidence.
- If the safety of others in the community could be at risk, the good of the whole may need to outweigh one student's confidentiality request.

Protective interim steps may be taken to protect the complainant before the final outcome of the investigation is reached.

You don't have to wait!

You have the option to avoid contact with the alleged perpetrator. We'll talk with you about this right away.

KCC has partnered with KC-CASA to provide confidential advisors to victims who wish to remain anonymous when they report a crime that involves sexual violence. Confidential advisors are available 24/7/365 days a year to provide support, information, referrals, and empathy. Anyone can call for any reason. Callers can say as little or as much as they wish in confidence. Caller ID is not used. Local hospitals also use the hotline to request advocates to support survivors in the emergency room.

If you or someone else is in immediate danger, call 911.

24-Hour hotlines:

Kankakee County: 815-932-3322

Iroquois County: 815-432-0420

Inquiries or complaints may be filed online at www.kcc.edu/titleix or addressed to David Cagle, Affirmative Action officer at dcagle@kcc.edu or 815-802-8128; or Julia Waskosky, Title IX coordinator at jwaskosky@kcc.edu or 815-802-8510; 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.

To learn more about available support, our disciplinary proceedings, reporting protocols, policies and more related to Violence Against Women Act-related incidents, please go to: www.kcc.edu/titleix.

Bystander Intervention Strategies

Bystanders have the power to stop assaults from occurring and to get help for people who have been victimized. KCC wants to create a culture engaged in the prevention of violence, bullying and abuse, with active bystanders who speak up when necessary. As the largest group of people involved in violence, proactive bystanders can help prevent sexual harassment and sexual violence by using these proactive strategies:

- Believe violence is unacceptable and say it aloud
- Treat people with respect
- Speak up when people make statements that blame the victims
- Talk with male friends about confronting violence against women
- Encourage female friends to trust their instincts
- Be a knowledgeable resource for victims
- Don't laugh at sexist jokes or comments
- Look out for friends when you're out, especially at parties
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower victims to tell their stories

Reactive Bystander Strategies

Bystanders can positively intervene in instances of sexual harassment or sexual violence in the following ways:

- Get campus police or other authorities involved
- Tell someone else
- Get help
- Ask a friend in a potentially dangerous situation if he/she wants to leave
- Make sure he/she gets home safely
- Ask a victim if he/she is okay
- Provide options and a listening ear
- Call the campus or local counseling/crisis center for support and options

(Adapted from University of New Hampshire, www.unh.edu/preventioninnovations; and University of Tennessee at Chattanooga <http://www.utc.edu/womens-center/transformation-project/>.)

Formal Student Complaint Policy

KCC is committed to providing excellent service and academic experiences for students, community members, and staff. If you experience anything less, you may file a complaint using the appropriate link below. All complaints will be taken seriously and addressed promptly.

Use the appropriate link for KCC's procedures and forms to complete:

- Resolve a service complaint
- Resolve a classroom or academic concern
- Discrimination or sexual harassment complaints/grievances

If an issue is not resolved at the college level, or if you prefer, you may file a complaint with the Illinois Board of Higher Education or the U.S. Office for Civil Rights.

Silent Witness Program

Share crime information anonymously. If you witness a crime at KCC or have pertinent information about a crime or incident that could be helpful to campus security, you are encouraged to make a report.

The “Silent Witness Program” is an opportunity to report information anonymously.

Visit www.kcc.edu/silentwitness to complete the anonymous information. Your identity will be protected to the fullest extent possible.

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 development.

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; 815-802-8468. 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.

In compliance with revisions made by the Department of Justice to the Americans with Disabilities Act (2010), KCC recognizes the use of service animals as required under titles II and III of the ADA.

Specifically defined, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Additionally, per Illinois State Law HB 3826, miniature horses are also recognized as allowable service animals in schools and are allowed to go anywhere a service dog is allowed.

All other animals or pets are prohibited from buildings and grounds owned and operated by KCC.

Sexual Misconduct Policy

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, KCC has adopted a policy concerning forcible and non-forcible sex offenses. The policy, available in the Student Affairs Department, specifies prohibited conduct, disciplinary action and awareness programs.

Sex Offender Policy Statement

In accordance with the Campus Sex Crimes Prevention Act of 2002, it is the policy of KCC to track convicted sex offenders enrolled in classes or employed at the college, and communicate as necessary to the college community. It may be necessary to place certain restrictions on these individuals in terms of their use and/or utilization of college facilities and resources. All registered sex offenders must meet with the coordinator of public safety and campus operations each semester/term of enrollment. Arrangements can be made by phone at 815-802-8195.

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 17.0 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 development, Room L20F, or his/her designee.

8. Legal sanctions:

Some drug/alcohol offenses are misdemeanors while others are felonies. In either case, the sentence may include imprisonment. Convictions for the unauthorized manufacture, delivery, trafficking and possession of a controlled substance range from a Class I felony to a Class X felony. The penalties depend on the type of substance, amount, number of previous offenses and the age of the person. Penalties range from probation or imprisonment and up to \$500,000 in fines.

Convictions for the manufacture, possession or delivery of cannabis range from a Class III misdemeanor to a Class III felony. The penalties associated with cannabis depend on the amount, number of previous offenses, and the age of the person and range from probation or imprisonment with fines up to \$100,000.

The Illinois Revised Statutes – Chapter 625 Article V; and Chapter 720 Acts 550, 570, 600 and 690 specifically identify each crime and the corresponding penalty. Copies are available from area law enforcement agencies, the KCC Learning Resource Center and online at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>. The Illinois statutes are consistent with federal law, and local law is subject to state law.

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.

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