

2014-15  
*Catalog*  
Kankakee Community College





## ***2014-15 College Catalog***

***Kankakee Community College***

100 College Drive, Kankakee, IL 60901

815.802.8100 • [www.kcc.edu](http://www.kcc.edu)



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## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

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

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

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

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

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

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This catalog does not constitute a contract between Kankakee Community College and its students, either collectively or individually. It represents the college's academic, social, and financial objectives at the time of the catalog's publication. Course and curriculum changes, modifications of tuition or fees, policies and other changes may occur after the catalog has been printed and before these changes can be incorporated in a later edition. For this reason, the college does not assume a contractual obligation with its students for the contents of this catalog. For the most current information about KCC, visit [www.kcc.edu/](http://www.kcc.edu/).

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

The 2014-15 Kankakee Community College catalog was developed by the college's Office of Marketing and Public Relations. Photography is by the Image Group of Bourbonnais. Printing is by Woodward Printing Services, Platteville, Wis. On the front cover, Jonathan Bacon of Bourbonnais and Lauren Curtis of Kankakee.



## ***KCC at a Glance***

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## Board of trustees



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

Kankakee Community College is governed by a seven-member, 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.

On Jan. 13, 2014, Hugh Van Voorst of Union Hill resigned from the board. Van Voorst began his service as a trustee for KCC in 1980, and he served as board chair from 1995 to 2014. His service and dedication to KCC will long be remembered.

Jerald W. Hoekstra of St. Anne now serves as board chair; he has been a trustee since 1991. Brad Hove of Bourbonnais, a trustee since 2006, is vice-chair. Patrick D. Martin of Manteno, a trustee since 2005, is secretary.

Other seated trustees, and the years they joined the board, are: Richard J. Frey of St. Anne, 2001; Betty Meents of Watseka, 1976; Todd Widholm of Clifton, 2010; and William "Bill" Orr of Reddick, 2014. Orr (not pictured) was appointed by the board to complete Van Voorst's unexpired term.

Annually, the Student Advisory Council appoints a student representative to the board to represent student interests. The student representative for 2013-14 is Sydney Hartman of Herscher. Robert LaBeau of Kankakee serves as legal counsel. KCC's president is John Avendano.

## Historical background

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

From its beginnings in a rented room in the Kankakee Hotel, KCC has grown to an accredited educational institution offering associate degrees and certificates of completion in more than 45 disciplines. In addition, numerous continuing education courses are offered to area residents each semester.

The Adult and Community Education Department offers adult basic education and General Educational Development programs throughout the district for adults wanting to complete

their secondary education. It also offers English classes for non-English-speaking students.

KCC plays a key role in workforce development within the college district. The Office of Continuing Education and Career Services offers seminars and customized training to the business community, as well as a wide variety of personal enrichment courses.

The original faculty team of 13 instructors has grown to more than 200 full- and part-time instructors. KCC has had six presidents: Dr. Robert Zimmer, Dr. John Samlin, Dr. L.H. Horton Jr., Dr. Larry Huffman, Dr. Jerry Weber, and Dr. John Avendano. Avendano has been president since July 1, 2009.

## College buildings

The college completed Phase I of its permanent facility in 1972 and Phase II in 1973. Phase I and II, which include the three-story main building and two-story Technology Building, house more than 60 classrooms and laboratories, the Harold and Jean Miner Memorial Library, College Center, cafeteria, auditorium and administrative offices. The George H. Ryan Activities Center for athletic and recreational programs opened in the fall of 1988.

In spring 1993, the one-story Prairie Building opened, connecting the Technology Building to the main building, and a three-story addition was added to the east wing of the main building. The project added eight classrooms plus a conference facility and provided for the expansion of the College Center, food service facilities, and bookstore.

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

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

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

The Harold and Jean Miner South Extension Center in Watseka

opened in June of 2013. It replaced a satellite center which had been open since 2002. The Manufacturing & Industrial Technology Center on Route 45/52 near the Riverfront Campus opened in January 2014. The facility houses several technology programs.

A North Extension Center on Kinzie Avenue in Bradley also opened in Spring 2014. It has the Education and Employment Center, GED and adult education classes, a variety of credit classes and Massage Therapy Program classes.

### **Athletic Successes**

The Cavaliers athletics teams have enjoyed tremendous success beginning with the baseball teams' first trip to the national tournament in 1974, where they finished ninth. Since then, the women's basketball team earned a national championship in 1995, and has been runner-up four times. Three other teams have been national runner-up: men's basketball, softball and volleyball. The baseball team finished third in the nation in 2009. In all, KCC teams have won 71 region championships, the teams have played in 38 national tournaments and numerous student athletes have been named All-Americans.

The 1994-95 women's basketball team was inducted into the NJCAA Hall of Fame in December 2013.

## **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 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 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.

## **Accreditation**

KCC is accredited by the Higher Learning Commission (HLC) which is a member of the North Central Association of Colleges and Schools.

The college is accredited through 2016. Documents supporting the college's accreditation are available at [www.kcc.edu/data/](http://www.kcc.edu/data/). Online documents include KCC's Systems Portfolios, HLC Feedback and Compliance Reports, descriptions of AQIP Action Projects, continuous quality improvement efforts, and more.

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

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



## **Educational guarantees**

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

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

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

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

# 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)

## Location/service area

KCC serves the residents of District 520 at a number of locations.

The college's Riverfront Campus is located on 178 acres on the southern edge of the city of Kankakee. Situated on the tree-lined banks of the Kankakee River, the campus is surrounded by rich, agricultural land and the scenic Kankakee Conservation Area. Services and amenities include registration, testing, advising, financial aid, the 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.

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

The college's two extension centers are:

The KCC Harold and Jean Miner South Extension Center, located at 1488 E. Walnut St. in Watseka, has four classrooms and amenities including clinical space, a testing area, offices and a student gathering area. The center offers KCC college credit, continuing education, GED and adult education classes.

The KCC North Extension Center, located 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 GED preparation classes. The center is home to KCC's Massage Therapy program, including a student massage clinic (opening June 2014). Kankakee Workforce Services offices also are at this location.

The Manufacturing and Industrial Technology Center at 2580 S. Route 45/52, Kankakee offers classrooms and labs for welding, manufacturing technology, machine tool technology and millwright.

KCC also offers credit classes, adult and community education programs, and continuing education and career services programs at a number of other locations throughout the district.

# 2014-15 academic calendar

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

## SUMMER SESSION, 2014

|                        |  |
|------------------------|--|
| <b>May 19</b>          | Adult Education classes begin.   |
| <b>* May 23-26</b>     | Memorial Day weekend – campus closed.  |
| <b>May 27</b>          | Six-week session courses begin.  |
| <b>May 27, 28</b>      | Late registration for six-week session courses.  |
| <b>May 31 – June 1</b> | Campus closed.   |
| <b>June 6-8</b>        | Campus closed.   |
| <b>June 9</b>          | Eight-week summer session classes begin.   |
| <b>June 9, 10</b>      | Late registration for eight-week summer credit division.   |
| <b>June 12</b>         | GED Completion Ceremony.   |
| <b>June 13-15</b>      | Campus closed. ACT testing and Driver Improvement Program will be held.  |
| <b>June 20-22</b>      | Campus closed.   |
| <b>June 27-29</b>      | Campus closed.   |
| <b>June 30</b>         | Last day to withdraw with a grade of W for six-week session courses.   |
| <b>July 3</b>          | Last day of six-week session courses.  |
| <b>* July 4-6</b>      | Independence Day holiday. Campus closed.   |
| <b>July 11-13</b>      | Campus closed.   |
| <b>July 16</b>         | Fall class schedules available in Student Services.  |
| <b>July 18-20</b>      | Campus closed.   |
| <b>July 21</b>         | Last day to withdraw with a grade of W for eight-week session courses.   |
| <b>July 25-27</b>      | Campus closed.   |
| <b>July 31</b>         | Last day of eight-week session courses.  |
| <b>July 31</b>         | Last day for fall semester preregistration. Payment for preregistered courses is due Aug. 8. Registration continues. |
| <b>July 31</b>         | Final day to petition for July graduation.   |
| <b>July 31</b>         | Last day of Adult Education courses.   |
| <b>Aug. 1-3</b>        | Campus closed.   |

## FALL SEMESTER, 2014

|                            |  |
|----------------------------|--|
| <b>Aug. 8</b>              | Preregistered students (Fall 2014) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. |
| <b>Aug. 23</b>             | Saturday registration.   |
| <b>Aug. 25</b>             | Fall semester classes begin in credit division.  |
| <b>Aug. 25</b>             | Adult education classes begin.   |
| <b>Aug. 25, 26</b>         | Late registration for fall credit division.  |
| <b>* Aug. 30 - Sept. 1</b> | Labor Day weekend – no classes. Campus closed.   |
| <b>Sept. 6</b>             | Saturday courses begin. See schedule for specific dates for each course.   |
| <b>Sept. 17</b>            | Constitution Day.  |
| <b>Oct. 3</b>              | Last day to withdraw with a grade of W for first eight-week session courses.   |
| <b>Oct. 13</b>             | Online preregistration for Spring 2015 begins for qualified returning students.  |
| <b>Oct. 15</b>             | Application deadline for Spring 2015 Study Abroad program.   |
| <b>Oct. 20</b>             | Fall "Second Eight-Week Session" classes begin.  |
| <b>Oct. 20</b>             | Spring class schedules available in Student Services.  |
| <b>Oct. 20</b>             | Credit division preregistration begins for spring semester.  |
| <b>Oct. 20</b>             | First day to file petitions for December, May or July graduation.  |
| <b>Nov. 14</b>             | Last day to withdraw with a grade of W for 16-week session courses.  |

|                  |  |
|------------------|--|
| * Nov. 11        | Veterans Day observed – holiday for faculty and students. Campus is open until 5 p.m.  |
| Nov. 26          | Last day for spring semester preregistration. Payment for preregistered courses is due Dec. 5. Registration continues.                   |
| Nov. 26          | Campus closes at 5 p.m. for Thanksgiving break.  |
| * Nov. 27-30     | Thanksgiving break – campus closed.  |
| Dec. 1           | Last day to withdraw with a grade of W for second eight-week session courses.  |
| Dec. 5           | Preregistered students (Spring 2015) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. |
| Dec. 12          | Last day of fall semester courses.   |
| Dec. 12          | Final day to petition for December graduation.   |
| Dec. 13, 15-18   | Final exams.   |
| Dec. 18          | Last day of Adult Education classes.   |
| Dec. 22          | Campus is open until 5 p.m.  |
| Dec. 23          | Campus offices close at noon.  |
| Dec. 24 - Jan. 2 | Winter Break – campus closed.  |

### SPRING SEMESTER, 2015

|              |  |
|--------------|--|
| Jan. 5       | Campus reopens. Credit division registration resumes.  |
| Jan. 5-8     | Campus is open until 7 p.m.  |
| Jan. 9       | Campus is open until 5 p.m.  |
| Jan. 10      | Saturday registration.   |
| Jan. 12      | Spring semester classes begin in credit division.  |
| Jan. 12      | Adult Education classes begin.   |
| Jan. 12, 13  | Late registration for spring credit division.  |
| * Jan. 19    | Dr. Martin Luther King Jr. Day – campus closed.  |
| Jan. 24      | Saturday classes begin. See schedule for specific dates for each course.   |
| * Feb. 16    | Presidents Day – holiday for faculty and students. Campus is open until 5 p.m.   |
| Feb. 20      | Last day to withdraw with a grade of W for first eight-week session courses.   |
| * March 9-13 | Spring break. Campus is open March 9 to 13 until 5 p.m.  |
| March 14     | Campus closed.   |
| March 16     | Online registration for Summer 2015 begins for qualified returning students.   |
| March 16     | 2015-16 college catalogs available on campus and online.   |
| March 16     | “Second Eight-Week Session” classes begin.   |
| March 23     | Summer and fall class schedules available in Student Services.   |
| March 23     | Registration for summer session begins.  |
| April 6      | Online preregistration for Fall 2015 begins for qualified returning students.  |
| April 10     | Last day to withdraw with a grade of W for 16-week session courses.  |
| April 13     | Credit division preregistration begins for fall semester.  |
| April 15     | Application deadline for Fall 2015 Study Abroad program.   |
| April 24     | Last day to withdraw with a grade of W for second eight-week session courses.  |
| May 1        | Preregistered students (Summer 2015) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline. |
| May 6        | Final day to petition to participate in May graduation ceremony.   |
| May 8        | Last day of spring semester courses.   |
| May 9, 11-14 | Final exams.   |
| May 16       | Commencement.  |

### SUMMER SESSION, 2015 (Tentative)

|                |   |
|----------------|---|
| May 18         | Adult education classes begin.  |
| * May 22-25    | Memorial Day weekend – campus closed.   |
| May 26         | Six-week session courses begin.   |
| May 26, 27     | Late registration for six-week session courses.   |
| May 30-31      | Campus closed.  |
| June 5-7       | Campus closed.  |
| June 8         | Eight-week summer session courses begin.  |
| June 8, 9      | Late registration for eight-week session.   |
| June 11        | GED Completion Ceremony.  |
| June 12-14     | Campus closed. ACT testing and Driver Improvement Program will be held.   |
| June 19, 21    | Campus closed.  |
| June 26-28     | Campus closed.  |
| June 29        | Last day to withdraw with a grade of W for six-week session courses.  |
| July 2         | Last day of six-week session courses.   |
| * July 3-5     | Independence Day holiday – no classes. Offices closed.  |
| July 10-12     | Campus closed.  |
| July 17-19     | Campus closed.  |
| July 20        | Fall class schedules available in Student Services.   |
| July 20        | Last day to withdraw with a grade of W for eight-week session courses.  |
| July 24-26     | Campus closed.  |
| July 30        | Last day of eight-week session courses.   |
| July 30        | Last day for fall semester preregistration. Payment for preregistered courses is due by Aug. 7. Registration continues through Aug. 22. |
| July 30        | Final day to petition for July graduation.  |
| July 30        | Last day of Adult Education classes.  |
| July 31-Aug. 2 | Campus closed.  |
| Aug. 7         | Preregistered students (Fall 2015) must pay for reserved courses by 5 p.m. Students will be dropped for failure to meet this deadline.  |



# Final Exam Schedule 2014-15 Academic Year

All classes must meet for a comprehensive final exam or other appropriate academic purpose at the time specified on this schedule. Exceptions for summer classes, Friday-only, Saturday-only, eight-week and hybrid classes are explained in the “schedule exceptions” section, below.

To determine when the final exam for a class will be, find the day and time of the first class meeting of the week. The day of the final exam is in the top row and the time of the final exam is in the far left column. The final exam date/time is scheduled based on the lecture component. Final exams will be in the same classroom where the lecture normally meets. If a lab final is required, it is completed during the last lab meeting the week before final exams.

| Final Exam Dates        | Monday<br>Dec. 15, 2014<br>May 11, 2015        | Tuesday<br>Dec. 16, 2014<br>May 12, 2015 | Wednesday<br>Dec. 17, 2014<br>May 13, 2015 | Thursday<br>Dec. 18, 2014<br>May 14, 2015 |
|-------------------------|--|--|--|---|
| <b>FINAL EXAM TIMES</b> | <b>FIRST CLASS MEETING OF THE WEEK STARTS:</b> |  |  |   |
| 8-9:50 a.m.             | Monday between<br>8-8:59 a.m.                  | Tuesday between<br>8-8:59 a.m.           | Monday between<br>9-9:59 a.m.              | Tuesday between<br>9-9:59 a.m.            |
|                         |  |  | Wednesday between<br>8-9:59 a.m.           | Thursday between<br>8-9:59 a.m.           |
| 10-11:50 a.m.           | Monday between<br>10-10:59 a.m.                | Tuesday between<br>10-10:59 a.m.         | Monday between<br>11-11:59 a.m.            | Tuesday between<br>11-11:59 a.m.          |
|                         |  |  | Wednesday between<br>10-11:59 a.m.         | Thursday between<br>10-11:59 a.m.         |
| 12-1:50 p.m.            | Monday between<br>12-12:59 p.m.                | Tuesday between<br>12-12:59 p.m.         | Monday between<br>1-1:59 p.m.              | Tuesday between<br>1-1:59 p.m.            |
|                         |  |  | Wednesday between<br>12-1:59 p.m.          | Thursday between<br>12-1:59 p.m.          |
| 2-3:50 p.m.             | Monday between<br>2-2:59 p.m.                  | Tuesday between<br>2-2:59 p.m.           | Monday between<br>3-3:59 p.m.              | Tuesday between<br>3-3:59 p.m.            |
|                         |  |  | Wednesday between<br>2-3:59 p.m.           | Thursday between<br>2-3:59 p.m.           |
| 4-5:50 p.m.             | Monday between<br>4-4:59 p.m.                  | Tuesday between<br>4-4:59 p.m.           | Wednesday between<br>4-4:59 p.m.           | Thursday between<br>4-4:59 p.m.           |
| 6-7:50 p.m.             | Monday between<br>5-6:59 p.m.                  | Tuesday between<br>5-6:59 p.m.           | Wednesday between<br>5-6:59 p.m.           | Thursday between<br>5-6:59 p.m.           |
| 8-9:50 p.m.             | Wednesday<br>7 p.m. or later                   | Tues. and/or Thurs.<br>7 p.m. or later   | Monday<br>7 p.m. or later                  |   |

**A student cannot be required to take more than two final exams on the same day.** Students who have three or more final exams scheduled for the same day should notify the appropriate academic division office (Room L355 or Room W102) by the last class day of the regular semester. The division associate deans will work with the appropriate faculty to make arrangements in accordance with guidelines monitored by the vice president for Instructional and Student Success.

**It is not possible to have different final exam periods for every possible class start time.** Students who have classes with overlapping final exam periods should notify the academic division office (L355 or W102) by the last class day of the regular semester. Instructors who have a class that does not fall within this schedule should work with their Associate Dean to determine an appropriate time and place for the final exam.

## SCHEDULE EXCEPTIONS:

**Summer classes** will have their final exams during the last day of lecture.

**Friday-only classes** will have their final exam on Friday, Dec. 12/May 8 at the regularly scheduled time.

**Saturday-only classes** will have their final exam on Saturday, Dec. 13/May 9 at the regularly scheduled time.

**Eight week classes** will have their final exams during the last day of lecture.

**Hybrid classes** that do not have a regularly scheduled meeting time during the semester will have their final exams in one of the following periods: Tuesday 6-7:50 p.m., Wednesday 4-5:50 p.m., or Thursday 4-5:50 p.m. Before midterm, the instructor must make arrangements through the division office to reserve a classroom for the final exam and notify students of the location and time of the final exam.

**All faculty and students are expected to follow this schedule.** Exceptions must be approved in writing by the associate dean of the affected division.



***Admissions, Registration, Tuition  
and Financial Aid***

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## 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 Page 33.

Students are encouraged to complete the assessment standardized placement COMPASS test before the initial planning meeting with an advisor. The scores are used for counseling purposes and are required for placement in some classes. Admission to KCC may be affected for selective programs. For information, see Page 19. 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 in more than 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

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

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

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

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

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

Students or prospective students seeking credit for prior learning may contact an advisor in Student Services or the associate dean of student development for additional information and proper procedures for requesting an evaluation.

## Registration

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

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

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

### Registration by phone

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

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

### Online registration

Returning students may be able to register for classes online through KCCconnect at <http://connect.kcc.edu/>. Courses not available for online registration are marked on the website. Phone 815-802-8500 to speak with an advisor to verify your qualification to register using KCCconnect.

## Tuition

KCC's tuition for College Credit Division courses effective summer 2014 is \$112 per credit hour for KCC district residents, plus fees of \$13 per credit hour. Out-of-district Illinois resident tuition is \$256.89 per credit hour and tuition for out-of-state residents is \$534.88 per credit hour.

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

Senior citizens (60 years of age or older) residing in Illinois will not be assessed any tuition for credit division courses, provided sufficient tuition-paying students are enrolled in the class to cover the cost of offering it. Senior citizens will be assessed a \$13 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/](http://www.kcctrainingsolutions.org/).

### 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. A list of these courses and their fees begins on Page 186.

Other fees for which students may be responsible include 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.

### 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. The choices to defer payment are the FACTS tuition payment plan (see payment options, below) and delayed payment during pre-registration.

All money due must be paid, or arrangements must be made, at the time of registration. Payments for tuition and fees are accepted at the college Accounting Office.

### Payment options

#### 1. Cash

Accepted only if you are registering in person. Do not mail cash.

#### 2. Personal check

Make checks payable to Kankakee Community College.

#### 3. VISA® • Discover® • MasterCard®

In person, by telephone, or online.

#### 4. Tuition payment plan

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

#### 5. Online payment

Go to 'Make a payment' at KCCConnect (<http://connect.kcc.edu>). Payments must be made in full with a credit card.

#### Additional payment information

It is the student's responsibility to drop a class selection if payment is not possible. The student's registration will be canceled for failure to pay tuition and fees, paying with a non-sufficient-funds check, and failure to pay or make arrangements by the date published as the "last day for pre-registered students to pay for reserved courses."

All students—especially those who apply for financial aid, scholarships or other payment assistance—should not rely solely on the de-registration process to drop classes for non-payment.

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

### Course withdrawal policy

When it is necessary to withdraw from a course or from the college, a student may do so without receiving a punitive grade any time before the end of the 12th week of a 16 week course or before 75% of a term has elapsed for classes meeting fewer than 16 weeks.

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.

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

### Refunds

Tuition refunds dates are noted on the student's class schedule.

To receive a 100 percent refund, students must officially withdraw before the class begins or before 10 percent of the duration of the course has elapsed. If the final day for a refund falls on a weekend or on a date when the college is closed, the refund deadline is moved to the next business day.

Refund policies for Continuing Education and Career Services and high school credit classes are in those sections of this catalog.

### 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 Services.

## 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.

## 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, students must meet the prerequisites from the course 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. Audited courses do not count toward a student's enrollment status.

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

## Alternate credit option

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

## Chargeback program

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

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

Applicants should file a chargeback request with KCC at least 30 days before the beginning of the semester. If the application is approved, the student is entitled to support for the out-of-district tuition for major courses in his/her program as well as any orientation courses required by the college the student is

attending. Repeated courses are not funded by chargebacks.

Residents may file a request with KCC for a cooperative agreement if they plan to enroll in a program not offered at KCC. See Page 62 for a list of these colleges and more information about cooperative programs. If KCC offers the same or a similar program, students must enroll at KCC or pay the out-of-district tuition at the receiving institution. Contact Office of Admissions and Registration at 815-802-8527 for more information on chargebacks or cooperative programs.

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

## Financial Aid

KCC's financial aid program provides assistance to students in meeting college expenses. Aid is available to qualified students enrolled both full- and part-time in eligible associate degree, advanced certificate or certificate programs. Refer to admissions requirements under section 2.0 of the Code of Campus Affairs and Regulations, beginning on Page 190. All admissions criteria must be met before a student is eligible to receive financial aid. Students applying for financial assistance should refer to the Financial Aid Handbook located at [www.kcc.edu/financialaid/](http://www.kcc.edu/financialaid/).

For more information, phone 815-802-8550.

## Financial aid process

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

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

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

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

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

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

## Meeting financial aid requirements

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

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

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

To be removed from financial aid suspension and regain financial aid eligibility, a student must fund his/her own enrollment

until he/she is making minimal satisfactory progress. The student then will be able to renew his or her eligibility for financial aid the following semester. Work completed in the summer is applicable toward financial aid satisfactory progress.

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

## Types of financial aid

### Federal Work-Study

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

### ISAC – Monetary Award Program (MAP)

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

### Pell Grant Program

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

### PLUS Loan Program

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

### Stafford Student Loan Program

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

### Supplemental Educational Opportunity Grant

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

the Pell Grant Program will be considered.

## Veterans and Military Service Benefits

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

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

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

## Foundation Scholarship Program

Established in 1969 and incorporated as a 501(c) 3 not-for-profit charitable organization in 2007, the Kankakee Community College Foundation raises monetary and in-kind gifts to increase access to education and to enhance opportunities for the surrounding community. The KCC Foundation has invested in student scholarships, program enrichment and expansion opportunities that benefit KCC students and the community. Annually the Foundation funds over 200 scholarships that assist students with tuition, books and fees. Scholarship awards are normally divided equally between fall and spring semesters. Applicants must reside in the KCC district unless the scholarship criteria otherwise specifies.

To obtain a full list of scholarships, please visit the office of Financial Aid or the Foundation Office. The list is available at [www.kcc.edu/scholarships](http://www.kcc.edu/scholarships). With the assistance of its dedicated supporters and community partners, the KCC Foundation is helping students to gain an excellent education. For more information, please contact Kelly Myers, executive director, at (815) 802-8260.

## Alumni Association

Membership in the Alumni Association is open to all persons who have earned associate degrees or certificates or have completed 25 or more college credit hours at KCC. Annually, a KCC alumni is recognized as the John M. Fulton Distinguished Alumni. This award is presented each June at the Century Scholars Dinner.

Alumni membership fees benefit the Alumni Scholarship fund. Annual Membership, \$25; Lifetime Membership - \$150; "Easy Life" Plan - \$12.50/month for 12 months. New graduates receive their first year free when they join.





## ***Student Services and Sustainability***

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## Department of Student Services

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

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

For further information, phone 815-802-8500 or visit [www.kcc.edu/](http://www.kcc.edu/).

### Academic advisement

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

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

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

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

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

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

For further information on advisement services, visit Student Services, access the advisement webpage at [www.kcc.edu](http://www.kcc.edu/), or phone 815-802-8500.

### Accounting Office

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

### Admissions and Registration

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

## Baccalaureate Scholars program

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

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

For more information on the Baccalaureate Scholars program, visit [www.kcc.edu/scholars](http://www.kcc.edu/scholars); phone 815-802-8208; or email [slamore@kcc.edu](mailto:slamore@kcc.edu).

### Campus security

KCC wishes to maintain a safe and secure campus for students, visitors, and staff. The college's police department, and the security force patrols parking areas, campus buildings, and grounds. The college also has a Physical Plant Department staff and college administration dedicated to maintaining campus safety and security.

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](mailto:bit@kcc.edu); phone the associate dean of student development at 815-802-8524; or phone 815-802-8199 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 Services. Campus security personnel 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.

Kankakee Community College police in conjunction with the City of Kankakee Police department and the Village of Bradley police department 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 and other policies pages of this catalog, Pages 190-201. These policies can also be found at [www.kcc.edu/](http://www.kcc.edu/).

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 security personnel also provide an escort service from campus buildings to campus parking lots when requested.

KCC has had good experience relative to a safe and secure

campus environment and wishes to continue these favorable conditions through these policies and procedures and the cooperation of our students, staff, and visitors.

The college's complete policy on campus safety is on file in the President's Office and in the safety office.

## Career Development Center

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

Some services provided by the Career Development Center:

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

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

## Career Services

Each year, the Office of Continuing Education and Career Services, hosts two job fairs and a number of workshops on resumes, interviewing and job readiness.

Complete details are in the Continuing Education and Career Services section, on Page 26.

## Child Development Center

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

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

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

The center is open 7 a.m. - 6 p.m. Monday through Thursday, and 7 a.m. - 5 p.m. Fridays when the KCC campus is open.

Children ages 2 through 6 years old can be enrolled. Costs are

available on KCC's website. Hourly rates are available.

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

## College Center

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

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

## Commencement

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

## Counseling Referral Services

Students who need counseling services are referred to community counseling resources for assistance.

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 Services 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.

Goals of the Office of Disability Services are:

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

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

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

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

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

To make an appointment, phone 815-802-8468.

## Dual enrollment/credit programs

KCC offers dual enrollment programs for students to earn college credit before graduating from high school.

To earn credit, students who are at least 16 years of age can enroll in any KCC course for which they meet admission requirements (specific age and records criteria are found in section 2.10 of the Code of Campus Affairs and Regulations). They must meet the same course requirements as other college students. If transfer-level courses are taken for credit, the credits can be transferred to a four-year college or university.

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

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

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

**Early College Program** – The Early College Program is a selective admission program which 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. This program is a unique collaboration between KCC and participating high schools. Interested students should talk with their high school for information and program requirements before mid-term of their junior year.

## Food service

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

## Identification cards

KCC photo identification cards must be obtained by all KCC students, staff and faculty members. Photo IDs are necessary to use the Learning Resource Center, the Fitness Center and for admission to student activities, including athletic events. Cards can be obtained in the Learning Resource Center. Fees will be assessed for the first replacement card, and for each subsequent card. Lost or stolen cards should be reported to Student Services.

## 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.

Job seekers can utilize the center to prepare resumes, look for jobs, and update their skills for employment. Also available are take-home and online resources with current job opportunities, salary information, and future growth and employment data on the local economy.

Those entering the workforce for the first time or changing jobs can receive career guidance and planning assistance, information on Illinois workNet, and other available training services.

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

The center is funded in part by the Grundy Livingston Kankakee Workforce Board.

It is located at 450 N. Kinzie Ave., in Bradley, is open 8 a.m. - 5 p.m. Monday through Friday. Offices are closed most Fridays in May, June and July.

For more information, phone 815-802-8964 or email [dwwashington@kcc.edu](mailto:dwwashington@kcc.edu).

## KCC Hammes Bookstore

Located east of the College Center, the campus bookstore sells required textbooks, school supplies, snacks, greeting cards, and gift items including KCC clothing. The bookstore is owned and operated by the college.

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

Textbooks and other course materials also can be ordered online at [www.kankakee.bkstr.com](http://www.kankakee.bkstr.com). Textbooks ordered online are chosen by using KCC course numbers. Some textbooks are available as rentals. Contact the bookstore for details.

At the beginning of each semester, students who have decided not to take a course for which they have purchased a book may return the textbook by the scheduled return deadline to the bookstore. Students will receive a full refund if the books are still in excellent condition (no marks, including student's name). Some books come with an access code or pin number. They are not returnable if the code has been revealed or opened.

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

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

## Learning Resource Center (LRC)

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

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

The LRC has an online public access catalog and access to the Internet. To access LRC information online, visit [www.kcc.edu/library](http://www.kcc.edu/library).

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

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

Visit [www.kcc.edu/library](http://www.kcc.edu/library) for hours of operation.

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

For more information, log on to [www.kcc.edu/copyright/](http://www.kcc.edu/copyright/).

## Lost and found

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

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

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

## 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 of their certificate/program and to stay on track to achieve their educational goals. To schedule an appointment with your academic advisor, contact Student Services at 815-802-8500.

## New Student Orientation

All degree and certificate seeking students are required to complete the online New Student Orientation prior to registering for a second semester. Orientation is intended to help students succeed academically as well as personally at the college. Students are encouraged to contact Student Services at 815-802-8500, for registration information.

## Parking/traffic information

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

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

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

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

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

**Temporarily disabled** – Parking permits for temporarily disabled persons are available in the office of the dean of student development, 815-802-8509; and in the Accounting Office, 815-802-8140.

**Motorcycles** – Space is provided in designated lots.

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

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

Violators are subject to fines in accordance with state law. Campus roadways and lots are patrolled by the college's police department and the Kankakee City Police Department.

**Fines** – Tickets will be issued and fines assessed for violations of parking regulations. Fines must be paid within the time specified

on the ticket. Students' final grade reports will be withheld, and registration will be prohibited until fines are paid in full.

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

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

## Student Right-to-Know Act

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

This information is available on the college website at [www.kcc.edu/community/collegeinfo/pages/srtk.aspx](http://www.kcc.edu/community/collegeinfo/pages/srtk.aspx)

## Testing Center

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

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

All students planning to register for English, mathematics, or an IAI General Education course and all students who intend to enroll for six semester hours or more at KCC will be required to have their ACT COMPASS scores on file for registration advisement. ACT scores are accepted at certain levels, check with your KCC advisor. ACT COMPASS, ASSET and ACT scores are normally valid for four years. For retest policies, meet with your KCC advisor. Transfer students may use appropriate coursework in place of the ACT COMPASS test, or only test in the area(s) where a deficiency exists.

It is recommended that students who have taken the ACT examination or the General Educational Development examination have those scores on file at KCC.

Testing is available throughout the year. For more information, phone the Testing Center at 815-802-8530 or visit [www.kcc.edu/testing/services/](http://www.kcc.edu/testing/services/).

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

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

Phone 815-802-8530.

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

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

**Other testing services** – Testing Services also administers the following:

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

Test dates and fees vary. Information on specific tests is available from the Testing Center at 815-802-8530 or visit [www.kcc.edu/testing-services/](http://www.kcc.edu/testing-services/).

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

## Transfer Services

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

A transfer information center – the Transfer Center Annex – is located outside L355 on the third floor. It is used by representatives of four-year colleges to directly answer transfer students' questions. Schedules of upcoming college visits are posted there and at [www.kcc.edu/transfer/](http://www.kcc.edu/transfer/). Choose the events tab.

Students may use the computers in the Student Services Transfer Center area to complete admission and scholarship applications. Hours are 8 a.m. - 4:30 p.m. Monday through Friday. The office is closed most Fridays in May, June and July. Check in with the transfer coordinator when you arrive.

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

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

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

For more information, go to [www.kcc.edu/transfer/](http://www.kcc.edu/transfer/). The transfer coordinator can be reached at 815-802-8208 or [slamore@kcc.edu](mailto:slamore@kcc.edu).

## TRiO Programs

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

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

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

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

**TRiO Talent Search program** – KCC has been designated the administrator of the TRiO Talent Search program sponsored by the U.S. Department of Education. TRiO Talent Search is an outreach program of information, educational enhancement, and support. This program assists low-income 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.

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

## Tutorial assistance

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

The Math, Science and Accounting Lab is in Room L335 and the Writing Lab is in Room L341. In addition, specialized tutors are available in the Health Careers and Technology divisions.

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

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

Adaptive equipment also is available for disabled students.

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

## Workforce Investment Act program

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

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

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

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

For more information on KCC WIA programs, phone 815-802-8964 or email [dWASHINGTON@kcc.edu](mailto:dWASHINGTON@kcc.edu). WIA programs are funded by the Grundy Livingston Kankakee Workforce Board.

## Youth Program Services program

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

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

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

## WKCC Radio

WKCC 91.1 FM is a non-commercial professional radio station licensed to KCC.

Each day, WKCC offers programming from National Public Radio, American Public Media, Public Radio International, the WFMT Radio Network and independent producers. Local programs include daily newscasts, volunteer jazz and blues shows, a program on the outdoors & wildlife in Illinois, and daily information on sustainability recorded by KCC students. Throughout the year, the station broadcasts special programs including public affairs interviews, political debates, and holiday music. WKCC also offers frequent local weather and severe weather updates when the conditions merit them.

WKCC 91.1 FM can be heard throughout Kankakee County and in portions of Will, Grundy, Livingston, Ford, and Iroquois counties in Illinois and Newton and Lake counties in Indiana.



The station relies on underwriting and listener support to help fund for programming. It is the only full-service public radio station in the Kankakee area, and the station broadcasts both at 91.1 FM and has live online streaming at [www.wkccradio.org/](http://www.wkccradio.org/).

For more information, phone the station general manager, at 815-802-8234.

## Sustainability

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

KCC's sustainability goals are to:

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

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

Five ways students can become involved are through joining the Students for Eco-Quality Club, Campus Sustainability Advisory Committee, utilizing the KCC Sustainability Center, contributing to sustainability initiatives and conferences, and contributing to the recycling program.

The Campus Sustainability Advisory Committee works to advance sustainability on the KCC campus and to provide input on initiatives to support our vision and accomplish our sustainability goals. The Students for Eco-Quality Club provides opportunities to enjoy and learn about sustainability by organizing trips and attending sustainability events. Students are encouraged to join these committees.

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

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

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

## Student Activities

For information on any club or organization, contact Laura Gardner, lgardner@kcc.edu, phone 815-802-8628 or visit Room L116 (next to the auditorium).

### Student Advisory Council

The Student Advisory Council (SAC) is the KCC student government. The SAC represents the interests of the KCC student body to the college administration. SAC members promote college pride and participation in student activities, as well as work to enact positive change on KCC's campus. The SAC approves the formation and funding of campus clubs and organizations, and appoints students to campus committees.

Any KCC student enrolled in six or more semester hours with a 2.25 cumulative grade point average or higher may apply for selection to the SAC. Students may serve up to two one-year terms.

### Alumni Association

Membership in the Alumni Association is open to all persons who have earned associate degrees or certificates or have completed 25 or more college credit hours at KCC.

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

### American Chemical Society

The KCC Student Chapter of the American Chemical Society strives to increase student interest in the chemical sciences, promote academic excellence, create a productive study atmosphere, provide students with information regarding the opportunities available to them through the study of chemistry, and foster a professional spirit among the members by raising awareness of the challenges and responsibilities of modern chemists. Membership to the KCC student chapter is open to anyone who is currently enrolled in or has completed a chemistry course with a grade of C or better.

### Brother 2 Brother

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

### Catholic Student Alliance

The mission of the Catholic Student Alliance is to develop a Catholic network of service and support as a part of the daily life at KCC through the use of prayer, camaraderie and faith-based activities, while supporting individual and group spiritual growth as a part of a vibrant academic community. Membership is open to all KCC students.

### Gay Straight Alliance

The KCC Lesbian, Gay, Bisexual, and Transgender (LGBT) Support Group, known as the Gay-Straight Alliance, provides a safe, non-judgmental forum for discussions of issues that may arise within the local community. Members are invited to speak freely without judgment, and to share resources and types of assistance available to help members with coping skills and personal situations.

### Green Club

The Green Club organizes trips to gardens, parks and horticulture conventions, and creates awareness about the Sustainability initiatives at Kankakee Community College.

### Horticulture Club

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

### The Image Makers Club

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

### Lambda Epsilon Chi National Honor Society in Paralegal/Legal Assistant Studies

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

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

### Phi Theta Kappa

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

Honors Study Topic, chapter meetings, and state and international conventions.

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

The Alpha Delta Eta Chapter was chartered Dec. 19, 1978.

## **Prairie Fire**

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

## **Sister Circle**

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

## **Skills USA**

Participants will compete in state and national competitions to demonstrate their occupational and leadership skills. More than 5,600 students compete in 94 occupational and leadership skill areas at the national conference. Learn more at [www.skillsusa.org](http://www.skillsusa.org).

## **Student Activities Board**

The Student Activities Board strives to develop a broad range of programs and events to serve KCC's diverse student population and the community. Activities are designed to be fun, educational, cultural, diverse, engaging and entertaining. They include concerts, guest lecture, exhibits, and general entertainment.

## **Students for Animals**

KCC Cares raises the community's awareness of animal-welfare issues, teaches the community that animals are sentient beings that deserve respect, promotes responsible pet ownership, and utilizes volunteers' time and talents to improve the lives of animals and gain support in the mission.

## **Student Nurses' Association**

The Kankakee Community College Student Nurses' Association (KCC-SNA) serves all nursing students (CNAs, LPN, RNs) by promoting the activities and missions of the National Student Nurses' Association and the Illinois Student Nurses' Association. KCC-SNA is a leader and a partner in providing academic, social and emotional support to nursing students. In an attempt to create a sense of community and pride for all members, KCC-SNA provides student activities and peer support accessible to all nursing students. The goal of KCC-SNA is to increase

students' awareness of their responsibility as learners in the nursing profession. The club's focus is to actively involve members in community service projects in an attempt to further their educational goals and objectives.

## **Student Physical Therapist Assistant Club**

The Student Physical Therapist Assistant Club serves students, the college, and the community through enriching and broadening the knowledge and learning experiences of current Physical Therapist Assistant students. It also brings awareness of the physical therapy profession and the role of the PTA to future students and the public. The Student Physical Therapist Assistant Club also works to promote social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.

## **Ventilator Society**

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

## **Veterans Club**

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

## **Athletics**

KCC 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.

## **Men's basketball**

The Cavaliers men's basketball program is one of the most recognized in the NJCAA. The program has won 15 regional championships and has participated in the NJCAA National Tournament seven times, finishing second in the nation two times. The program has consistently been one of the top 25 NJCAA Division I programs. The Cavaliers also have produced 23 junior college All-Americans and numerous Division I, Division II, and NAIA players.



The Cavaliers finished the 2012-13 season with a record of 14-18.

Home games are played in the George Ryan Gymnasium in the college's activities center. For more information, call Julian Springer at 815-802-8609 or email [jspringer@kcc.edu](mailto:jspringer@kcc.edu).

### **Women's basketball**

The 2012-13 Lady Cavaliers concluded the season with a record of 16-14. The Lady Cavaliers have won the Region IV Championship 18 times in the last 23 years, each time advancing to the national tournament. The Lady Cavaliers won the national championship in 1995, and finished as national runner-up in 1993, 1996, 2007 and 2008. The Lady Cavaliers have produced 22 NJCAA All-Americans and two Kodak All-Americans and have sent numerous players on to the Division I, II and III levels.

Home games are played in the George Ryan Gymnasium in the college's activities center. For more information, call Donnie Denson at 815-802-8614 or email [ddenon@kcc.edu](mailto:ddenon@kcc.edu).

### **Men's baseball**

The 2013 Cavaliers finished the season with a 49-14 record. Overall, the baseball team holds six Region IV championships and has made four trips to the NJCAA World Series, including a third place finish in 2009. The team claims 20 professional players and 19 All-Americans from its ranks.

Eighty-seven former Cavaliers have been selected for all-region honors and 116 have continued their collegiate careers at four-year colleges. The program includes a fall practice and game schedule and spring season with a spring trip to Panama City, Fla. in March.

Home games are played on KCC's baseball diamond, just east of the activities center. For more information, call Todd Post at 815-802-8616 or email [tpost@kcc.edu](mailto:tpost@kcc.edu).

### **Men's soccer**

The Cavaliers soccer team finished the 2013 season with a 2-13 record. As part of Division I for the second time, the competition level was increased. Since its first season in 2004, the soccer team has had five players named to the All-Region team.

The Cavaliers soccer team will play its 11th season in Fall 2014. The season begins with practice in August and runs through the end of October. Home games are played on KCC's soccer fields, north of the Ice Valley Arena.

For more information, call Jose Smith at 815-802-8618 or email [jasmith@kcc.edu](mailto:jasmith@kcc.edu).

### **Women's softball**

KCC's women's softball team ended the 2013 season with a 40-10 record. In 2013, the team won the Region IV championship for the 18th time in 20 years and advanced to the national tournament. The Cavaliers softball program has produced 35 NJCAA All-Americans and 16 NJCAA Academic All-Americans. The program includes a fall exhibition season and a spring schedule, with play in several tournaments.

Home games are played on KCC's softball diamond, just south-east of the activities center. For more information, call Dennis Clark at 815-802-8606 or email [dclark@kcc.edu](mailto:dclark@kcc.edu).

### **Women's volleyball**

The Cavaliers volleyball team has won the Region IV championship 13 times in the last 26 years and has made 12 national tournament appearances. With a 1,133-446 record since 1977, the Cavaliers are a dominant team in Region IV. Twenty-four Cavaliers have been selected for All-American honors.

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

Practice will begin Aug. 1. For further information on the volleyball program, call Gary Sien at 815-802-8608 or email [gsien@kcc.edu](mailto:gsien@kcc.edu).

## **George H. Ryan Activities Center**

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

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

### **Fitness center**

The KCC Fitness Center is located in the Ice Valley Centre.

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

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

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

To enroll in the Fitness Center, register and pay tuition in KCC's Department of Student Services, then phone 815-802-8610 or stop by the Fitness Center to schedule a 60-minute personal orientation and testing session. At the time of registration, there are two enrollment options – credit class with a grade and credit class with pass/fail option.

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

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



## ***Continuing Education***

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## Continuing Education and Career Services

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

The Office of Continuing Education and Career Services:

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

Participants may withdraw and receive full refunds, minus a \$3 service fee, from a Continuing Education class until two working days before the first session of class. After that point, no refund will be given.

For more information, phone 815-802-8202.

## Career Services

The Office of Continuing Education and Career Services teaches students about successfully searching for a job and preparing effective resumes that appeal to employers.

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

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

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

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

## Illinois Small Business Development Center at KCC

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

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

For more information, visit [www.kcctrainingsolutions.org](http://www.kcctrainingsolutions.org) or call 815-802-8222.

## Adult Education programs

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

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

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

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

## Adult Basic Education (ABE)

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

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

## General Educational Development (GED)

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

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

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

## English as a Second Language (ESL)

The ESL program provides non-native adults an opportunity to develop English speaking, listening, reading and writing skills. There is no tuition charge for these classes. Assessment of language skills is conducted before entering class. ESL classes are held at

the Lisieux Pastoral Center in Kankakee and Momence United Methodist Church.

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



## Literacy and community education

### **ALIVE – Adult Literacy Initiative Volunteers Expanded**

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

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

Services are free to the student.

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

### **ALIVE – Family Literacy**

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

### **Adult Parenting Program**

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

### **Remedial/developmental education**

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

**Development of vocational skills** – A number of vocational courses are offered which give students the opportunity to investigate various careers or upgrade their current job skills. Although vocational skills courses do not necessarily lead to an associate degree, courses are designed to aid student success in occupational programs and/or job entry in a career pathway.

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

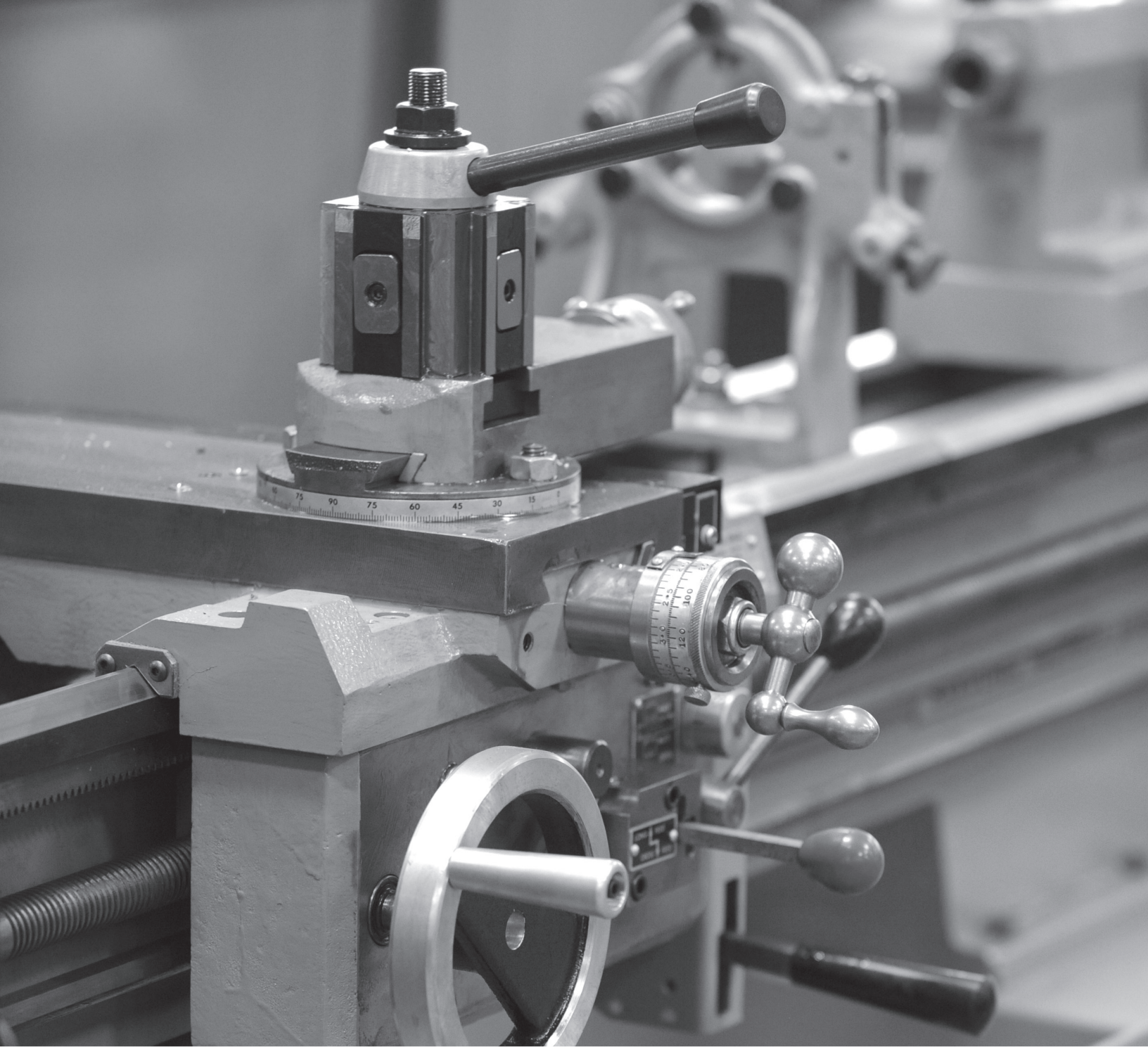
## High School Level, Adult Secondary Education (ASE)

High school-level Adult Secondary Education (ASE) classes are offered in Watseka during the summer for persons wishing to earn credits toward completion of a traditional high school diploma.

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

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

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



## ***College Programs***

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# Degree listing chart

This chart shows all KCC programs arranged by career area. It includes transfer programs for those pursuing four-year bachelor's degrees (curricula listings on Pages 36 to 60) and occupational programs for more immediate entry into the workforce (curricula listings on Pages 66 to 134). Additional occupational programs are offered to KCC students at other area community colleges through cooperative agreements (see Page 62). The most current list of programs is available at [www.kcc.edu/](http://www.kcc.edu/).

|   | Associate Degree<br>(Type) | Advanced<br>Certificate | Certificate | Sem. hrs.* | Page for<br>program<br>requirements |
|---|----------------------------|-------------------------|-------------|------------|-------------------------------------|
| <b>Arts and Sciences</b>                        |                            |                         |             |            |                                     |
| Art   | A.F.A.                     |                         |             | 65         | 39                                  |
| Aviation  | A.A.                       |                         |             | 64         | 40                                  |
| Biological Sciences                             | A.S.                       |                         |             | 64         | 41                                  |
| Chemistry                                       | A.S.                       |                         |             | 64         | 44                                  |
| Engineering Science                             | A.E.S.                     |                         |             | 68         | 48                                  |
| English   | A.A.                       |                         |             | 64         | 49                                  |
| General Studies                                 | A.G.S.                     |                         |             | 64         | 135                                 |
| General Transfer - A.A.                         | A.A.                       |                         |             | 64         | 36                                  |
| General Transfer - A.S.                         | A.S.                       |                         |             | 64         | 37                                  |
| History   | A.A.                       |                         |             | 64         | 50                                  |
| Mass Communications                             | A.A.                       |                         |             | 64         | 51                                  |
| Mathematics                                     | A.S.                       |                         |             | 64         | 52                                  |
| Physics   | A.S.                       |                         |             | 63         | 53                                  |
| Political Science                               | A.A.                       |                         |             | 64         | 54                                  |
| Psychology                                      | A.A.                       |                         |             | 64         | 55                                  |
| Sociology                                       | A.A.                       |                         |             | 64         | 58                                  |
| Visual Arts                                     | A.A.                       |                         |             | 64         | 60                                  |
| <b>Agriculture/Horticulture</b>                 |                            |                         |             |            |                                     |
| Agriculture                                     | A.S.                       |                         |             | 64         | 38                                  |
| Agri-Hort Business                              | A.A.S.                     | •                       |             | 63/30      | 66                                  |
| Ag Business                                     |                            |                         | •           | 15         | 70                                  |
| Agri-Hort Horticulture                          | A.A.S.                     | •                       |             | 64/33      | 67                                  |
| Horticulture                                    |                            |                         | •           | 16         | 70                                  |
| Agri-Hort Manufacturing Technology              | A.A.S.                     | •                       |             | 64/32      | 68                                  |
| Agri-Hort Production                            | A.A.S.                     | •                       |             | 64/32      | 69                                  |
| Ag Production                                   |                            |                         | •           | 15         | 71                                  |
| Agronomy  |                            |                         | •           | 15         | 70                                  |
| Ag Power  |                            |                         | •           | 15         | 70                                  |
| Ag Construction                                 |                            |                         | •           | 15         | 70                                  |
| Landscaping                                     |                            |                         | •           | 15         | 70                                  |
| Metal Fabrication                               |                            |                         | •           | 15         | 70                                  |
| Local Foods                                     |                            |                         | •           | 15         | 71                                  |
| <b>Business and Information Technology</b>      |                            |                         |             |            |                                     |
| Business  | A.S.                       |                         |             | 64         | 42                                  |
| Business  | A.A.S.                     | •                       |             | 61/30      | 77-78                               |
| Accounting I                                    |                            |                         | •           | 15         | 78                                  |
| Accounting II                                   |                            |                         | •           | 27         | 78                                  |
| Business  |                            |                         | •           | 15         | 78                                  |
| Computer Graphic Design                         | A.A.S.                     | •                       |             | 67/37      | 86                                  |
| Office Professional                             | A.A.S.                     |                         |             | 61         | 120                                 |
| Office Assistant                                |                            | •                       |             | 38         | 121                                 |
| Microsoft Office Suite Applications             |                            |                         | •           | 9          | 121                                 |
| Supply Chain Management                         |                            |                         | •           | 14         | 131                                 |
| Sustainable Resource Management                 |                            |                         | •           | 6          | 132                                 |
| Global Supply Chain                             |                            |                         | •           | 29         | 131                                 |
| <b>Education</b>                                |                            |                         |             |            |                                     |
| Child Development—Director/Administrator Option | A.A.S.                     |                         |             | 64         | 79                                  |
| Child Development – Education Option            | A.A.S.                     | •                       |             | 64/33      | 80-81                               |

|  | Associate Degree | Advanced Certificate | Certificate | Sem. hrs.* | Page for program requirements |
|--|------------------|----------------------|-------------|------------|-------------------------------|
| Early Childhood Education                        | A.A.T.           |                      |             | 65         | 46                            |
| Early Childhood Education Level Two Credential   |                  |                      | •           | 12         | 81                            |
| Early Childhood Education Level Three Credential |                  |                      | •           | 18         | 82                            |
| Early Childhood Education Level Four Credential  |                  |                      | •           |            | 82                            |
| Early Childhood Education Infant-Toddler Level   |                  |                      | •           | 15         | 82                            |
| Elementary Education                             | A.A.             |                      |             | 64         | 47                            |
| Special Education                                | A.A.T.           |                      |             | 61         | 59                            |
| Paraprofessional Educator/Teacher's Aide         | A.A.S.           | •                    |             | 61/30      | 125-126                       |
| Secondary Education                              | A.A.             |                      |             | 64         | 56                            |
| Secondary Mathematics                            | A.A.T.           |                      |             | 64         | 57                            |
| <b>Health Careers</b>                            |                  |                      |             |            |                               |
| Emergency Medical Technician – Basic (EMT-B)     |                  |                      | •           | 7          | 95                            |
| Emergency Medical Technician – Paramedic (EMT-P) |                  |                      | •           | 45         | 95                            |
| Massage Therapy                                  |                  | •                    |             | 42         | 111                           |
| Coding Specialist                                |                  | •                    |             | 34         | 83                            |
| Medical Laboratory Technology                    | A.A.S.           |                      |             | 70         | 112 & 113                     |
| Medical Laboratory Assistant                     |                  |                      | •           | 11         | 114                           |
| Nursing—Registered                               | A.A.S.           |                      |             | 69         | 117 & 118                     |
| Nursing—Practical                                |                  | •                    |             | 37         | 119                           |
| Nursing Assistant                                |                  |                      | •           | 16         | 119                           |
| Paramedic  | A.A.S.           |                      |             | 62         | 124                           |
| Phlebotomy                                       |                  |                      | •           | 6          | 114                           |
| Physical Therapist Assistant                     | A.A.S.           |                      |             | 71         | 127                           |
| Radiography                                      | A.A.S.           |                      |             | 72         | 128                           |
| Respiratory Therapist                            | A.A.S.           |                      |             | 70         | 129 & 130                     |
| <b>Human and Public Service</b>                  |                  |                      |             |            |                               |
| Criminal Justice                                 | A.A.             |                      |             | 64         | 45                            |
| Law Enforcement                                  | A.A.S.           | •                    |             | 64/30      | 96                            |
| Basic Law Enforcement Principles                 |                  |                      | •           | 6          | 97                            |
| Laws & Evidentiary Procedures                    |                  |                      | •           | 6          | 97                            |
| Relationships & Juveniles                        |                  |                      | •           | 6          | 97                            |
| Crime, Criminals & Corrections                   |                  |                      | •           | 9          | 97                            |
| Investigation & Organization                     |                  |                      | •           | 12         | 97                            |
| Private Security                                 |                  |                      | •           | 9          | 97                            |
| Paralegal/Legal Assistant Studies                | A.A.S.           | •                    |             | 66/36      | 122-123                       |
| <b>Industry and Technology</b>                   |                  |                      |             |            |                               |
| Air Conditioning & Refrigeration                 | A.A.S.           |                      | •           | 64-69/12   | 72, 74                        |
| HVAC/R Service                                   |                  | •                    |             | 38         | 73                            |
| Energy Audit                                     |                  | •                    | •           | 35/9       | 74                            |
| General Technician                               |                  |                      | •           | 12         | 74                            |
| Heating Systems                                  |                  |                      | •           | 16         | 74                            |
| Energy Audit Air Flow                            |                  |                      | •           | 16         | 74                            |
| Automotive Technology                            | A.A.S.           |                      | •           | 69/28      | 75-76                         |
| Advanced Drivetrains/Powertrains                 |                  |                      | •           | 17         | 76                            |
| Automotive Heating & Air Conditioning            |                  |                      | •           | 3          | 76                            |
| Brakes & Alignment                               |                  |                      | •           | 6          | 76                            |
| Drivelines                                       |                  |                      | •           | 6          | 76                            |
| Computer-Aided Drafting                          | A.A.S.           |                      | •           | 66/20      | 84-85                         |
| Technical Drafting                               |                  |                      | •           | 8          | 85                            |
| Mechanical Drafting                              |                  |                      | •           | 16         | 85                            |
| Architectural Drafting                           |                  |                      | •           | 16         | 85                            |
| Construction Craft Laborer                       | A.A.S.           | •                    |             | 64/44      | 87-88                         |
| Concrete Specialist                              |                  |                      | •           | 10         | 88                            |



|   | Associate Degree | Advanced Certificate | Certificate | Sem. hrs.* | Page for program requirements |
|---|------------------|----------------------|-------------|------------|-------------------------------|
| Construction Management                           | A.A.S.           | •                    |             | 65/35      | 89-90                         |
| Materials and Methods                             |                  |                      | •           | 6          | 90                            |
| Building Systems                                  |                  |                      | •           | 10         | 90                            |
| Electrical Technology                             | A.A.S.           |                      | •           | 66-69/18   | 91-92, 94                     |
| Industrial Electrical Technology                  |                  | •                    |             | 42         | 92                            |
| Industrial Motor Control                          |                  |                      | •           | 14         | 94                            |
| Instrumental and Process Control                  |                  | •                    |             | 38         | 93                            |
| Pneumatic and Hydraulic Power                     |                  |                      | •           | 14         | 94                            |
| Programmable Logic Controllers                    |                  |                      | •           | 14         | 94                            |
| Residential & Industrial Wiring                   |                  |                      | •           | 14         | 94                            |
| Electronic Technician                             |                  |                      | •           | 18         | 93                            |
| Entry-Level, Solar-Thermal Technology             |                  |                      | •           | 21         | 94                            |
| Entry-Level, Small-Wind Energy Technology         |                  |                      | •           | 21         | 94                            |
| Entry-Level, Solar-PV Technology                  |                  |                      | •           | 21         | 94                            |
| Machine Tool Technology                           |                  | •                    |             | 34         | 98                            |
| Manufacturing Technology Industrial Maintenance   | A.A.S.           | •                    |             | 63/45      | 99-100                        |
| Intermediate Manufacturing Industrial Maintenance |                  |                      | •           | 31         | 100                           |
| Manufacturing Industrial Maintenance I            |                  |                      | •           | 27         | 101                           |
| Basic Manufacturing Industrial Maintenance        |                  |                      | •           | 13         | 101                           |
| Manufacturing Production                          |                  |                      | •           | 14         | 101                           |
| Manufacturing Technology: Machine Tool            | A.A.S.           | •                    |             | 63/45      | 102-103                       |
| Intermediate Manufacturing Machine Tool           |                  |                      | •           | 31         | 103                           |
| Manufacturing Technology: Machine Tool I          |                  |                      | •           | 27         | 104                           |
| Basic Manufacturing Machine Tool                  |                  |                      | •           | 15         | 104                           |
| Manufacturing Technology: TWDL                    | A.A.S.           | •                    |             | 63/45      | 105-106                       |
| Intermediate Manufacturing TWDL                   |                  |                      | •           | 31         | 106                           |
| Manufacturing TWDL I                              |                  |                      | •           | 27         | 107                           |
| Basic Manufacturing TWDL                          |                  |                      | •           | 13         | 107                           |
| Manufacturing Logistics                           |                  |                      | •           | 14         | 107                           |
| Manufacturing Technology & Welding                | A.A.S.           | •                    |             | 63/45      | 108-109                       |
| Intermediate Manufacturing Welding                |                  |                      | •           | 31         | 109                           |
| Manufacturing Welding I                           |                  |                      | •           | 29         | 110                           |
| Basic Manufacturing Welding                       |                  |                      | •           | 15         | 110                           |
| Millwright  |                  | •                    |             | 48         | 115                           |
| Tower Construction & Maintenance                  |                  |                      | •           | 5.5        | 131                           |
| Welding Technology                                | A.A.S.           | •                    |             | 64/32      | 133-134                       |
| Shielded Metal-Arc Welding All Positions          |                  |                      | •           | 8          | 134                           |
| Tungsten Inert Gas & Metallic Inert Gas           |                  |                      | •           | 8          | 134                           |
| Pipe Welding                                      |                  |                      | •           | 12         | 134                           |
| Maintenance Welding                               |                  |                      | •           | 12         | 134                           |

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

## General Education

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

Course work in the general education core:

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

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

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

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

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

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

### General Education Goals and Objectives

The general education program at KCC is designed to enable students to write, read, and 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.

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

**Communication:** Students will communicate with precision, clarity, fluency, accuracy, and coherence through their reading, writing, and verbal communications.

**Quantitative Reasoning:** Students will reason and solve quantitative problems from a wide array of contexts.

**Ethical Reasoning:** Students will apply skills in ethical reasoning and come to understand the ways ethical issues affect individual behaviors, individual lifestyles, and public life.

**Inquiry and Analysis:** Students will examine complex topics and apply systematic processes resulting in formed conclusions.

## Transfer admission requirements

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

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

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

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

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

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

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

## Transfer programs

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

The sample transfer majors described in this section include statewide recommended courses typically taken by freshmen and sophomores who wish to gain a solid academic foundation and transfer credits toward specific bachelor's degrees at Illinois four-year colleges and universities. These transfer major recommendations, identified through the Illinois Articulation Initiative (IAI), are meant for students who are undecided about their intended transfer institution. The recommended courses build upon the IAI general education core curriculum by identifying prerequisite courses and courses in the major that students 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 Page 35 of this catalog for Illinois Articulation Initiative (IAI) general education requirements.

### **TRANSFER PROGRAM INFORMATION**

The following information applies to all transfer programs:

- To satisfy requirements for a transfer degree, the first digit in the KCC course number must be a 1 or a 2, and the second digit must be either a 5, 6, 7, 8, or 9.
- Non-specific electives can be any course with a transfer number, including those without an Illinois Articulation Initiative code (see details below).
- The maximum number of physical education activity credits which can be applied to an associate in arts or associate in science degree is four (4) for non-physical education majors and seven for physical education majors.
- 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 in the Office of Transfer Services in Student Services and at [www.kcc.edu/transfer/](http://www.kcc.edu/transfer/).

## **Illinois Articulation Initiative**

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

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

### **General Education Core**

The IAI General Education Core requirements are outlined on Page 35. An IAI course number followed by:

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

The General Education Core courses also are identified by code at the end of the individual course descriptions (Pages 140-185). Those codes include:

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

### **Major-Specific courses**

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

A notation is included at the end of course descriptions for IAI Major-Specific courses (Pages 140-185).

### **IAI information**

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

### **Use [www.transfer.org](http://www.transfer.org) as a guide**

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

# IAI General Education Core

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

## Communications – 9 credit hours

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

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

## Laboratory Science – 8 credit hours

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

### Life science

- \*BIOL 1504 - Principles of Biology (IAI: L1 900L)
- \*BIOL 1514 - General Biology I (IAI: L1 900L)
- \*BIOL 1534 - Human Biology (IAI: L1 904L)
- \*BIOL 1584 - Environmental Biology (IAI: L1 905L)

### Physical science

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

## Mathematics – 3 to 6 credit hours

One or two courses.

- \*MATH 1623 - Mathematics for Elementary Teachers II<sup>1</sup> (IAI: M1 903)
- \*MATH 1704 - Contemporary Mathematics (IAI: M1 904)
- \*MATH 1713 - Finite Mathematics (IAI: M1 906)
- \*MATH 1774 - Statistics/\*BSNS 2514 - Business Statistics (IAI: M1 902)
- \*MATH 1833 - Calculus for Business & Social Science (IAI: M1 900-B)
- \*MATH 2515 - Calculus and Analytic Geometry I (IAI: M1 900-1)
- \*MATH 2524 - Calculus and Analytic Geometry II (IAI: M1 900-2)
- \*MATH 2534 - Calculus and Analytic Geometry III (IAI: M1 900-3)

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

## Humanities – 9 credit hours

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

### General Humanities

- \*ENGL 1713 - Introduction to Poetry (IAI: H3 903)
- \*ENGL 1743 - Introduction to Literature (IAI: H3 900)
- \*ENGL 1853 - Introduction to Shakespeare (IAI: H3 905)
- \*ENGL 2613 - Ancient & Medieval World Literature (IAI: H3 906)

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

### Fine arts

- \*ARTS 1553 - Art Appreciation (IAI: F2 900)
- \*ARTS 1613 - Survey of Art I (Caves to Cathedrals) (IAI: F2 901)
- \*ARTS 1623 - Survey of Art II Renaissance to Rococo (IAI: F2 902)
- \*ARTS 1633 - Survey of Art III (1800 to Present) (IAI: F2 902)
- \*ARTS 1643 - Non-Western Art (IAI: F2 903N)  
*Pending IAI Approval*
- \*ENGL 1723 - Introduction to Film Study (IAI: F2 908)
- \*MUSC 1513 - Music Appreciation (IAI: F1 900)
- \*MUSC 1623 - World Music (IAI: F1 903N)

### Interdisciplinary

- \*HUMS 1513 - Introduction to Humanities (IAI: HF 900)
- \*HUMS1813 - African-American Cultural Expression (IAI: HF 906D)

## Social and Behavioral Science – 9 credit hours

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

- \*ANTH 1713 - Introduction to Anthropology (IAI: S1 900N)
- \*ANTH 1743 - Introduction to Archaeology (IAI: S1 903)
- \*ECON 1543 - Principles of Economics (IAI: S3 900)
- \*ECON 1553 - Principles of Macroeconomics (IAI: S3 901)
- \*ECON 1563 - Principles of Microeconomics (IAI: S3 902)
- \*GEOG 1513 - World Regional Geography (IAI: S4 900N)
- \*HIST 2513 - History of the United States to 1877 (IAI: S2 900)
- \*HIST 2523 - History of the United States from 1877 to Present (IAI: S2 901)
- \*HIST 2533 - Latin American History (IAI: S2 911N)
- \*PLSC 1513 - American Government (IAI: S5 900)
- \*PLSC 1523 - State & Local Government (IAI: S5 902)
- \*PLSC 2613 - Introduction to International Relations (IAI: S5 904N)
- \*PSYC 1813 - Introduction to Psychology (IAI: S6 900)
- \*PSYC 2553 - Lifespan Developmental Psychology (IAI: S6 902)
- \*PSYC 2573 - Adulthood & Aging (IAI: S6 905)
- \*PSYC 2773 - Social Psychology (IAI: S8 900)
- \*SOCY 2513 - Sociology (IAI: S7 900)
- \*SOCY 2523 - Contemporary Social Problems (IAI: S7 901)
- \*SOCY 2543 - Race and Ethnic Relations (IAI: S7 903D)
- \*SOCY 2553 - Marriage and the Family (IAI: S7 902)

\*Course has prerequisite.

**Associate in Arts**  
**Associate in Arts Degree**

**SUGGESTED COURSE SEQUENCE**

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

**ADDITIONAL PROGRAM INFORMATION**

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

**USE THE TRANSFER GUIDE**

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

# Associate in Arts Degree

GEN.AA.B50

The Associate in Arts degree provides the first two years of study toward a bachelor of arts degree. It is ideal for students who have not yet decided what their major will be or for students who have selected a major for which KCC does not offer a specific transfer curriculum. Associate in Arts emphases available at KCC include Aviation, Criminal Justice, Elementary Education, English, History, Mass Communications, Political Science, Psychology, Secondary Education, Sociology, and Visual Arts; those curricula are listed on Pages 40, 45, 47, 49, 50 51, 54, 55, 56, 58, and 60. The guidelines below are suggested minimums in each category. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

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

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

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

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

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

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

CHOOSE ONE IAI mathematics courses from the following five choices:

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

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

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

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Science Degree

GEN.AS.B70

The Associate in Science degree, emphasizing the sciences and mathematics, provides the first two years of study toward a bachelor of science degree. It is ideal for students who have not yet decided what their major will be or for students who have selected a major for which KCC does not offer a specific transfer curriculum. Associate in Science emphases available at KCC include Agriculture, Biological Sciences, Business, Chemistry, Mathematics and Physics. An Associate in Engineering Science transfer degree also is offered. Those curricula are included on Pages 38, 41, 42, 44, 52 and 53. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

**Laboratory Science General Education (2 courses)** **Credit hours: 8**  
 CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Mathematics General Education (2 courses)** **Credit hours: 6-9**  
 CHOOSE TWO IAI mathematics courses from the following six choices:

- \*MATH 1704 - Contemporary Mathematics
- \*MATH 1713 - Finite Mathematics
- \*MATH 1774 - Statistics
- \*MATH 1833 - Calculus for Business and Social Sciences
- \*MATH 2515 - Calculus and Analytic Geometry I
- \*MATH 2524 - Calculus and Analytic Geometry II

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

**Humanities General Education (3 courses)** **Credit hours: 9**  
 CHOOSE THREE IAI humanities courses with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**IAI Social and Behavioral Science General Education (3 courses)** **Credit hours: 9**  
 CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

## Associate in Science Associate in Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester                         | Credit Hours |
|---------------------------------------|--------------|
| *ENGL 1613                            | 3            |
| *Laboratory Science course            | 4            |
| *Mathematics course                   | 3-5          |
| *Humanities course                    | 3            |
| *Social and Behavioral Science course | 3            |

| Spring semester            |     |
|----------------------------|-----|
| *ENGL 1623                 | 3   |
| *SPCH 1553                 | 3   |
| *Laboratory Science course | 4   |
| *Mathematics course        | 3-5 |
| Humanities course          | 3   |

| Fall semester                         |    |
|---------------------------------------|----|
| *Humanities course                    | 3  |
| *Social and Behavioral Science course | 3  |
| *Electives                            | 10 |

| Spring semester                       |    |
|---------------------------------------|----|
| *Social and Behavioral Science course | 3  |
| *Electives                            | 13 |

### ADDITIONAL PROGRAM INFORMATION

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

### USE THE TRANSFER GUIDE

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

**Agriculture**  
**Associate in Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester        | Credit Hours |
|----------------------|--------------|
| *ENGL 1613           | 3            |
| *CHEM 1514           | 4            |
| Agriculture course   | 4            |
| *Humanities elective | 3            |
| Elective 3           |              |

| Spring semester                         |     |
|---|-----|
| *ENGL 1623                              | 3   |
| *Mathematics elective                   | 3-4 |
| *Social and Behavioral Science elective | 3   |
| *Humanities elective                    | 3   |
| Elective                                | 4   |

| Fall semester                           |   |
|---|---|
| *BIOL 1514                              | 4 |
| Agriculture courses                     | 8 |
| *Social and Behavioral Science elective | 3 |

| Spring semester                         |     |
|---|-----|
| *SPCH 1553                              | 3   |
| *Mathematics elective                   | 3-4 |
| *Humanities elective                    | 3   |
| *Social and Behavioral Science elective | 3   |
| Elective 4                              |     |

**USE THE TRANSFER GUIDE**

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

# Associate in Science Degree

## Agriculture

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

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

CHOOSE THREE courses from the following four options.

- \*AGRC 1624 - Soil Science
- AGRC 1704 - Animal Science
- AGRC 1724 - Plant Science
- HORT 1514 - Introduction to Horticulture Science

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

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

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

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

CHOOSE THREE courses from the following four options.

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

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

CHOOSE TWO courses from the following three options:

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

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

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

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Fine Arts Degree

## Art – ARTS.AFA.B24

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

### Fine Arts (9 courses)

Complete all three sub-requirements:

#### 1. Art - 15 credit hours

- ARTS 1503 - Basic Drawing
- ARTS 1513 - Two-Dimensional Design
- ARTS 1603 - Drawing II
- ARTS 1813 - Three-Dimensional Design
- \*ARTS 2613 - Figure Drawing

#### 2. Art Electives - 9 credit hours

CHOOSE THREE courses from the following nine options. In addition, a portfolio review is generally required by transfer institutions for studio courses in individual media.

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

#### 3. Humanities Elective - 3 credit hours

ELECTIVE IAI humanities course (see Page 35).<sup>1</sup>

### Communications General Education (3 courses)

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

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

### Laboratory Science General Education (2 courses)

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

### Mathematics General Education (1 course)

CHOOSE ONE IAI mathematics courses from the following five options:

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

### Humanities General Education (4 courses)

CHOOSE THREE courses from the following:

- \*ARTS 1613 - Survey of Art (Caves - Cathedrals)<sup>2</sup>
- \*ARTS 1623 - Survey of Art (Renaissance - Rococo)<sup>2</sup>
- \*ARTS 1633 - Survey of Art (1800 - Present)<sup>2</sup>
- \*ARTS 1643 - Non-Western Art

CHOOSE ONE course from the following:

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

### Social and Behavioral Science General Education (2 courses)

CHOOSE TWO IAI social and behavioral science courses from at least two different prefix areas (see Page 35).

**Credit hours: 27**

**Credit hours: 9**

**Credit hours: 8**

**Credit hours: 3**

**Credit hours: 12**

**Credit hours: 6**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 65**

\*Course has prerequisite.

<sup>1</sup>ARTS 1553 is not a recommended course for art majors because it may not transfer as a fine arts humanities elective.

<sup>2</sup>May not also be used to meet general education requirements at some institutions.

## Art

### Associate in Fine Arts—Art Degree

#### SUGGESTED COURSE SEQUENCE

| Fall semester              | Credit hours |
|----------------------------|--------------|
| ARTS 1503                  | 3            |
| ARTS 1513                  | 3            |
| *ARTS 1613                 | 3            |
| *ENGL 1613                 | 3            |
| *Laboratory Science course | 4            |

| Spring semester                       |   |
|---------------------------------------|---|
| ARTS 1603                             | 3 |
| ARTS 1813                             | 3 |
| *ARTS 1623                            | 3 |
| *ENGL 1623                            | 3 |
| *Social and Behavioral Science course | 3 |

| Fall semester                         |   |
|---------------------------------------|---|
| *ARTS 1633                            | 3 |
| *ARTS 2613                            | 3 |
| *HIST 1513                            | 3 |
| *Social and Behavioral Science course | 3 |
| *Mathematics course                   | 3 |
| Art elective                          | 3 |

| Spring semester            |   |
|----------------------------|---|
| *SPCH 1553                 | 3 |
| *Laboratory Science course | 4 |
| *Humanities course         | 3 |
| Art electives              | 6 |

#### ADDITIONAL PROGRAM INFORMATION

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

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

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

**KCC also offers an Associate in Arts in Visual Arts. See Page 60.**

#### USE THE TRANSFER GUIDE

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



**Aviation  
Associate in Arts Degree**

**SUGGESTED COURSE SEQUENCE**

|                                       | <b>Credit Hours</b> |
|---------------------------------------|---------------------|
| <b>Fall semester</b>                  |                     |
| *ENGL 1613                            | 3                   |
| *AVIA 1413                            | 3                   |
| *Laboratory Science course            | 4                   |
| *Social and Behavioral science course | 3                   |
| Elective                              | 3                   |
| <b>Spring semester</b>                |                     |
| *ENGL 1623                            | 3                   |
| *AVIA 1423                            | 3                   |
| *Laboratory Science course            | 4                   |
| *Humanities course                    | 3                   |
| *Elective                             | 3                   |
| <b>Fall semester</b>                  |                     |
| *ECON 1553                            | 3                   |
| *AVIA 1434                            | 4                   |
| *Humanities course                    | 3                   |
| Elective                              | 3                   |
| Mathematics course                    | 3-4                 |
| <b>Spring semester</b>                |                     |
| *ECON 1563                            | 3                   |
| *AVIA 1444                            | 4                   |
| *SPCH 1553                            | 3                   |
| *Humanities course                    | 3                   |
| *Elective                             | 3                   |

**USE THE TRANSFER GUIDE**

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# Associate in Arts Degree

## Aviation

The following curriculum is designed to satisfy the basic lower division requirements for aviation 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.

**Aviation Major (4 courses) Credit hours: 14**

- \*AVIA 1413 - Private Pilot I
- \*AVIA 1423 - Private Pilot II
- \*AVIA 1434 - Instrument Aircraft Rating
- \*AVIA 1444 - Commercial Aircraft Rating

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

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

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

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

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Mathematics General Education (1 course) Credit hours: 3-4**

CHOOSE ONE IAI mathematics courses from the following three options:

- \*MATH 1713 - Finite mathematics
- \*MATH 1704 - Contemporary Mathematics
- \*MATH 1833 - Calculus for Business and Social Sciences

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

- \*ECON 1553 - Principles of Macroeconomics
  - \*ECON 1563 - Principles of Microeconomics
- In addition, CHOOSE ONE IAI social and behavioral science course (see Page 35).

**Electives (4 courses) Credit hours: 12**

CHOOSE 12 credit hours of courses from any transfer-level elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Science Degree

## Biological Sciences

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

### Laboratory Science General Education (2 courses)

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

**Credit hours: 8**

### Biological Science courses

IAI Major (2 courses)

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

Additional Biological Science (2 courses)

CHOOSE TWO courses from the following six options:

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

**Credit hours: 16**

### Communications General Education (3 courses)

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

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

**Credit hours: 9**

### Mathematics (2-3 courses)

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

1. \*MATH 1774 - Statistics and \*MATH 2515 - Calculus and Analytic Geometry I
2. \*MATH 2515 - Calculus and Analytic Geometry I and \*MATH 2524 - Calculus and Analytic Geometry II

**Credit hours: 9**

### Humanities General Education (3 courses)

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**Credit hours: 9**

### Social and Behavioral Science General Education (3 courses)

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

**Credit hours: 9**

### Electives (2-5 courses)

CHOOSE four (4) credit hours from any transfer-level elective area. A maximum of four (4) credit hours can come from physical education activity courses. Note: Select a biological science (BIOL prefix) or \*MATH 2524 - Calculus and Analytic Geometry II. Note: Courses such as \*BIOL 2714 - Microbiology and \*BIOL 2644 - Anatomy and Physiology I sometimes can be transferred to a four-year school for credit for health career majors, but seldom transfer as credit for biology majors. Consult transfer university to determine appropriate electives.

**Credit hours: 4**

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64</b> |
|--|

\*Course has prerequisite.

## Biological Sciences Associate in Science Degree

### SUGGESTED COURSE SEQUENCE

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

### USE THE TRANSFER GUIDE

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

**Business**  
**Associate in Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester              | Credit Hours |
|----------------------------|--------------|
| ACCT 1514                  | 4            |
| BSNS 1553                  | 3            |
| *BSNS 2514                 | 4            |
| *ENGL 1613                 | 3            |
| *Laboratory Science course | 4            |

| Spring semester            |   |
|----------------------------|---|
| *ACCT 1523                 | 3 |
| *ENGL 1623                 | 3 |
| *PSYC 1813                 | 3 |
| *Humanities course         | 3 |
| *Laboratory Science course | 4 |

| Fall semester       |     |
|---------------------|-----|
| *ECON 1553          | 3   |
| *SPCH 1553          | 3   |
| *Mathematics course | 3-5 |
| *Humanities course  | 3   |
| *Elective           | 3   |

| Spring semester        |   |
|------------------------|---|
| BSNS 1663 or BSNS 1653 | 3 |
| *COSC 1513             | 3 |
| ECON 1563              | 3 |
| *Humanities course     | 3 |
| *Elective              | 3 |

**USE THE TRANSFER GUIDE**

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

# Associate in Science Degree

## Business

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

**Business courses** **Credit hours: 20**

- IAI Major (4 courses)
  - ACCT 1514 - Financial Accounting
  - \*ACCT 1523 - Managerial Accounting
  - \*BSNS 2514 - Business Statistics
  - \*COSC 1513 - Introduction to Information Processing
- Additional Business (2 courses)
  - BSNS 1553 - Introduction to Business
  - BSNS 1663 - Legal and Social Environment of Business<sup>1</sup> or BSNS 1653 - Business Law<sup>1</sup>

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

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

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

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

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

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

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35). PHIL 2523 - Ethics is strongly recommended.

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

- \*PSYC 1813 - Introduction to Psychology<sup>1</sup> or \*SOCY 2513 - Sociology<sup>1</sup>
- \*ECON 1553 - Principles of Macroeconomics
- ECON 1563 - Principles of Microeconomics

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

CHOOSE SIX (6) credit hours of courses from any transfer-level elective area. A maximum of four credit hours can come from physical education activity courses. \*MATH 1713, Finite Math, is strongly recommended. Note: If business education major, PHED 1512 - Health Education should be taken. Undecided business majors might find courses such as MKTG 1553 - Principles of Marketing, and BSNS 2553 - Principles of Management helpful in determining their major. These courses will be accepted for credit by bachelor's degree colleges/universities, but may not meet the specific requirements of a bachelor's degree in business. Students should consult with the transfer institution for specific information about how business courses will transfer.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

<sup>1</sup>Consult transfer institution to determine appropriate course.



**Chemistry**  
**Associate in Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester      | Credit Hours |
|--------------------|--------------|
| *CHEM 1514         | 4            |
| *ENGL 1613         | 3            |
| *MATH 2515         | 5            |
| *Humanities course | 3            |

|                                       |   |
|---------------------------------------|---|
| <b>Spring semester</b>                |   |
| *CHEM 1524                            | 4 |
| *ENGL 1623                            | 3 |
| *MATH 2524                            | 4 |
| *PHYS 2614                            | 4 |
| *Social and Behavioral Science course | 3 |

|                                       |   |
|---------------------------------------|---|
| <b>Fall semester</b>                  |   |
| *SPCH 1553                            | 3 |
| *PHYS 2624                            | 4 |
| *Humanities course                    | 3 |
| *Social and Behavioral Science course | 3 |
| *Chemistry major course               | 4 |

|                                       |   |
|---------------------------------------|---|
| <b>Spring semester</b>                |   |
| *Life Science course                  | 4 |
| *Humanities course                    | 3 |
| *Social and Behavioral Science course | 3 |
| *Chemistry major course               | 4 |

**USE THE TRANSFER GUIDE**

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

# Associate in Science Degree

## Chemistry

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

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

\*CHEM 1514 - General Chemistry I  
 In addition, CHOOSE ONE IAI Life Science course from the following three options:  
 \*BIOL 1514 - General Biology I  
 \*BIOL 1534 - Human Biology  
 \*BIOL 1584 - Environmental Biology

**Chemistry courses Credit hours: 20**

IAI Major (1 course)  
 \*CHEM 1524 - General Chemistry II  
 Additional chemistry (4 courses)  
 \*PHYS 2614 - Physics I  
 \*PHYS 2624 - Physics II  
 CHOOSE both courses from one of the following sequences<sup>1</sup>:  
 \*CHEM 2714 - Organic Chemistry I and \*CHEM 2724 - Organic Chemistry II<sup>1</sup>  
 \*MATH 2534 - Calculus and Analytic Geometry III and \*PHYS 2634 - Physics III

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

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

**Mathematics General Education (2 courses) Credit hours: 9**

\*MATH 2515 - Calculus and Analytic Geometry I  
 \*MATH 2524 - Calculus and Analytic Geometry II

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

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

# Associate in Arts Degree

## Criminal Justice

The Criminal Justice curriculum is designed for students who plan to transfer to four-year institutions to pursue careers in law enforcement, the courts, corrections, juvenile justice, private security, criminal behavior, and other aspects of crime and criminal justice. KCC also offers a Law Enforcement program, see Page 96. Students should see the criminal justice/law enforcement coordinator to determine which program best suits their needs. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

### Criminal Justice courses

**Credit hours: 21**

IAI Major (4 courses)

- LAWF 1513 - Introduction to Criminal Justice
- LAWF 2723 - Introduction to Corrections
- LAWF 2513 - Criminology
- LAWF 1753 - Juvenile Delinquency

Additional Criminal Justice (3 courses)

- \*COSC 1513 - Introduction to Information Processing
- LAWF 1713 - Basic Criminal Law

CHOOSE ONE course from the following seven options:

- LAWF 1613 - Police Operations and Services
- LAWF 1623 - Traffic Administration
- LAWF 1723 - Criminal Evidence and Procedures
- LAWF 1733 - Criminal Investigation
- LAWF 2623 - Organization and Administration
- LAWF 2713 - Community-Oriented Policing
- LAWF 2733 - Private Security

### Communications General Education (3 courses)

**Credit hours: 9**

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

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

### Laboratory Science General Education (2 courses)

**Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

### Mathematics General Education (1 course)

**Credit hours: 3-5**

CHOOSE ONE IAI mathematics course from the following five options<sup>1</sup>:

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

### Humanities General Education (3 courses)

**Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

### Social and Behavioral Science General Education (3 courses)

**Credit hours: 9**

- \*PSYC 1813 - Introduction to Psychology
- \*SOCY 2513 - Sociology

ELECTIVE – IAI Social and Behavioral Science course (see Page 35). \*PLSC 1513 - American Government is the recommendation for this requirement.

### Electives (2-5 courses)

**Credit hours: 5**

CHOOSE FIVE (5) CREDIT HOURS of courses from any transfer-level elective area. A maximum of four (4) credit hours can come from physical education activity courses (see Pages 157-158). Consult transfer institution to determine appropriate courses to support degree or minor. Some universities require PHED 1512.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

<sup>1</sup> Consult transfer institution to determine appropriate course.

## Criminal Justice Associate in Arts Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester              | Credit Hours |
|----------------------------|--------------|
| LAWF 1513                  | 3            |
| *PSYC 1813                 | 3            |
| *ENGL 1613                 | 3            |
| *Mathematics course        | 3-5          |
| *Laboratory science course | 4            |

### Spring semester

|                                      |   |
|--------------------------------------|---|
| LAWF 1713                            | 3 |
| *ENGL 1623                           | 3 |
| *COSC 1513                           | 3 |
| Social and Behavioral Science course | 3 |
| *Laboratory Science course           | 4 |

### Fall semester

|                    |   |
|--------------------|---|
| LAWF 2723          | 3 |
| LAWF 2513          | 3 |
| *SPCH 1553         | 3 |
| *SOCY 2513         | 3 |
| *Humanities course | 3 |

### Spring semester

|                     |   |
|---------------------|---|
| LAWF 1753           | 3 |
| LAWF elective       | 3 |
| *Humanities courses | 6 |
| *Electives          | 5 |

### USE THE TRANSFER GUIDE

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**Early Childhood Education**  
**Associate in Arts in Teaching Degree**

**SUGGESTED COURSE SEQUENCE**

| <b>Fall semester</b>              | <b>Credit hours</b> |
|-----------------------------------|---------------------|
| *ENGL 1613                        | 3                   |
| CDEV 1513                         | 3                   |
| *SPCH 1553                        | 3                   |
| MATH 1613                         | 3                   |
| *Physical and Life Science course | 4                   |

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

| <b>Fall semester</b>                  | <b>Credit hours</b> |
|---------------------------------------|---------------------|
| *CDEV 2633                            | 3                   |
| *CDEV 2543                            | 3                   |
| EDUC 1763                             | 3                   |
| *Social and Behavioral Science course | 3                   |
| *Humanities course                    | 3                   |

| <b>Spring semester</b>                | <b>Credit hours</b> |
|---------------------------------------|---------------------|
| *CDEV 2513                            | 3                   |
| *CDEV 2533                            | 3                   |
| *Humanities course                    | 3                   |
| *Physical and Life Science course     | 4                   |
| *Social and Behavioral Science course | 3                   |

**ADDITIONAL PROGRAM INFORMATION**

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

Go to [www.il.nesinc.com](http://www.il.nesinc.com) for information about test sites, registration and study guides.

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

**USE THE TRANSFER GUIDE**

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

# Associate in Art in Teaching Degree

**Early Childhood Education - EDUC.AAT.B28**

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

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

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

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

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

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

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

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

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

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

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

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

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

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

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

CHOOSE THREE courses from the following four options.

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION: 65**

\*Course has prerequisite.

# Associate in Arts Degree

## Elementary Education

The following curriculum is designed to satisfy the basic lower division requirements for elementary education majors at senior institutions. Students are encouraged to complete their Associate in Arts degree with an emphasis in Elementary Education prior to transfer. Students 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.

### Elementary Education (4 courses)

**Credit hours: 12**  
 EDUC 1713 - Introduction to Public Education  
 \*EDUC 1833 - Students with Disabilities  
 \*EDUC 2613 - Educational Psychology<sup>1</sup> or CDEV 1513 - Child Growth & Development or \*PSYC 2553 - Lifespan Developmental Psychology<sup>1</sup>  
 \*MATH 1613 - Mathematics for Elementary Teachers I

### Communications General Education (3 courses)

**Credit hours: 9**  
 A minimum grade of C is required in \*ENGL 1613 and \*ENGL 1623.  
 \*ENGL 1613 - English I  
 \*ENGL 1623 - English II  
 \*SPCH 1553 - Introductory Speech

### Laboratory Science General Education (2 courses)

**Credit hours: 8**  
 CHOOSE TWO IAI courses with at least one from physical science and at least one from life science (see Page 35).  
 BIOL 1514 - General Biology I is recommended by some universities.

### Mathematics General Education (1 course)

**Credit hours: 3**  
 \*MATH 1623 - Mathematics for Elementary Teachers II

### Humanities General Education (3 courses)<sup>1</sup>

**Credit hours: 9**  
 CHOOSE ONE IAI literature course.  
 CHOOSE TWO additional IAI humanities courses with at least one course from the fine arts or interdisciplinary category (see page 35).

### Social and Behavioral Science General Education (3 courses)

**Credit hours: 9**  
 \* PSYC 1813 - Introduction to Psychology  
 CHOOSE TWO of the following three courses<sup>2</sup>:  
 \*HIST 2513 - History of the United States to 1877  
 \*HIST 2523 - History of the United States from 1877 to Present  
 \*PLSC 1513 - American Government

### Electives

**Credit hours: 14**  
 CHOOSE FOURTEEN (14) credit hours of courses from any transfer elective area. Students should consult with their transfer institution to determine appropriate courses. A maximum of four credit hours can come from physical education activity courses. The following list contains suggested electives.  
 EDUC 1763 - Technology in Education  
 \*EDUC 2513 - Diversity in Schools  
 EDUC 2533 - Foundations in Reading  
 \*GEOG 1513 - World Regional Geography<sup>3</sup>  
 \*HUMS 2613 - World Religions<sup>3</sup>  
 PHED 1512 - Health Education, or \*CDEV 2633 – Health, Nutrition & Safety, or HLTH 1513 Nutrition  
 ELECTIVE - \*IAI mathematic course(s)  
 ELECTIVE - \*IAI laboratory science course(s) (CHEM 1504 may be accepted by some universities)  
 ELECTIVE - \*IAI course(s) in the area of concentration

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

<sup>1</sup>Consult transfer institution to determine appropriate course(s).

<sup>2</sup>Some universities specify the course selections.

<sup>3</sup>Satisfies non-Western culture requirement.

## Elementary Education Associate in Arts Degree

### SUGGESTED COURSE SEQUENCE

| <b>Fall semester</b>       | <b>Credit hours</b> |
|----------------------------|---------------------|
| *ENGL 1613                 | 3                   |
| EDUC 1713                  | 3                   |
| *MATH 1613                 | 3                   |
| *Humanities course         | 3                   |
| *Laboratory Science course | 4                   |

### Spring semester

|                            |   |
|----------------------------|---|
| *ENGL 1623                 | 3 |
| *MATH 1623                 | 3 |
| *PSYC 1813                 | 3 |
| *SPCH 1553                 | 3 |
| *Laboratory Science course | 4 |

### Fall semester

|                                     |   |
|-------------------------------------|---|
| *EDUC 1833                          | 3 |
| *Social & Behavioral Science course | 3 |
| *EDUC 2613 or CDEV1513 or           |   |
| *PSYC 2553                          | 3 |
| *Electives                          | 6 |

### Spring semester

|                                     |   |
|-------------------------------------|---|
| *Humanities courses                 | 6 |
| *Electives                          | 8 |
| *Social & Behavioral Science course | 3 |

### ADDITIONAL PROGRAM INFORMATION

Students planning to transfer to a university are encouraged to complete the Illinois Test of Academic Proficiency at the beginning of their sophomore year at KCC.

Go to [www.il.nesinc.com](http://www.il.nesinc.com) for information about test sites, registration and study guides.

### USE THE TRANSFER GUIDE

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



**Engineering Science**  
Associate in Engineering Science Degree

**SUGGESTED COURSE SEQUENCE**

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

|                        |   |
|------------------------|---|
| <b>Spring semester</b> |   |
| *CHEM 1524             | 4 |
| *ENGL 1623             | 3 |
| *MATH 2524             | 4 |
| *PHYS 2614             | 4 |
| *COSC 2613             | 3 |

|                       |   |
|-----------------------|---|
| <b>Summer session</b> |   |
| *Humanities course    | 3 |

|                                       |   |
|---------------------------------------|---|
| <b>Fall semester</b>                  |   |
| *Engineering Specialty course         | 4 |
| *MATH 2534                            | 4 |
| *PHYS 2624                            | 4 |
| *Humanities course                    | 3 |
| *Social and Behavioral Science course | 3 |

|                               |     |
|-------------------------------|-----|
| <b>Spring semester</b>        |     |
| *MATH 2613                    | 3   |
| *PHYS 2634                    | 4   |
| Elective                      | 3   |
| *Engineering Specialty course | 4-6 |

**ADDITIONAL PROGRAM INFORMATION**

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

**USE THE TRANSFER GUIDE**

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

# Associate in Engineering Science Degree

## Engineering Science – ENGR.AES.B09

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

**Engineering Science (8-9 courses) Credit hours: 30**

Complete all four sub-requirements:

- 1. Computer Science - 3 credit hours**  
\*COSC 2613 - Computer Programming for Science and Engineering
- 2. Engineering Specialty courses - 8 credit hours**  
CHOOSE AT LEAST 8 CREDITS from the following:  
\*CHEM 2714 - Organic Chemistry I  
\*CHEM 2724 - Organic Chemistry II  
\*ENGR 1513 - Engineering Design Graphics/CAD  
\*ENGR 1613 - Statics  
\*ENGR 1623 - Dynamics  
\*ENGR 2613 - Electrical Circuits and Networks
- 3. Mathematics - 7 credit hours**  
\*MATH 2534 - Calculus and Analytic Geometry III  
\*MATH 2613 - Differential Equations
- 4. Physics - 12 credit hours**  
\*PHYS 2614 - Physics I  
\*PHYS 2624 - Physics II  
\*PHYS 2634 - Physics III

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

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

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

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

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

**Mathematics General Education (2 courses) Credit hours: 9**

- \*MATH 2515 - Calculus and Analytic Geometry I
- \*MATH 2524 - Calculus and Analytic Geometry II

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

CHOOSE TWO IAI humanities courses (see Page 35). Some transfer institutions are specific about the selection of this course. The student should seek advisement from the four-year engineering college he/she plans to attend.

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

CHOOSE TWO IAI social and behavioral science courses (see Page 35). \*ECON 1553 - Principles of Macroeconomics and ECON 1563 - Principles of Microeconomics are recommended. Some transfer institutions are specific about the selection of these courses. Students should seek advisement from the four-year engineering college he or she plans to attend.

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

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 68**

\*Course has prerequisite.

# Associate in Arts Degree

## English

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

### English Major (1 course)

\*ENGL 2733 - American Literature from 1865 to Present

**Credit hours: 3**

### Communications General Education (3 courses)

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

\*ENGL 1613 - English I

\*ENGL 1623 - English II

\*SPCH 1553 - Introductory Speech

**Credit hours: 9**

### Laboratory Science General Education (2 courses)

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Credit hours: 8**

### Mathematics General Education (1 course)

CHOOSE ONE IAI mathematics courses from the following five choices:

\*MATH 1704 - Contemporary Mathematics

\*MATH 1713 - Finite Mathematics

\*MATH 1774 - Statistics

\*MATH 1833 - Calculus for Business and Social Sciences

\*MATH 2515 - Calculus and Analytic Geometry I

**Credit hours: 3**

### Humanities General Education (3 courses)

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**Credit hours: 9**

### Social and Behavioral Science General Education (3 courses)

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

**Credit hours: 9**

### Electives (6-11 courses)

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

**Credit hours: 23**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

## English Associate in Arts Degree

### SUGGESTED COURSE SEQUENCE

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

### USE THE TRANSFER GUIDE

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

**History**  
**Associate in Arts Degree**

**SUGGESTED COURSE SEQUENCE**

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

**ADDITIONAL PROGRAM INFORMATION**

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

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

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

# Associate in Arts Degree

## History

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

**History Major (4 courses) Credit hours: 12**  
 \*HIST 1513 - History of Western Civilization to 1648  
 \*HIST 1533 - History of Western Civilization 1648 to Present  
 \*HIST 2513 - History of the United States to 1877  
 \*HIST 2523 - History of the United States from 1877 to Present

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

**Laboratory Science General Education (2 courses) Credit hours: 8**  
 CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Mathematics General Education (1 course) Credit hours: 3-5**  
 CHOOSE ONE IAI mathematics courses from the following five options:  
 \*MATH 1704 - Contemporary Mathematics  
 \*MATH 1713 - Finite Mathematics  
 \*MATH 1774 - Statistics  
 \*MATH 1833 - Calculus for Business and Social Sciences  
 \*MATH 2515 - Calculus and Analytic Geometry I

**Humanities General Education (3 courses) Credit hours: 9**  
 CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**Social and Behavioral Science General Education (3 courses) Credit hours: 9**  
 CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

**Electives (4-6 courses) Credit hours: 14**  
 CHOOSE 14 CREDIT HOURS of courses from any transfer-level elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Arts Degree

## Mass Communications

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

### Mass Communications Major

#### IAI Major (3 courses)

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

**Credit hours: 9**

#### Communication General Education: (3 courses)

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

**Credit hours: 9**

#### Social and Behavioral Sciences General Education (3 Courses)

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

**Credit hours: 9**

#### Humanities General Education (3 courses)

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**Credit hours: 9**

#### Laboratory Science General Education (2 courses)

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Credit hours: 8**

#### Mathematics General Education (1 course)

CHOOSE ONE IAI mathematics course from the following five options:

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

**Credit hours: 3-5**

#### Electives (3-6 courses)

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

**Credit hours: 17**

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64</b> |
|--|

\*Course has prerequisite.

## Mass Communications Associate in Arts Degree

### SUGGESTED COURSE SEQUENCE

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

### ADDITIONAL PROGRAM INFORMATION

Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

### USE THE TRANSFER GUIDE

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

**Mathematics**  
**Associate in Science Degree**

**SUGGESTED COURSE SEQUENCE**

|                                       | <b>Credit hours</b> |
|---------------------------------------|---------------------|
| <b>Fall semester</b>                  |                     |
| *MATH 2515                            | 5                   |
| *ENGL 1613                            | 3                   |
| *Humanities course                    | 3                   |
| *Laboratory Science course            | 4                   |
| <b>Spring semester</b>                |                     |
| *MATH 2524                            | 4                   |
| *ENGL 1623                            | 3                   |
| *Laboratory Science course            | 4                   |
| *Humanities course                    | 3                   |
| *Social and Behavioral Science course | 3                   |
| <b>Fall semester</b>                  |                     |
| *MATH 2534                            | 4                   |
| *SPCH 1553                            | 3                   |
| *Humanities course                    | 3                   |
| *Social and Behavioral Science course | 3                   |
| *Elective                             | 4                   |
| <b>Spring semester</b>                |                     |
| *MATH 2613                            | 3                   |
| *COSC 2613                            | 3                   |
| *Social and Behavioral Science course | 3                   |
| *Electives                            | 6                   |

**USE THE TRANSFER GUIDE**

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

# Associate in Science Degree

## Mathematics

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

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

\*MATH 2515 - Calculus and Analytic Geometry I

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

IAI Major (3 courses)

\*MATH 2524 - Calculus and Analytic Geometry II

\*MATH 2534 - Calculus and Analytic Geometry III

\*MATH 2613 - Differential Equations

Additional Mathematics (1 course)

\*COSC 2613 - Computer Programming for Science and Engineering

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

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

PHYS 2614 - Physics I is strongly recommended as the physical science course.

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

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

\*ENGL 1613 - English I

\*ENGL 1623 - English II

\*SPCH 1553 - Introductory Speech

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

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

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Science Degree

## Physics

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

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

- \*CHEM 1514 - General Chemistry I
- In addition, CHOOSE ONE IAI Life Science course from the following two options:
  - \*BIOL 1514 - General Biology I
  - \*BIOL 1584 - Environmental Biology

### Physics courses (5 courses) Credit hours: 19-20

- IAI Major (3 courses)
  - \*PHYS 2614 - Physics I
  - \*PHYS 2624 - Physics II
  - \*PHYS 2634 - Physics III
- Additional physics (2 courses)
  - \*MATH 2534 - Calculus and Analytic Geometry III
  - In addition, CHOOSE ONE course from the following two options:<sup>1</sup>
    - \*CHEM 1524 - General Chemistry II
    - \*MATH 2613 - Differential Equations

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

- A minimum grade of C is required in \*ENGL 1613 and \*ENGL 1623.
  - \*ENGL 1613 - English I
  - \*ENGL 1623 - English II
  - \*SPCH 1533 - Introductory Speech

### Mathematics General Education (2 courses) Credit hours: 9

- \*MATH 2515 - Calculus and Analytic Geometry I
- \*MATH 2524 - Calculus and Analytic Geometry II

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION: 63**

\* Course has prerequisite.

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

## Physics Associate in Science Degree

### SUGGESTED COURSE SEQUENCE

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

| Spring Semester                       |   |
|---------------------------------------|---|
| *ENGL 1623                            | 3 |
| *MATH 2524                            | 4 |
| *PHYS 2614                            | 4 |
| *SPCH 1533                            | 3 |
| *Social and Behavioral Science course | 3 |

| Fall semester                         |   |
|---------------------------------------|---|
| *MATH 2534                            | 4 |
| *PHYS 2624                            | 4 |
| *Humanities courses                   | 6 |
| *Social and Behavioral Science course | 3 |

| Spring semester          |                  |
|--------------------------|------------------|
| *CHEM 1524 or *MATH 2613 | 3-4 <sup>1</sup> |
| *PHYS 2634               | 4                |
| *BIOL 1514 or *BIOL 1584 | 4                |
| *Humanities course       | 3                |

### USE THE TRANSFER GUIDE

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

**Political Science  
Associate in Arts Degree**

**SUGGESTED COURSE SEQUENCE**

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

**USE THE TRANSFER GUIDE**

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

# Associate in Arts Degree

## Political Science

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

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

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

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

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

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

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

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

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

CHOOSE ONE IAI mathematics courses from the following five choices:

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

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

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

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

CHOOSE THREE IAI social and behavioral science courses from at least two different prefixes (see Page 35).

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

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Arts Degree

## Psychology

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

### Psychology Major (1 course)

\*PSYC 2513 - Abnormal Psychology

**Credit hours: 3**

### Social and Behavioral Science General Education (3 courses)

\*PSYC 1813 - Introduction to Psychology

In addition, CHOOSE TWO IAI social and behavioral science courses. PSYC can be the prefix for one - but not both - courses (see Page 35).

**Credit hours: 9**

### Communications General Education (3 courses)

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

\*ENGL 1613 - English I

\*ENGL 1623 - English II

\*SPCH 1553 - Introductory Speech

**Credit hours: 9**

### Laboratory Science General Education (2 courses)

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Credit hours: 8**

### Mathematics General Education (1 course)

CHOOSE ONE IAI mathematics courses from the following four choices. MATH 1774 - Statistics is the recommended course.

\*MATH 1713 - Finite Mathematics

\*MATH 1774 - Statistics

\*MATH 1833 - Calculus for Business and Social Sciences

\*MATH 2515 - Calculus and Analytic Geometry I

**Credit hours: 3-5**

### Humanities General Education (3 courses)

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**Credit hours: 9**

### Electives (6-11 courses)

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

**Credit hours: 23**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

## Psychology Associate in Arts Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester              | Credit hours |
|----------------------------|--------------|
| *PSYC 1813                 | 3            |
| *ENGL 1613                 | 3            |
| *Laboratory Science course | 4            |
| *Mathematics course        | 3-5          |
| *Elective                  | 3            |

### Spring semester

|                                       |   |
|---------------------------------------|---|
| *ENGL 1623                            | 3 |
| *SPCH 1553                            | 3 |
| *Laboratory Science course            | 4 |
| *Social and Behavioral Science course | 3 |
| *Humanities course                    | 3 |

### Fall semester

|                                       |    |
|---------------------------------------|----|
| *Social and Behavioral Science course | 3  |
| *Humanities course                    | 3  |
| *Electives                            | 10 |

### Spring semester

|                    |    |
|--------------------|----|
| *Humanities course | 3  |
| *PSYC 2513         | 3  |
| *Electives         | 10 |

### USE THE TRANSFER GUIDE

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



**Secondary Education  
Associate in Arts Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester              | Credit hours |
|----------------------------|--------------|
| *ENGL 1613                 | 3            |
| *PSYC 1813                 | 3            |
| EDUC 1713                  | 3            |
| *Laboratory Science course | 4            |
| *Humanities course         | 3            |

| Spring semester            |   |
|----------------------------|---|
| *ENGL 1623                 | 3 |
| *SPCH 1553                 | 3 |
| *PLSC 1513                 | 3 |
| *EDUC 1833                 | 3 |
| *Laboratory science course | 4 |

| Fall semester                              |     |
|--|-----|
| *EDUC 2613                                 | 3   |
| *Non-Western culture Social Science course | 3   |
| *Humanities course                         | 3   |
| *Mathematics course                        | 3-5 |
| *Elective                                  | 4   |

| Spring semester            |   |
|----------------------------|---|
| *EDUC 1763                 | 3 |
| *Humanities course         | 3 |
| *Laboratory science course | 4 |
| *Electives                 | 6 |

**ADDITIONAL PROGRAM INFORMATION**

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

Students planning to transfer to a university are required to complete the Illinois Test of Academic Proficiency at the beginning of their sophomore year at KCC.

Go to [www.il.nesinc.com](http://www.il.nesinc.com) for information about test sites, registration and study guides.

Among required courses in this curriculum, one course meets Illinois Articulation Initiative Major-Specific requirements for secondary-education majors. Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

**USE THE TRANSFER GUIDE**

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

# Associate in Arts Degree

## Secondary Education

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

|  |                         |
|--|-------------------------|
| <b>Secondary Education Major (4 courses)</b> | <b>Credit hours: 12</b> |
| EDUC 1713 - Introduction to Public Education |                         |
| *EDUC 1763 - Technology in Education         |                         |
| *EDUC 1833 - Students with Disabilities      |                         |
| EDUC 2613 - Educational Psychology           |                         |

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

|   |                         |
|---|-------------------------|
| <b>Laboratory Science General Education (3 courses)</b>   | <b>Credit hours: 12</b> |
| CHOOSE THREE IAI laboratory science courses, with at least one course from physical science and at least one course from the life science category (see Page 35). |                         |

|   |                          |
|---|--------------------------|
| <b>Mathematics General Education (1 course)</b>   | <b>Credit hours: 3-5</b> |
| CHOOSE ONE IAI mathematics courses from the following five options. Consult your transfer university to determine the appropriate course. |                          |
| *MATH 1704 - Contemporary Mathematics   |                          |
| *MATH 1713 - Finite Mathematics   |                          |
| *MATH 1774 - Statistics   |                          |
| *MATH 1833 - Calculus for Business and Social Sciences  |                          |
| *MATH 2515 - Calculus and Analytic Geometry I   |                          |

|   |                        |
|---|------------------------|
| <b>Humanities General Education (3 courses)</b>   | <b>Credit hours: 9</b> |
| CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35). ENGL 2613 - Ancient and Medieval World Literature is recommended as one of the courses. |                        |

|  |                        |
|--|------------------------|
| <b>Social and Behavioral Science General Education (3 courses)</b> | <b>Credit hours: 9</b> |
| *PSYC 1813 - Introduction to Psychology                            |                        |
| *PLSC 1513 - American Government                                   |                        |
| CHOOSE ONE course from the following:                              |                        |
| *ANTH 1713 - Introduction to Anthropology                          |                        |
| *GEOG 1513 - World Regional Geography                              |                        |
| *HIST 2513 - History of the United States to 1877                  |                        |
| *HIST 2523 - History of the United States from 1877 to present     |                        |
| *HIST 2533 - Latin American History (Independence to Present)      |                        |
| *SOCY 2513 - Sociology   |                        |

|  |                         |
|--|-------------------------|
| <b>Electives (4-7 courses)</b>   | <b>Credit hours: 10</b> |
| CHOOSE 10 CREDIT HOURS of courses from any transfer-level elective area. A maximum of four credit hours can come from physical education activity courses, such as PHED 1512. EDUC 2533 - Foundations of Reading and EDUC 2513 - Diversity in Schools are recommended. |                         |

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Arts in Teaching Degree

## Secondary Mathematics – EDUC.AAT.B26

The Associate in Arts in Teaching – Secondary Mathematics emphasis fulfills the first two years of a four-year degree in secondary education with a mathematics concentration. The program consists of general education, professional education, and mathematics courses. These courses encompass the 11 Illinois Professional Teaching Standards, the Technology Standards, and the Core Language Arts Standards for all teachers. Students are encouraged to complete their Associate in Arts in Teaching: Secondary Mathematics prior to transfer. Students are urged to meet with an academic advisor each semester to review course selections and transfer plans.

### Mathematics Major (3 courses)

- \*MATH 2515 - Calculus & Analytical Geometry I
- \*MATH 2524 - Calculus & Analytical Geometry II
- \*MATH 2534 - Calculus & Analytical Geometry III

**Credit hours: 13**

### Professional Education (2 courses)

- EDUC 1713 - Introduction to Public Education
- CHOOSE ONE course from the following three options:
  - \*EDUC 2613 - Educational Psychology
  - EDUC 1763 - Instructional Technology
  - \*PSYC 2553 - Lifespan Developmental Psychology

**Credit hours: 6**

### Communications General Education (3 courses)

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

**Credit hours: 9**

### Laboratory Science General Education (2 courses)

- CHOOSE TWO IAI laboratory science courses, with one course from physical science and one course from the life science category (See Page 35).

**Credit hours: 8**

### Mathematics General Education (1 course)

- CHOOSE ONE IAI mathematics course from the following three options. Consult your transfer university to determine the appropriate course.
  - \*MATH 1704 - Contemporary Mathematics
  - \*MATH 1713 - Finite Mathematics
  - \*MATH 1774 - Statistics

**Credit hours: 3-4**

### Humanities General Education (3 courses)

- CHOOSE TWO IAI humanities courses, with one course from general humanities and one course from the fine arts or interdisciplinary category (see Page 35).
- CHOOSE ONE course from the following three options:
  - \*HIST 1643 - Middle East History 600 to Present<sup>1</sup>
  - \*HUMS 1813 - African-American Cultural Expression<sup>1</sup>
  - \*HUMS 2613 - World Religions<sup>1</sup>

**Credit hours: 9**

### Social and Behavioral Science General Education (3 courses)

- \*PSYC 1813 - Introduction to Psychology
- CHOOSE TWO IAI social and behavioral science courses (see Page 35). Both cannot have a PSYC prefix.
- Recommended courses:
  - \*PLSC 1513 - American Government
  - \*HIST 2513 - History of the United States to 1877
  - \*HIST 2523 - History of the United States from 1877 to present
  - \*ANTH 1713 - Introduction to Anthropology<sup>1</sup>
  - \*GEOG 1513 - World Regional Geography<sup>1</sup>
  - \*HIST 2533 - Latin American History (Independence to Present)<sup>1</sup>
  - \*PLSC 2613 - Introduction to International Relations<sup>1</sup>
  - \*SOCY 2543 - Race and Ethnic Relations<sup>1</sup>

**Credit hours: 9**

### Electives (2-3 courses)

- CHOOSE 7 CREDIT HOURS of coursework from any transfer-level elective area. It is recommended that students choose EDUC 1833 - Students with Disabilities, LRCS 1512 - Library and Information Literacy and/or SPAN 1514 - Elementary Spanish I.

**Credit hours: 7**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION – 64**

\*Course has prerequisite.

<sup>1</sup> Course fulfills the global diversity and multiculturalism requirement. One such course must be completed.

## Secondary Education— Mathematics Emphasis Associate in Arts in Teaching Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours |
|---|--------------|
| EDUC 1713   | 3            |
| *ENGL 1613  | 3            |
| *HUMS 1513 - (Humanities elective)                              | 3            |
| *PSYC 1813  | 3            |
| *MATH 2515  | 5            |
| <b>Spring semester</b>  |              |
| *ENGL 1623  | 3            |
| *MATH 2524  | 4            |
| *SPCH 1553  | 3            |
| *Social and behavioral science course                           | 3            |
| *Laboratory science course                                      | 4            |
| <b>Fall semester</b>  |              |
| *Laboratory science course                                      | 4            |
| *Social and behavioral science course - multiculturalism course | 3            |
| *MATH 2534  | 4            |
| Education course  | 3            |
| Elective  | 3            |
| <b>Spring semester</b>  |              |
| *Mathematic course  | 3-4          |
| *Humanities electives   | 6            |
| *Electives  | 4            |

### ADDITIONAL PROGRAM INFORMATION

Students must be certified by the state of Illinois that they have passed the Illinois Test of Academic Proficiency to earn the AAT degree.

Go to [www.il.nesinc.com](http://www.il.nesinc.com) for information about test sites, registration and study guides.

Upon enrollment at KCC, students choosing this major must indicate it on the enrollment form. An advisor will meet with each student during the enrollment process, and the education major coordinator will oversee each student's educational advancement and portfolio.

### USE THE TRANSFER GUIDE

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

**Sociology**  
Associate in Arts Degree

**SUGGESTED COURSE SEQUENCE**

|  | <b>Credit hours</b> |
|--|---------------------|
| <b>Fall semester</b>                               |                     |
| *ENGL 1613   | 3                   |
| *SOCY 2513   | 3                   |
| *Laboratory Science course                         | 4                   |
| *Mathematics course                                | 3-5                 |
| *Elective  | 3                   |
| <b>Spring semester</b>                             |                     |
| *ENGL 1623   | 3                   |
| *SPCH 1553   | 3                   |
| *SOCY 2523   | 3                   |
| *Laboratory Science course                         | 4                   |
| *Humanities course                                 | 3                   |
| <b>Fall semester</b>                               |                     |
| *SOCY 2543   | 3                   |
| *SOCY 2553   | 3                   |
| *Social and Behavioral Science course              | 3                   |
| *Humanities courses                                | 6                   |
| <b>Spring semester</b>                             |                     |
| *ANTH 1713 or Social and Behavioral Science course | 3                   |
| *Electives   | 14                  |

**ADDITIONAL PROGRAM INFORMATION**

Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

**USE THE TRANSFER GUIDE**

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

# Associate in Arts Degree

## Sociology

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

**Sociology Major (3 courses)**

**Credit hours: 9**

- \*SOCY 2523 - Contemporary Social Problems
- \*SOCY 2543 - Race & Ethnic Relations
- \*SOCY 2553 - Marriage & The Family

**Communications General Education (3 courses)**

**Credit hours: 9**

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

**Laboratory Science General Education (2 courses)**

**Credit hours: 8**

CHOOSE TWO IAI Laboratory Science courses, one from the life sciences and one from the physical sciences (see Page 35).

**Mathematics General Education (1 course)**

**Credit hours: 3-5**

- CHOOSE ONE IAI mathematics course from the following five options. (It is recommended that students choose \*MATH 1713 or \*MATH 1774.)
- \*MATH 1704 - Contemporary Mathematics
  - \*MATH 1713 - Finite Mathematics
  - \*MATH 1774 - Statistics
  - \*MATH 1833 - Calculus for Business and Social Sciences
  - \*MATH 2515 - Calculus and Analytic Geometry I

**Humanities General Education (3 courses)**

**Credit hours: 9**

CHOOSE THREE IAI humanities courses, with at least one course from general humanities and at least one course from the fine arts or interdisciplinary category (see Page 35).

**Social and Behavioral Science General Education (3 courses)**

**Credit hours: 9**

\*SOCY 2513 - Sociology  
CHOOSE TWO IAI social and behavioral science courses. SOCY can be the prefix for one - but not both - courses (see Page 35). \*ANTH 1713 - Introduction to Anthropology is recommended as one of the three courses.

**Electives (3-6 courses)**

**Credit hours: 17**

CHOOSE 17 CREDIT HOURS of courses from any transfer-level elective area. A maximum of four credit hours can come from physical education activity courses. Consult your transfer institution to determine appropriate electives. Please note: students must achieve competency in a single foreign language. Four semesters of college-level study in a single foreign language is required. In most cases, each year of high school foreign language may be substituted for one college semester.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

# Associate in Arts in Teaching Degree

## Special Education – EDUC.AAT.B27

This program fulfills the first two years of a bachelor's degree in education with a special education concentration. It consists of courses in general and professional education. These courses encompass the 11 Illinois Professional Teaching Standards, the Technology Standards, and the Core Language Arts Standards for all teachers. Students are encouraged to complete their Associate in Arts in Teaching--Special Education degree prior to transfer. Students are urged to meet with the coordinator of education and an academic advisor each semester to review course selections and transfer plans.

### Professional and Special Education (6 courses)

**Credit hours: 18**

CHOOSE SIX COURSES from the following seven options.

- EDUC 1713 - Introduction to Public Education
- EDUC 1763 - Technology in Education
- \*EDUC 1833 - Students with Disabilities
- \*EDUC 2613 - Educational Psychology
- \*EDUC 2513 - Diversity in Schools
- EDUC 2533 - Foundations of Reading
- \*PSYC 2553 - Lifespan Developmental Psychology

### Communications General Education (3 courses)

**Credit hours: 9**

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

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

### Laboratory Science General Education (2 courses)

**Credit hours: 8**

CHOOSE TWO IAI laboratory science courses, with one course from physical science and one course from the life science category (See Page 35).

### Mathematics General Education (2 courses)

**Credit hours: 6**

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

### Humanities General Education (3 courses)

**Credit hours: 9**

- \*HUMS 1513 - Introduction to Humanities
  - \*ENGL 2613 - Ancient & Medieval World Literature or \*ENGL 2623 - Modern World Literature
- CHOOSE ONE course from the following four options to fulfill the global diversity and multiculturalism requirement:
- ARTS 1553 - Art Appreciation
  - ARTS 1613 - Survey of Art Caves to Cathedrals
  - ARTS 1623 - Survey of Art 1800 to Present
  - ENGL 1723 - Introduction to Film Study

### Social and Behavioral Science General Education (3 courses)

**Credit hours: 9**

- \*PSYC 1813 - Introduction to Psychology
- \*PLSC 1513 - American Government
- \*HIST 2513 - History of the United States to 1877 or \*HIST 2523 - History of the United States from 1877 to present

### Electives

**Credit hours: 3**

CHOOSE THREE (3) CREDIT HOURS of coursework from any transfer-level elective area. Recommended courses are LRCS 1512 - Library and Information Literacy and/or SPAN 1514 - Elementary Spanish I.

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION – 61</b> |
|--|

\*Course has prerequisite.

## Special Education Associate in Arts in Teaching Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit Hours |
|---------------|--------------|
| *ENGL 1613    | 3            |
| *PSYC 1813    | 3            |
| EDUC 1713     | 3            |
| *HUMS 1513    | 3            |
| *MATH 1613    | 3            |

| Spring semester            |   |
|----------------------------|---|
| *ENGL 1623                 | 3 |
| *SPCH 1553                 | 3 |
| *MATH 1623                 | 3 |
| *EDUC 1833                 | 3 |
| *Laboratory science course | 4 |

| Fall semester              |   |
|----------------------------|---|
| *EDUC 2613                 | 3 |
| *HIST 2513 or HIST 2523    | 3 |
| *Humanities elective       | 3 |
| *PSYC 2553                 | 3 |
| *Laboratory science course | 4 |

| Spring semester          |   |
|--------------------------|---|
| *Education elective      | 3 |
| EDUC 1763                | 3 |
| *Elective                | 3 |
| *PLSC 1513               | 3 |
| *ENGL 2613 or *ENGL 2623 | 3 |

### ADDITIONAL PROGRAM INFORMATION

Students must be certified by the state of Illinois that they have passed the Illinois Test of Academic Proficiency to earn the AAT degree.

Go to [www.il.nesinc.com](http://www.il.nesinc.com) for information about test sites, registration and study guides.

Upon enrollment at KCC, students choosing this major must indicate it on the Admissions Form. An advisor will meet with each student during the enrollment process, and the coordinator of education will oversee each student's educational advancement and portfolio.

A completed background check and all relevant transcripts must be on file prior to official admission into the program. Students must have completed all required remedial course work before being admitted to the AAT in Special Education. A completed health form also may be requested. Students who complete a clinical observation may be asked to sign a mandated reporter form.

**Visual Arts**  
Associate in Arts Degree

**SUGGESTED COURSE SEQUENCE**

| Fall semester              | Credit hours |
|----------------------------|--------------|
| ARTS 1503                  | 3            |
| ARTS 1513                  | 3            |
| *ARTS 1613                 | 3            |
| *ENGL 1613                 | 3            |
| *Laboratory Science course | 4            |

| Spring semester                       |   |
|---------------------------------------|---|
| ARTS 1603                             | 3 |
| ARTS 1813                             | 3 |
| *ARTS 1623                            | 3 |
| *ENGL 1623                            | 3 |
| *Social and Behavioral Science course | 3 |

| Fall semester                         |     |
|---------------------------------------|-----|
| *ARTS 1633                            | 3   |
| *PLSC 1513                            | 3   |
| *HUMS 1513                            | 3   |
| *Humanities course                    | 3   |
| *Social and Behavioral Science course | 3   |
| *Mathematics course                   | 3-5 |

| Spring semester            |   |
|----------------------------|---|
| *SPCH 1553                 | 3 |
| *Laboratory Science course | 4 |
| *Humanities course         | 3 |
| Art elective               | 3 |
| *Elective                  | 3 |

**ADDITIONAL PROGRAM INFORMATION**

This curriculum includes more of the required general education courses than the Associate in Fine Arts degree. It should be pursued by those who are interested in an art education major and those who are undecided as to the direction they want to pursue within the field of art.

The Associate in Arts in Visual Arts fulfills the IAI lower-division General Education Core, but students entering certain fine arts fields may be required to take two or more additional studio courses to meet the requirements of the transfer institution.

KCC also offers an Associate in Fine Arts degree in Art. See Page 39.

**USE THE TRANSFER GUIDE**

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

# Associate in Arts Degree

## Visual Arts

The Associate in Arts degree in Visual Arts provides first- and second-year art and general education courses leading to the bachelor of arts degree. It is intended for students planning a career in art education, museum or gallery work, reporting and writing about art, and the numerous careers supplying services by and for artists such as art dealer, art consultant, art insurance agent or lawyer, commercial printer, typographer, and art therapist. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

**Visual Arts (8 courses)**

**Credit hours: 24**

Complete all three sub-requirements:

**1. Art - 18 credit hours**

- ARTS 1503 - Basic Drawing
- ARTS 1513 - Two-Dimensional Design
- ARTS 1603 - Drawing II
- ARTS 1813 - Three-Dimensional Design
- \*ARTS 1623 - Survey of Art (Renaissance - Rococo)<sup>1</sup>
- \*ARTS 1633 - Survey of Art (1800 - Present)<sup>1</sup>

**2. Art Elective - 3 credit hours**

CHOOSE ONE course from the following 10 options. In addition, a portfolio review is generally required by transfer institutions for studio courses in individual media.

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

**3. IAI Humanities Elective - 3 credit hours**

CHOOSE ONE IAI humanities course (see Page 35).

**Communications General Education (3 courses)**

**Credit hours: 9**

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

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

**Social and Behavioral Science General Education (3 courses)**

**Credit hours: 9**

\*PLSC 1513 - American Government  
CHOOSE TWO IAI social and behavioral science courses. PLSC can be the prefix for one – but not both – courses (see Page 35).

**Laboratory Science General Education (2 courses)**

**Credit hours: 8**

CHOOSE TWO IAI courses, one from the life sciences and one from the physical sciences (see Page 35).

**Mathematics General Education (1 course)**

**Credit hours: 3**

CHOOSE ONE IAI mathematics courses from the following five options:

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

**Humanities General Education (3 courses)**

**Credit hours: 9**

\*HUMS 1513 - Introduction to Humanities  
\*ARTS 1613 - Survey of Art (Caves - Cathedrals)<sup>1,2</sup> or \*ARTS 1646 - Non-Western Art  
CHOOSE ONE of the following two courses:

- \*HIST 1513 - History of Western Civilization to 1648<sup>2</sup>
- \*HIST 1533 - History of Western Civilization 1648 to present<sup>2</sup>

**Elective (1 course)**

**Credit hours: 2**

ELECTIVE – choose one course (2 credit hours) from any transfer-level elective area. Art Education majors should take PHED 1512 - Health Education, and two additional elective hours.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

<sup>1</sup>Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended.

<sup>2</sup>May not also be used to meet general education requirements at some institutions.



## Occupational programs

Kankakee Community College's occupational programs in the business, health and technology areas offer students educational and technological opportunities in a wide variety of fields. The programs provide career preparation, job retraining, and skills upgrading.

Students enrolled in the occupational programs may study for an Associate in Applied Science degree which require a minimum of 60 credit hours and a maximum of 71 credit hours, depending on the particular field of study; an advanced certificate of 30 to 50 credit hours; and a certificate of completion which requires satisfactory completion of a series of courses.

To receive an Associate in Applied Science degree (AAS) a student must successfully complete a minimum of 15 credit hours of general education courses. Six credit hours must be taken from the communications area. Nine credit hours also must be taken from the humanities, math/science or social and behavioral science areas (or any combination thereof). These requirements are included in the curriculum and/or are indicated by "ELECTIVE" where a general education course must be taken. General education courses for Associate in Applied Science and certificate students are listed on Page 63 of this catalog.

The following pages list fields of occupational study offered at KCC. Listed under the name of the curriculum are the required course selections (and their credit hour values) for satisfactory completion of the curriculum.

Exceptions to all certificate and degree requirements must be approved by petitioning the Graduate Review Committee.

Due to curriculum revisions, state agency or accrediting agency changes or other factors beyond the college's control, the curricula shown may have been modified after this catalog was printed. Please check with the Department of Student Services for the most current curriculum outlines.

## Cooperative programs

Cooperative programs are offered as an option for KCC district residents to attend other community colleges without paying an out-of-district tuition rate.

Cooperative programs are offered through two types of partnerships. The first is a comprehensive agreement where district residents can enroll in any program not offered at KCC at the cooperating college without paying an out-of-district rate. The second type of agreement includes only specified programs at the cooperating community colleges.

Degrees or certificates for all cooperative programs are awarded by the cooperative college. Contact the Department of Student Services at KCC, 815-802-8500, for information regarding these agreements and before enrolling at the cooperating college.

## Comprehensive cooperative agreements

KCC students can enroll in any program at these colleges at the in-district rate if the program is not offered at KCC.

Black Hawk College  
Carl Sandburg College  
Danville Community College  
Elgin Community College  
Heartland Community College  
Highland Community College  
Illinois Central College  
Illinois Valley Community College  
John Wood Community College  
Joliet Junior College  
Kaskaskia College  
Kishwaukee College  
Lake Land College

Lewis and Clark Community College  
Lincoln Land Community College  
McHenry County College  
Moraine Valley Community College  
Morton College  
Prairie State College  
Rend Lake College  
Richland Community College  
Rock Valley College  
Sauk Valley Community College  
Southwestern Illinois College  
South Suburban College  
Spoon River College  
Waubensee Community College

## Specific cooperative agreements

### College of Lake County (Grayslake):

KCC students can enroll in specific programs (listed below) at College of Lake County at the in-district rate.

Applied Lasers – Certificate  
Biophotonics – Certificate  
Health and Wellness Promotion – Associate in Applied Science Degree  
Laser/Photonics/Optics – Certificate  
Personal Training – Certificate  
Surgical Technology – Associate in Applied Science Degree and Certificate  
Wellness Coaching – Certificate

### Parkland College (Champaign):

KCC students can enroll in specific programs (listed below) at Parkland College at the in-district rate.

Agricultural Business: Applied Agronomy – Associate in Applied Science Degree  
Agricultural Business: Equine Management Associate in Applied Science Degree  
Agricultural Business: Grain Merchandising and Management Associate in Applied Science Degree  
Agricultural Business: Precision Agriculture Technology Associate in Applied Science Degree  
Agricultural Business: Management Associate in Applied Science Degree  
Hospitality Industry: Hotel/Motel Management Associate in Applied Science Degree  
Hospitality Industry: Resort and Casino Management Associate in Applied Science Degree  
Hospitality Industry: Restaurant Management Associate in Applied Science Degree  
Mass Communication: Audio/Video Communications Associate in Applied Science Degree  
Mass Communication: Audio/Video Technology Associate in Applied Science Degree  
Occupational Therapy Assistant Associate in Applied Science Degree  
Radiologic Technology: Computed Tomography Certificate  
Radiologic Technology: Magnetic Resonance Imaging Certificate

# General Education Courses for Applied Science Degrees

Occupational degree programs (Associate in Applied Science degrees) at KCC require the completion of several general education courses. These courses assist students in becoming contributing members of society by providing them with an opportunity to explore major values, ideas and bodies of knowledge.

Through completion of general education requirements, students are expected to synthesize, develop and internalize personal values; develop a more global perspective of the human condition; strengthen basic skills in communication and computation; and integrate general and career-specific learning.

These general education courses also apply to students seeking Associate in General Studies degrees.

Career students intending to transfer should consult an advisor about IAI transfer requirements. Students in transfer degree programs should refer to general education requirements on Page 35.

The following list identifies the courses which meet KCC's general education requirements for students seeking Associate in Applied Science degrees.

**All courses listed in the IAI General Education Core (Page 35) are accepted as electives for occupational degrees.**

## Communications

- \*BSNS 1603 - Business Communications (for specific curricula only)
- \*ENGL 1413 - Fundamentals of Writing

## Humanities

- ARTS 1503 - Basic Drawing
- ARTS 1513 - Two-Dimensional Design
- ARTS 1603 - Drawing II
- ARTS 1813 - Three-Dimensional Design
- ARTS 2513 - Painting
- \*ARTS 2523 - Painting II
- ARTS 2533 - Ceramics I
- ARTS 2553 - Photography
- \*ARTS 2563 - Photography II
- ARTS 2573 - Introduction to Printmaking
- \*ARTS 2583 - Color Photography
- \*ARTS 2613 - Figure Drawing
- \*ARTS 2623 - Figure Drawing II
- ARTS 2713 - Introduction to Sculpture
- \*ENGL 2533 - Survey of British Literature II (Study in England program)
- ENGL 2813 - Creative Writing
- \*FREN 2524 - French Culture and Civilization
- \*HIST 1534 - History of Western Civilization through Independent Study & Travel
- PHIL 2543 - Death & Dying
- SPAN 1503 - Basic Spanish
- \*SPAN 1514 - Elementary Spanish I
- SPCH 1563 - Interpersonal Communications
- \*THEA 1813 - Introduction to Drama

## Mathematics

- \*MATH 1113 - Technical Mathematics I
- \*MATH 1123 - Technical Mathematics II
- \*MATH 1213 - Applied Arithmetic
- \*MATH 1414 - Basic Algebra

- \*MATH 1424 - Intermediate Algebra
- \*MATH 1453 - Geometry
- \*MATH 1803 - Trigonometry
- \*MATH 1814 - College Algebra
- \*MATH 2113 - Technical Mathematics III
- \*MATH 2613 - Differential Equations

## Life science (laboratory science)

- \*BIOL 1524 - General Biology II
- \*BIOL 1564 - Intro to Anatomy & Physiology
- \*BIOL 1614 - General Zoology
- \*BIOL 1714 - General Botany
- \*BIOL 2644 - Anatomy & Physiology I
- \*BIOL 2654 - Anatomy & Physiology II
- \*BIOL 2714 - Microbiology
- \*BIOL 2803 - Gross Human Anatomy

## Physical science (laboratory science)

- \*CHEM 1504 - Basic Chemistry
- \*CHEM 1524 - General Chemistry II
- \*CHEM 2614 - Quantitative Analysis
- \*CHEM 2714 - Organic Chemistry I
- \*CHEM 2724 - Organic Chemistry II
- \*PHYS 1524 - General Physics II
- \*PHYS 2624 - Physics II
- \*PHYS 2634 - Physics III

## Social and behavioral science

- HIST 1823 - African American History
- HIST 1913 - Illinois History
- \*PSYC 1013 - Practical Psychology
- \*PSYC 2513 - Abnormal Psychology
- \*PSYC 2563 - Alcoholism

## Health education

- PHED 1512 - Health Education

\*Course has prerequisite.

# Business electives

Business electives for Associate in Applied Science and certificate programs may be selected from the following courses with approval of business advisors:

|  | <b>Credit hours</b> |
|--|---------------------|
| ACCT 1413 - General Accounting                       | 3                   |
| ACCT 1514 - Financial Accounting                     | 4                   |
| *ACCT 1523 - Managerial Accounting                   | 3                   |
| *ACCT 2613 - Intermediate Accounting                 | 3                   |
| *ACCT 2753 - Cost Accounting                         | 3                   |
| BSNS 1133 - Introduction to Entrepreneurship         | 3                   |
| BSNS 1312 - Proofreading & Editing                   | 2                   |
| *BSNS 1353 - Administrative Office Procedures        | 3                   |
| BSNS 1373 - Personal Finance                         | 3                   |
| BSNS 1411 - Keyboarding                              | 1                   |
| BSNS 1553 - Introduction to Business                 | 3                   |
| *BSNS 1603 - Business Communications                 | 3                   |
| BSNS 1653 - Business Law                             | 3                   |
| BSNS 1663 - Legal and Social Environment of Business | 3                   |
| BSNS 2113 - Small Business Management                | 3                   |
| BSNS 2143 - Human Relations in Business              | 3                   |
| BSNS 2213 - Human Resource Management                | 3                   |
| BSNS 2311 - Successful Customer Service              | 1                   |
| *BSNS 2413 - Management Field Project                | 3                   |
| *BSNS 2423 - Internship Experience                   | 3                   |



|  |   |
|--|---|
| *BSNS 2514 - Business Statistics                                 | 4 |
| BSNS 2553 - Principles of Management                             | 3 |
| COSC 1023 - Intermediate Word                                    | 3 |
| COSC 1152 - Introduction to Windows                              | 2 |
| *COSC 1172 - Introduction to the Internet                        | 2 |
| *COSC 1181 - Voice Recognition                                   | 1 |
| *COSC 1341 - PowerPoint  | 1 |
| *COSC 1352 - Word  | 2 |
| *COSC 1362 - Access  | 2 |
| *COSC 1372 - Excel   | 2 |
| *COSC 1382 - Microsoft Office Suite Integration                  | 2 |
| *COSC 1392 - Microsoft Outlook                                   | 2 |
| COSC 1513 - Introduction to Information Processing               | 3 |
| *COSC 2033 - Advanced Word                                       | 3 |
| *COSC 2513 - Introduction to Computer Science                    | 3 |
| *COSC 2613 - Computer Programming for Science<br>and Engineering | 3 |
| *ECON 1553 - Principles of Macroeconomics                        | 3 |
| ECON 1563 - Principles of Microeconomics                         | 3 |
| *JOUR 1683 - Introduction to Radio Production                    | 3 |
| *MATH 1414 - Basic Algebra                                       | 4 |
| *MATH 1424 - Intermediate Algebra                                | 4 |
| *MATH 1453 - Geometry  | 3 |
| *MATH 1713 - Finite Mathematics                                  | 3 |
| *MATH 1833 - Calculus for Business & Social Sciences             | 3 |
| MKTG 1253 - Sales and Customer Service                           | 3 |
| MKTG 1553 - Principles of Marketing                              | 3 |
| MKTG 2063 - Fundamentals of Advertising                          | 3 |
| *PSYC 1813 - Introduction to Psychology                          | 3 |
| *SOCY 2513 - Sociology   | 3 |
| SPAN 1503 - Basic Spanish  | 3 |
| SPCH 1553 - Introductory Speech                                  | 3 |
| TWDL 1003 - Transportation and Physical Distribution             | 3 |
| TWDL 1103 - Supply Chain Management                              | 3 |
| TWDL 1203 - Introduction to Import/Export                        | 3 |
| TWDL 1303 - Principles of Operations Management                  | 3 |
| TWDL 1402 - Transportation and Cargo Security                    | 2 |

\*Course has prerequisite.

## Technical electives

All courses with the prefix AIRC, AUTO, CNST, DRFT, DSGN, MAFT, ELTR, MCHN and WELD can be used as technical electives. COSC 1513 - Introduction to Information Processing, also can be used as a technical elective.

**Administrative Assistant is now Office Professional.**  
See Page 120.



**Agri-Hort Business  
Associate in Applied Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester            | Credit hours |
|--------------------------|--------------|
| HORT 1014                | 4            |
| BSNS 1553                | 3            |
| COSC 1513                | 3            |
| *ENGL 1413               | 3            |
| Technical elective       | 4            |
|                          |              |
| Spring semester          |              |
| AGRC 1153                | 3            |
| MAFT 1323                | 3            |
| *MATH 1123               | 3            |
| *SPCH 1553               | 3            |
| Technical elective       | 4            |
|                          |              |
| Fall semester            |              |
| ACCT 1413                | 3            |
| BSNS 2113                | 3            |
| *COSC 1372               | 2            |
| MKTG 1553                | 3            |
| Technical elective       | 4            |
|                          |              |
| Spring Semester          |              |
| *AGHT 2012               | 2            |
| AGRC 1254                | 4            |
| *BSNS 1603               | 3            |
| General education course | 3            |
| Technical elective       | 4            |

**Agri-Hort Business**

**Associate in Applied Science Degree – 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.

**Core Courses (10 courses)**

**Credit hours: 31**

- AGHT 1254 - Basic Soils or \*AGRC 1624 - Soil Science
- AGRC 1704 - Animal Science or AGRC 1153 - Companion Animals
- AGRC 1724 - Plant Science
- ACCT 1413 - General Accounting
- BSNS 1553 - Introduction to Business
- BSNS 2113 - Small Business Management or BSNS 2553 - Principles of Management
- \*COSC 1372 - Excel
- COSC 1513 - Introduction to Information Processing
- MKTG 1553 - Principles of Marketing
- CHOOSE ONE course from the following three options:
  - HORT 1014 - Fundamentals of Horticulture
  - HORT 1513 - Introduction to Horticulture Science
  - MAFT 1323 - Lean and Quality Overview

**Work-Based Learning (1 course)**

**Credit hours: 2**

- \*AGHT 2012 - Internship or \*AGHT 2022 - Special Topics

**General Education (5 courses)**

**Credit hours: 15**

- \*BSNS 1603 - Business Communication
- \*ENGL 1413 - Fundamentals of Writing or \*ENGL 1613 - English I
- \*MATH 1123 - Technical Math II (or higher math)
- \*SPCH 1553 - Introductory Speech
- ELECTIVE - General Education (3 credit hours)

**Technical Electives (5-6 courses)**

**Credit hours: 16**

CHOOSE 16 CREDIT HOURS from these choices:

- AGHT 1013 - Integrated Pest Management
- AGHT 1024 - Engineering Applications
- HORT 1314 - Landscape Plants and Design
- HORT 1173 - Greenhouse Operations
- HORT 1023 - Plant Propagation
- HORT 1323 - Fruit and Vegetable Production
- \*DRFT 2114 - AutoCAD I
- MKTG 1253 - Sales and Customer Service
- MKTG 2063 - Fundamentals of Advertising
- TWDL 1113 - Certified Logistics Associate
- \*TWDL 1223 - Certified Logistics Technician

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

**Agri-Hort Business  
Advanced Certificate**

**SUGGESTED COURSE SEQUENCE**

| Fall semester   | Credit hours |
|-----------------|--------------|
| BSNS 1553       | 3            |
| HORT 1014       | 4            |
| COSC 1513       | 3            |
| ACCT 1413       | 3            |
| BSNS 2113       | 3            |
|                 |              |
| Spring semester |              |
| MAFT 1323       | 3            |
| AGRC 1153       | 3            |
| *COSC 1372      | 2            |
| MKTG 1553       | 3            |
| AGRC 1254       | 4            |

**Agri-Hort Business Advanced Certificate – AGHT.CRT.V72**

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.

**Technical courses (10 courses)**

- AGRC 1704 - Animal Science or AGRC 1153 - Companion Animals
- AGHT 1254 - Basic Soils or \*AGRC 1624 - Soil Science
- COSC 1513 - Introduction to Information Processing
- \*COSC 1372 - Excel
- BSNS 1553 - Introduction to Business
- BSNS 2113 - Small Business Management or BSNS 2553 - Principles of Management
- MKTG 1553 - Principles of Marketing
- ACCT 1413 - General Accounting
- MAFT 1323 - Lean and Quality Overview
- CHOOSE ONE of these three options:
  - HORT 1014 - Fundamentals of Horticulture
  - HORT 1513 - Introduction to Horticulture Science
  - AGRC 1724 - Plant Science

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30**

\*Course has prerequisite.

# Agri-Hort Horticulture

## Associate in Applied Science Degree – 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.

### Core courses (10 courses)

**Credit hours: 33**

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

### Work-Based Learning (1 course)

**Credit hours: 2**

\*AGHT 2012 - Internship or \*AGHT 2022 - Special Topics

### General Education (6 courses)

**Credit hours: 16**

\*BSNS 1603 - Business Communication  
 \*BIOL 1504 - Principles of Biology  
 \*ENGL 1413 - Fundamentals of Writing or \*ENGL 1613 - English I  
 \*MATH 1123 - Technical Math II (or higher math)  
 \*SPCH 1553 - Introductory Speech

### Technical Electives

**Credit hours: 13**

CHOOSE 13 CREDIT HOURS from these choices:

AGRC 1724 - Plant Science  
 ACCT 1413 - General Accounting  
 AIRC 1014 - Fundamentals of Air Conditioning  
 AUTO 2233 - Heat and Air Conditioning  
 AUTO 1064 - Internal Combustion Engines  
 CNST 1413 - Introduction to Building Construction  
 ELTR 1064 - Fundamentals of Electricity  
 MKTG 2063 - Fundamentals of Advertising  
 MKTG 1553 - Principles of Marketing  
 SPAN 1503 - Basic Spanish  
 WELD 1114 - Basic Welding

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

## Advanced Certificate in Agri-Hort – Horticulture – HORT.CRT.V56

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.

### Technical courses (10 courses)

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

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 33**

\*Course has prerequisite.

## Horticulture Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester      | Credit hours |
|--------------------|--------------|
| COSC 1513          | 3            |
| *ENGL 1413         | 3            |
| HORT 1014          | 4            |
| HORT 1323          | 3            |
| Technical elective | 4            |

| Spring semester    | Credit hours |
|--------------------|--------------|
| AGHT 1254          | 4            |
| *BSNS 1603         | 3            |
| *MATH 1123         | 3            |
| HORT 1023          | 3            |
| Technical elective | 3            |

| Fall semester      | Credit hours |
|--------------------|--------------|
| *SPCH 1553         | 3            |
| BSNS 1553          | 3            |
| HORT 1314          | 4            |
| HORT 1173          | 3            |
| Technical elective | 3            |

| Spring Semester    | Credit hours |
|--------------------|--------------|
| *BIOL 1504         | 4            |
| AGHT 1013          | 3            |
| AGHT 1024          | 4            |
| *AGHT 2012         | 2            |
| Technical elective | 3            |

## Horticulture Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| HORT 1014     | 4            |
| HORT 1323     | 3            |
| HORT 1314     | 4            |
| HORT 1173     | 3            |
| COSC 1513     | 3            |

| Spring semester | Credit hours |
|-----------------|--------------|
| AGHT 1013       | 3            |
| AGHT 1254       | 4            |
| HORT 1023       | 3            |
| BSNS 1553       | 3            |
| AGHT 1024       | 4            |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

**Agri-Hort Manufacturing Technology  
Associate in Applied Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester      | Credit hours |
|--------------------|--------------|
| ELTR 1034          | 4            |
| ELTR 1064          | 4            |
| *ENGL 1413         | 3            |
| MCHN 1311          | 1            |
| Technical elective | 4            |

| Spring semester    |   |
|--------------------|---|
| AGHT 1024          | 4 |
| *BSNS 1603         | 3 |
| *MATH 1123         | 3 |
| *SPCH 1553         | 3 |
| Technical elective | 3 |

| Fall semester            |   |
|--------------------------|---|
| MAFT 1112                | 2 |
| MAFT 1222                | 2 |
| MAFT 1232                | 2 |
| MAFT 1312                | 2 |
| General education course | 3 |
| Technical elective       | 4 |

| Spring Semester    |   |
|--------------------|---|
| *AGHT 2012         | 2 |
| ELTR 1402          | 2 |
| MAFT 1323          | 3 |
| TWDL 1113          | 3 |
| *TWDL 1223         | 3 |
| Technical elective | 4 |

**Agri-Hort Manufacturing Technology**

**Associate in Applied Science Degree – 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.

**Technical (12 courses)**

|   |  |
|---|--|
| AGHT 1024 - Engineering Applications                  |  |
| ELTR 1034 - Fluid Power                               |  |
| ELTR 1064 - Fundamentals of Electricity               |  |
| ELTR 1402 - Industrial Safety                         |  |
| MAFT 1112 - Introduction to Manufacturing Safety      |  |
| MAFT 1222 - Quality and Measurement                   |  |
| MAFT 1232 - Manufacturing Processes                   |  |
| MAFT 1312 - Introduction to Manufacturing Maintenance |  |
| MAFT 1323 - Lean and Quality Overview                 |  |
| MCHN 1311 - Precision Measurement                     |  |
| TWDL 1113 - Certified Logistics Associate             |  |
| *TWDL 1223 - Certified Logistics Technician           |  |

**Credit hours: 32**

**Work-Based Learning (1 course)**

|  |  |
|--|--|
| *AGHT 2012 - Internship or *AGHT 2022 - Special Topics |  |
|--|--|

**Credit hours: 2**

**General Education (5 courses)**

|  |  |
|--|--|
| *BSNS 1603 - Business Communication                            |  |
| *ENGL 1413 - Fundamentals of Writing or *ENGL 1613 - English I |  |
| *MATH 1123 - Technical Math II (or higher math)                |  |
| *SPCH 1553 - Introductory Speech                               |  |
| ELECTIVE – General Education (3 credit hours)                  |  |

**Credit hours: 15**

**Technical Electives (10 courses)**

|   |  |
|---|--|
| CHOOSE 15 CREDIT HOURS from these choices:                  |  |
| AGHT 1254 - Basic Soils or *AGRC 1624 - Soil Science        |  |
| AGRC 1704 - Animal Science or AGRC 1153 - Companion Animals |  |
| *COSC 1372 - Excel  |  |
| *DRFT 2114 - AutoCAD I                                      |  |
| *MCHN 1214 - Machine Tool I                                 |  |
| MCHN 1323 - Fabrication                                     |  |
| MCHN 1442 - Rigging   |  |
| MCHN 1432 - Millwright                                      |  |
| WELD 1114 - Basic Welding                                   |  |
| CHOOSE ONE course from the following three:                 |  |
| HORT 1014 - Fundamentals of Horticulture                    |  |
| HORT 1513 - Introduction to Horticulture Science            |  |
| AGRC 1724 - Plant Science                                   |  |

**Credit hours: 15**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

**Agri-Hort Manufacturing  
Advanced Certificate**

**SUGGESTED COURSE SEQUENCE**

| Fall semester | Credit hours |
|---------------|--------------|
| ELTR 1034     | 4            |
| ELTR 1064     | 4            |
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |

| Spring semester |   |
|-----------------|---|
| AGHT 1024       | 4 |
| ELTR 1402       | 2 |
| MAFT 1323       | 3 |
| MCHN 1311       | 1 |
| TWDL 1113       | 3 |
| *TWDL 1223      | 3 |

**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.

**Technical courses (12 courses)**

|   |  |
|---|--|
| AGHT 1024 - Engineering Applications                  |  |
| ELTR 1034 - Fluid Power                               |  |
| ELTR 1064 - Fundamentals of Electricity               |  |
| ELTR 1402 - Industrial Safety                         |  |
| MAFT 1112 - Introduction to Manufacturing Safety      |  |
| MAFT 1222 - Quality and Measurement                   |  |
| MAFT 1232 - Manufacturing Processes                   |  |
| MAFT 1312 - Introduction to Manufacturing Maintenance |  |
| MAFT 1323 - Lean and Quality Overview                 |  |
| MCHN 1311 - Precision Measurement                     |  |
| TWDL 1113 - Certified Logistics Associate             |  |
| *TWDL 1223 - Certified Logistics Technician           |  |

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 32**

\*Course has prerequisite.

# Agri-Hort Production

## Associate in Applied Science Degree – 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.

### Technical (9 courses)

AGHT 1024 - Engineering Applications  
 AGHT 1013 - Integrated Pest Management  
 AGHT 1254 - Basic Soils or \*AGRC 1624 - Soil Science  
 AGRC 1704 - Animal Science or AGRC 1153 - Companion Animals  
 AUTO 1064 - Internal Combustion Engines  
 COSC 1513 - Introduction to Information Processing  
 ELTR 1064 - Fundamentals of Electricity  
 WELD 1114 - Basic Welding  
 CHOOSE ONE of the following three courses:  
 HORT 1014 - Fundamentals of Horticulture  
 HORT 1513 - Introduction to Horticulture Science  
 AGRC 1724 - Plant Science

**Credit hours: 32**

### Work-Based Learning (1 course)

\*AGHT 2012 - Internship or \*AGHT 2022 - Special Topics

**Credit hours: 2**

### General Education (5 courses)

\*BSNS 1603 - Business Communication  
 \*ENGL 1413 - Fundamentals of Writing or \*ENGL 1613 - English I  
 \*MATH 1123 - Technical Math II (or higher math)  
 \*SPCH 1553 - Introductory Speech  
 ELECTIVE – General Education (3 credit hours)

**Credit hours: 15**

### Technical Electives (5 courses)

CHOOSE 15 CREDIT HOURS from these choices:  
 HORT 1023 - Plant Propagation  
 HORT 1173 - Greenhouse Operations  
 HORT 1323 - Fruit and Vegetable Production  
 AUTO 2233 - Heat and Air Conditioning  
 CNST 1413 - Introduction to Building Construction  
 ELTR 1034 - Fluid Power  
 ELTR 1174 - National Electrical Code and Wiring Methods  
 \*MCHN 1214 - Machine Tool I  
 MCHN 1311 - Precision Measurement

**Credit hours: 15**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

## 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.

### Required courses (9 courses)

AGRC 1704 - Animal Science or AGRC 1153 - Companion Animals  
 AGHT 1254 - Basic Soils or \*AGRC 1624 - Soil Science  
 AGHT 1024 - Engineering Applications  
 COSC 1513 - Introduction to Information Processing  
 WELD 1114 - Basic Welding  
 ELTR 1064 - Fundamentals of Electricity  
 AUTO 1064 - Internal Combustion Engines  
 AGHT 1013 - Integrated Pest Management  
 CHOOSE ONE of these three options  
 HORT 1014 - Fundamentals of Horticulture  
 HORT 1513 - Introduction to Horticulture Science  
 AGRC 1724 - Plant Science

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 32**

\*Course has prerequisite.

## Agri-Hort Production Associate in Applied Science degree

### SUGGESTED COURSE SEQUENCE

| Fall semester      | Credit hours |
|--------------------|--------------|
| AUTO 1064          | 4            |
| COSC 1513          | 3            |
| *ENGL 1413         | 3            |
| HORT 1014          | 4            |
| Technical elective | 3            |

| Spring semester         | Credit hours |
|-------------------------|--------------|
| AGRC 1153               | 3            |
| AGHT 1254               | 4            |
| *MATH 1123              | 3            |
| General education class | 3            |
| Technical elective      | 4            |

| Fall semester      | Credit hours |
|--------------------|--------------|
| ELTR 1064          | 4            |
| *SPCH 1553         | 3            |
| WELD 1114          | 4            |
| Technical elective | 4            |

| Spring Semester    | Credit hours |
|--------------------|--------------|
| AGHT 1013          | 3            |
| AGHT 1024          | 4            |
| *AGHT 2012         | 2            |
| *BSNS 1603         | 3            |
| Technical elective | 4            |

## Agri-Hort Production Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| AUTO 1064     | 4            |
| HORT 1014     | 4            |
| WELD 1114     | 4            |
| ELTR 1064     | 4            |

| Spring semester | Credit hours |
|-----------------|--------------|
| AGRC 1153       | 3            |
| AGHT 1024       | 4            |
| AGHT 1013       | 3            |
| AGHT 1254       | 4            |
| COSC 1513       | 3            |

## 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.

### Agromony (15 hours)

Curriculum code: V73A

CHOOSE 15 CREDIT HOURS from the following:

|  |   |
|--|---|
| *AGHT 2022 - Special Topics                          | 2 |
| AGHT 1254 - Basic Soils or *AGRC 1624 - Soil Science | 4 |
| AGHT 1013 - Integrated Pest Management               | 3 |
| AGRC 1724 - Plant Science                            | 4 |
| *BIOL 1504 - Principles of Biology                   | 4 |

### Ag Power (15 hours)

Curriculum code: V71A

|  |   |
|--|---|
| AUTO 1064 - Internal Combustion Engines  | 4 |
| AUTO 2233 - Heating and Air Conditioning | 3 |
| ELTR 1064 - Fundamentals of Electricity  | 4 |
| ELTR 1034 - Fluid Power                  | 4 |

### Ag Construction (15 hours)

Curriculum code: V73B

CHOOSE 15 CREDIT HOURS from the following:

|  |   |
|--|---|
| AGHT 1024 - Engineering Applications                 | 4 |
| CNST 1413 - Introduction to Building Construction    | 3 |
| *DRFT 2114 - AutoCAD I                               | 4 |
| ELTR 1064 - Fundamentals of Electricity              | 4 |
| *ELTR 1174 - National Electric Code & Wiring Methods | 4 |

### Horticulture (16 hours)

Curriculum code: V74A

|  |     |
|--|-----|
| AGHT 1254 - Basic Soils or *AGRC 1724 - Soil Science   | 4   |
| AGHT 1013 - Integrated Pest Management   | 3   |
| HORT 1014 - Fundamentals of Horticulture or HORT 1513 - Introduction to Horticulture Science | 3-4 |
| HORT 1023 - Plant Propagation  | 3   |
| CHOOSE ONE of the following three options:   | 3-4 |
| HORT 1314 - Landscape Plants & Design  |     |
| AGHT 1024 - Engineering Applications   |     |
| HORT 1173 - Greenhouse Operations  |     |

### Landscaping (15 hours)

Curriculum code: V74B

CHOOSE 15 CREDIT HOURS from the following:

|  |     |
|--|-----|
| AGHT 1254 - Basic Soils or *AGRC 1624 - Soil Science   | 4   |
| AGHT 1013 - Integrated Pest Management   | 3   |
| HORT 1014 - Fundamentals of Horticulture or HORT 1513 - Introduction to Horticulture Science | 3-4 |
| HORT 1314 - Landscape Plants & Design  | 4   |
| HORT 1023 - Plant Propagation  | 3   |

### Ag Business (15 hours)

Curriculum code: V72A

CHOOSE 15 CREDIT HOURS from the following:

|   |   |
|---|---|
| COSC 1513 - Introduction to Information Processing                            | 3 |
| BSNS 1553 - Introduction to Business  | 3 |
| BSNS 2113 - Small Business Management or BSNS 2553 - Principles of Management | 3 |
| MKTG 2063 - Fundamentals of Advertising                                       | 3 |
| ACCT 1413 - General Accounting  | 3 |

CHOOSE ONE technical course from any of these prefixes: AGRC, HORT, WELD, CNST, TWDL, DRFT, DSGN, AIRC, MCHN, AGHT, COSC 2-4

### Metal Fabrication (15 hours)

Curriculum code: V73C

CHOOSE 15 CREDIT HOURS from the following:

|   |   |
|---|---|
| WELD 1114 - Basic Welding               | 4 |
| *MCHN 1214 - Machine Tool I             | 4 |
| MCHN 1311 - Precision Measurement       | 1 |
| MCHN 1323 - Fabrication                 | 3 |
| *DRFT 2114 - AutoCAD I                  | 4 |
| WELD 1263 - Metallurgy & Heat Treatment | 3 |

\*Course has prerequisite.

**Ag Production (15 hours)**

Curriculum code: V73D

CHOOSE 15 CREDIT HOURS from the following:

|   |     |
|---|-----|
| AGHT 1254 - Basic Soils or *AGRC 1724 - Soil Science        | 4   |
| AGHT 1013 - Integrated Pest Management                      | 3   |
| AGRC 1704 - Animal Science or AGRC 1153 - Companion Animals | 3-4 |
| AGHT 1024 - Engineering Applications                        | 4   |
| HORT 1323 - Fruit and Vegetable Production                  | 3   |
| CHOOSE ONE from the following:                              | 3-4 |
| AGRC 1724 - Plant Science                                   |     |
| HORT 1014 - Fundamentals of Horticulture                    |     |
| HORT 1513 - Introduction to Horticulture Science            |     |

**Local Foods (15 hours)**

Curriculum code: V74C

|  |     |
|--|-----|
| AGHT 1013 - Integrated Pest Management   | 3   |
| HORT 1323 - Fruit and Vegetable Production   | 3   |
| HORT 1023 - Plant Propagation  | 3   |
| HORT 1173 - Greenhouse Operations.   | 3   |
| HORT 1014 - Fundamentals of Horticulture or HORT 1513 - Introduction to Horticulture Science | 3-4 |

\*Course has prerequisite.



# Air Conditioning and Refrigeration

## Associate in Applied Science Degree – AIRC.AAS.C36

The Air Conditioning and Refrigeration curriculum prepares technicians to design, layout, install, repair and maintain commercial and domestic refrigeration units, air conditioning and heating systems, and related environmental units. Students enrolling in AIRC courses will be required to furnish a set of tools for their own use. Air Conditioning and Refrigeration graduates are generally prepared to enter air conditioning programs at selected colleges and universities with junior status.

### Air Conditioning and Refrigeration Core (6 courses)

**Credit hours: 21**

- AIRC 1014 - Fundamentals of Air Conditioning
- \*AIRC 1214 - Heating Plants
- \*AIRC 1313 - Air Handling
- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- ELTR 1402 - Industrial Safety
- \*ELTR 2074 - DC & AC Rotating Machines & Drive Trains

### General Education (5 courses)

**Credit hours: 16**

- \*ENGL 1413 - Fundamentals of Writing<sup>2</sup>
- \*BSNS 1603 - Business Communication<sup>2</sup>
- \*MATH 1123 - Technical Mathematics II<sup>3</sup>
- \*PSCI 1514 - Introduction to Physical Science
- \*SOCY 2513 - Sociology

### Specialization track (8-12 courses)

**Credit hours: 27-32**

CHOOSE ONE of the following tracks. All courses must come from the same specialization.

#### TRACK 1: Domestic Refrigeration

- \*AIRC 1114 - Domestic Refrigeration
- \*AIRC 1124 - Commercial Refrigeration
- \*AIRC 1222 - Heat Pumps
- AIRC 1422 - Installation skills
- \*AIRC 1023 - Controls and Circuitry
- \*AIRC 2222 - Geothermal Systems
- \*DRFT 2114 - AutoCAD I
- ENGY 1102 - Customer Relations
- \*ELTR 1174 - National Electric Code and Wiring Methods
- \*ELTR 2414 - Industrial Motor Control

#### TRACK 2: Commercial Refrigeration

- \*AIRC 1114 - Domestic Refrigeration
- \*AIRC 1124 - Commercial Refrigeration
- \*DRFT 2114 - AutoCAD I
- ELTR 1034 - Fluid Power
- \*ELTR 2414 - Industrial Motor Control
- \*ELTR 2444 - Industrial Programmable Controllers & Robotics
- \*ELTR 2454 - Industrial Instrumentation
- \*ELTR 2464 - Process Control

#### Domestic Refrigeration Track SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours | Fall semester   |   |
|-----------------|--------------|-----------------|---|
| AIRC 1014       | 4            | *AIRC 1023      | 3 |
| AIRC 1422       | 2            | *AIRC 1124      | 4 |
| ELTR 1064       | 4            | *AIRC 1222      | 2 |
| *ENGL 1413      | 3            | *ELTR 2414      | 4 |
| ELTR 1402       | 2            | *PSCI 1514      | 4 |
| ENGY 1102       | 2            |                 |   |
| Spring semester |              | Spring Semester |   |
| *AIRC 1114      | 4            | *AIRC 1214      | 4 |
| *DRFT 2114      | 4            | *AIRC 1313      | 3 |
| *SOCY 2513      | 3            | *BSNS 1603      | 3 |
| *ELTR 2074      | 4            | *ELTR 1174      | 4 |
| *MATH 1123      | 3            | *AIRC 2222      | 2 |

**MINIMUM CREDIT HOURS FOR COMPLETION - 68**

#### Commercial Refrigeration Track SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours | Fall semester   |   |
|-----------------|--------------|-----------------|---|
| AIRC 1014       | 4            | *AIRC 1124      | 4 |
| ELTR 1034       | 4            | *ELTR 2414      | 4 |
| ELTR 1064       | 4            | *ELTR 2452      | 4 |
| *ENGL 1413      | 3            | *PSCI 1514      | 4 |
|                 |              | *ELTR 1402      | 2 |
| Spring semester |              | Spring Semester |   |
| *AIRC 1114      | 4            | *AIRC 1214      | 4 |
| *DRFT 2114      | 4            | *BSNS 1603      | 3 |
| *ELTR 2074      | 4            | *ELTR 2444      | 4 |
| *MATH 1123      | 3            | *ELTR 2464      | 4 |
| *AIRC 1313      | 3            | *SOCY 2513      | 3 |

**MINIMUM CREDIT HOURS FOR COMPLETION - 69**

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

<sup>2</sup>For transfer students, a higher level English course may be substituted.

<sup>3</sup>For transfer students, a higher level of mathematics course may be substituted.

**TRACK 3: Energy Audit**

- \*AIRC 1222 - Heat Pumps
- \*AIRC 2222 - Geothermal Systems
- \*ELTR 1223 - Survey of Renewable Energy
- ENGY 1013 - Intro to Energy Auditing
- ENGY 1102 - Customer Relations
- ENGY 1203 - Mechanical & Envelope Evaluation
- \*ENGY 2103 - Indoor Air Analysis
- \*ENGY 2203 - Building & Energy Analysis
- CHOOSE TWO Technical electives from the following:
  - \*DRFT 2114 - AutoCAD I
  - AIRC 1023 - Controls & Circuitry
  - \*ELTR 2414 - Industrial Motor Control
  - CNST 1423 - Construction Materials & Methods

**Energy Audit Track** *Pending ICCB approval*

**SUGGESTED COURSE SEQUENCE**

| Fall semester      | Credit hours | Fall semester      |     |
|--------------------|--------------|--------------------|-----|
| AIRC 1014          | 4            | *AIRC 1222         | 2   |
| ELTR 1064          | 4            | *ELTR 1223         | 3   |
| ELTR 1402          | 2            | ENGY 1203          | 3   |
| *ENGL 1413         | 3            | ENGY 1102          | 2   |
| ENGY 1013          | 3            | *PSCI 1514         | 4   |
|                    |              | *SOCY 2513         | 3   |
| Spring semester    |              | Spring Semester    |     |
| *AIRC 1214         | 4            | *AIRC 2222         | 2   |
| *AIRC 1313         | 3            | *BSNS 1603         | 3   |
| *ELTR 2074         | 4            | ENGY 2203          | 3   |
| *MATH 1123         | 3            | *ENGY 2103         | 3   |
| Technical elective | 3-4          | Technical elective | 3-4 |

**MINIMUM CREDIT HOURS FOR COMPLETION - 64**

\*Course has prerequisite.

**Advanced Certificate option – HVAC/R Service – AIRC.CRT.C61**

*(Pending ICCB approval)*

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

**Air Conditioning and Refrigeration Certificate Core (5 courses) Credit hours: 19**

- AIRC 1014 - Fundamentals of Air Conditioning
- \*AIRC 1214 - Heating Plants
- \*AIRC 1313 - Air Handling
- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- \*ELTR 2074 - DC & AC Rotating machines & Drive Trains

**HVAC/R courses (6 courses) Credit hours: 19**

- \*AIRC 1023 - Controls & Circuitry for HVAC
- \*AIRC 1114 - Domestic Refrigeration
- \*AIRC 1124 - Commercial Refrigeration
- \*AIRC 1222 - Heat Pumps
- AIRC 1422 - Installation Skills
- \*AIRC 1174 - National Electric Code & Wiring Methods

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 38**

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**ADDITIONAL PROGRAM INFORMATION**

This certificate is a gainful employment program and KCC is required to provide cost, completion and occupation information about it.

**HVAC/R Service  
Advanced Certificate****SUGGESTED COURSE SEQUENCE**

| Fall semester   | Credit hours |
|-----------------|--------------|
| AIRC 1014       | 4            |
| AIRC 1422       | 2            |
| ELTR 1064       | 4            |
| Spring semester |              |
| *AIRC 1114      | 4            |
| *ELTR 2074      | 4            |
| Fall semester   |              |
| *AIRC 1023      | 3            |
| *AIRC 1124      | 4            |
| *AIRC 1222      | 2            |
| Spring semester |              |
| *AIRC 1214      | 4            |
| *AIRC 1313      | 3            |
| *ELTR 1174      | 4            |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit [www.kcc.edu/gainful-employment/](http://www.kcc.edu/gainful-employment/).

**Energy Audit  
Advanced Certificate**

**SUGGESTED COURSE SEQUENCE**

| Fall semester          | Credit hours |
|------------------------|--------------|
| AIRC 1014              | 4            |
| ELTR 1064              | 4            |
| <b>Spring semester</b> |              |
| *AIRC 1014             | 4            |
| *AIRC 1313             | 3            |
| *ELTR 2074             | 4            |
| <b>Fall semester</b>   |              |
| *ENGY 1102             | 2            |
| *ENGY 1203             | 3            |
| *ENGY 1013             | 3            |
| <b>Spring semester</b> |              |
| *ENGY 2203             | 3            |
| *ENGY 2103             | 3            |
| *AIRC 2222             | 2            |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit [www.kcc.edu/gainful-employment/](http://www.kcc.edu/gainful-employment/).

**Advanced Certificate Option – Energy Audit – AIRC.CRT.C62**

*(Pending ICCB approval)*

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

**Air Conditioning and Refrigeration Certificate Core (5 courses)**

**Credit hours: 19**

- AIRC 1014 - Fundamentals of Air Conditioning
- \*AIRC 1214 - Heating Plants
- \*AIRC 1313 - Air Handling
- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- \*ELTR 2074 - DC & AC Rotating machines & Drive Trains

**Energy Audit courses (6 courses)**

**Credit hours: 16**

- \*AIRC 2222 - Geothermal Systems
- ENGY 1013 - Intro to Energy Auditing
- ENGY 1102 - Customer Relations
- ENGY 1203 - Mechanical & Envelope Evaluation
- ENGY 2103 - Indoor Air Analysis
- ENGY 2203 - Building & Energy Analysis

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 35**

<sup>\*</sup>Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**Certificate Options in Air-Conditioning and Refrigeration**

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the electrical technology field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

**Credit hours**

**Air-Conditioning & Refrigeration (12 hours)**

Curriculum code: C61A *(Pending ICCB approval)*

- AIRC 1014 - Fundamentals of Air-Conditioning 4
- \*AIRC 1214 - Commercial Refrigeration 4
- \*AIRC 1114 - Domestic Refrigeration 4

**General Technician (12 hours)**

Curriculum code: C61B *(Pending ICCB approval)*

- AIRC 1014 - Fundamentals of Air-Conditioning 4
- \*AIRC 1124 - Commercial Refrigeration 4
- \*AIRC 1214 - Heating Plants 4

**Heating Systems (16 hours)**

Curriculum code: C61C *(Pending ICCB approval)*

- AIRC 1014 - Fundamentals of Air-Conditioning 4
- \*AIRC 1214 - Heating Plants 4
- \*AIRC 1422 - Heat Pumps 4
- \*AIRC 2222 - Geothermal Systems 4

**Energy Audit Air Flow (16 hours)**

Curriculum code: C62A *(Pending ICCB approval)*

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

**Energy Audit (9 hours)**

Curriculum code: C62B *(Pending ICCB approval)*

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

# Automotive Technology

## Associate in Applied Science Degree – AUTO.AAS.C31

The objective of the Automotive Technology curriculum is to prepare students to enter the automotive service field with a proven degree of competency. The AAS program courses are designed to give the student entry-level skills in most phases of automotive repair. The student must realize, however, that to become an expert in the automotive field requires dedication and continued schooling. Automotive Technology graduates are generally prepared to enter automotive programs at selected colleges and universities with junior status.

### Automotive Technology Core (10 courses)

- AUTO 1021 - Service Shop Operations I
- AUTO 1064 - Internal Combustion Engines
- AUTO 1073 - Ignition & Electrical Systems I
- \*AUTO 1123 - Ignition & Electrical Systems II
- AUTO 1143 - Brakes
- AUTO 1213 - Manual Transmissions & Drivelines
- AUTO 1223 - Automatic Transmissions
- \*AUTO 2013 - Computerized Engine Controls I
- AUTO 2233 - Heating & Air Conditioning
- AUTO 2243 - Alignment, Steering & Suspension
- \*AUTO 2252 - Service Shop Operations II

**Credit hours: 31**

### General Education (5 courses)

- \*ENGL 1413 - Fundamentals of Writing<sup>1</sup>
- \*BSNS 1603 - Business Communications<sup>1</sup>
- \*MATH 1123 - Technical Mathematics II<sup>2</sup>
- \*PSCI 1514 - Introduction to Physical Science
- \*SOCY 2513 - Sociology

**Credit hours: 16**

### Technical Core (7 courses)

- COSC 1513 - Introduction to Information Processing
- \*DRFT 2114 - AutoCAD I
- ELTR 1064 - Fundamentals of Electricity<sup>3</sup>
- ELTR 1402 - Industrial Safety
- \*MCHN 1214 - Machine Tool I
- MCHN 1311 - Precision Measurement
- WELD 1114 - Basic Welding

**Credit hours: 22**

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>For transfer students, a higher level English course may be substituted.

<sup>2</sup>For transfer students, a higher level of mathematics course may be substituted.

<sup>3</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Automotive Technology Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| AUTO 1021              | 1            |
| AUTO 1064              | 4            |
| AUTO 1073              | 3            |
| AUTO 1143              | 3            |
| *ENGL 1413             | 3            |
| WELD 1114              | 4            |
| <b>Spring semester</b> |              |
| *AUTO 1123             | 3            |
| *AUTO 2013             | 3            |
| COSC 1513              | 3            |
| ELTR 1402              | 2            |
| *MATH 1123             | 3            |
| *PSCI 1514             | 4            |
| <b>Fall semester</b>   |              |
| AUTO 1213              | 3            |
| AUTO 2243              | 3            |
| *DRFT 2114             | 4            |
| ELTR 1064              | 4            |
| MCHN 1311              | 1            |
| <b>Spring semester</b> |              |
| AUTO 1223              | 3            |
| AUTO 2233              | 3            |
| *AUTO 2252             | 2            |
| *BSNS 1603             | 3            |
| SOCY 2513              | 3            |
| *MCHN 1214             | 4            |

### ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

## Automotive Technology Certificate

### SUGGESTED COURSE SEQUENCE

|                        | Credit hours |
|------------------------|--------------|
| <b>Fall semester</b>   |              |
| AUTO 1064              | 4            |
| AUTO 1073              | 3            |
| AUTO 1143              | 3            |
| <b>Spring semester</b> |              |
| *AUTO 1123             | 3            |
| *AUTO 2013             | 3            |
| <b>Fall semester</b>   |              |
| AUTO 1213              | 3            |
| AUTO 2243              | 3            |
| <b>Spring semester</b> |              |
| AUTO 1223              | 3            |
| AUTO 2233              | 3            |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

## Certificate in Automotive Technology

Curriculum code: C81G

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

### Required courses: (9 courses)

AUTO 1064 - Internal Combustion Engines  
 AUTO 1073 - Ignition & Electrical Systems I  
 \*AUTO 1123 - Ignition & Electrical Systems II  
 AUTO 1143 - Brakes  
 AUTO 1213 - Manual Transmissions & Drivelines  
 AUTO 1223 - Automatic Transmissions  
 \*AUTO 2013 - Computerized Engine Controls I  
 AUTO 2233 - Heating & Air Conditioning  
 AUTO 2243 - Alignment, Steering and Suspension

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 28**

\*Course has prerequisite.

## Certificate options in Automotive Technology

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the automotive technology field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

|  | Credit Hours |
|--|--------------|
| <b>Advanced Drivetrains/Powertrains (17 hours)</b>         |              |
| Curriculum code: C81D                                      |              |
| AUTO 1064 - Internal Combustion Engines                    | 4            |
| AUTO 1213 - Manual Transmissions & Drivelines              | 3            |
| AUTO 1223 - Automatic Transmissions                        | 3            |
| *AUTO 2206 - Engine Diagnosis & Overhaul                   | 6            |
| MCHN 1311 - Precision Measurement                          | 1            |
| <b>Automotive Heating &amp; Air Conditioning (3 hours)</b> |              |
| Curriculum code: C81A                                      |              |
| AUTO 2233 - Heating & Air Conditioning                     | 3            |
| <b>Brakes &amp; Alignment (6 hours)</b>                    |              |
| Curriculum code: C81B                                      |              |
| AUTO 1143 - Brakes   | 3            |
| AUTO 2243 - Alignment, Steering and Suspension             | 3            |
| <b>Drivelines (6 hours)</b>                                |              |
| Curriculum code: C81C                                      |              |
| AUTO 1213 - Manual Transmissions & Drivelines              | 3            |
| AUTO 1223 - Automatic Transmissions                        | 3            |

\*Course has prerequisite, but it may be waived with documented previous work experience and consent of instructor.

# Business

## Associate in Applied Science Degree – BSNS.AAS.C13

This program is designed for the student who desires to advance in his/her career, or enter the workforce upon graduation from KCC. Graduates should be qualified for a variety of entry or mid-level positions in business, accounting, marketing, management and transportation.

This degree is not designed for transfer, however graduates will find that adult studies degree programs offered at many universities often make it possible to continue on to a bachelor's degree with minimal disruption. If you are interested in transferring to a four-year institution, working with a KCC advisor can ensure a smooth transfer experience.

### Business Core (6 courses)

**Credit hours: 18-19**

- BSNS 1553 - Introduction to Business
- BSNS 1653 - Business Law or BSNS 1663 - Legal and Social Environment of Business
- BSNS 2553 - Principles of Management
- ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting<sup>1</sup> (recommended for Accounting specialization)
- COSC 1513 - Introduction to Information Processing
- MKTG 1553 - Principles of Marketing

### General Education (6 courses)

**Credit hours: 19**

- \*ECON 1553 - Principles of Macroeconomics or \*SOCY 2513 - Sociology
- \*BSNS 1603 - Business Communication
- \*MATH 1213 or higher level mathematics elective (see Page 63).
- ELECTIVE - General education (4 credit hours)
- CHOOSE TWO courses from the following three options:
  - \*ENGL 1413 - Fundamentals of Writing
  - \*ENGL 1613 - English I
  - \*ENGL 1623 - English II

### Business electives (3-6 courses)

**Credit hours: 12**

CHOOSE 12 (TWELVE) CREDIT HOURS from the Business Electives list (see Pages 63-64).

### Specialization (4-5 courses)

**Credit hours: 11-15**

CHOOSE ONE specialization. All courses must be chosen from the same specialization.

#### Accounting

- ACCT 1514 - Financial Accounting<sup>1</sup>
- \*ACCT 1523 - Managerial Accounting
- \*ACCT 2613 - Intermediate Accounting
- \*ACCT 2753 - Cost Accounting
- \*COSC 1372 - Excel

#### Marketing/Management

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

#### Supply Chain Management

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

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>ACCT 1514 does not have to be repeated within the specialization if it is completed as a Business Core Course.

# Business

## Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester                     | Credit hours |
|-----------------------------------|--------------|
| MKTG 1553                         | 3            |
| ACCT 1413 or ACCT 1514            | 3-4          |
| BSNS 1553                         | 3            |
| *ENGL 1413                        | 3            |
| *MATH 1213 or higher math         | 3            |
| <b>Spring semester</b>            |              |
| *BSNS 1603                        | 3            |
| BSNS 1653 or BSNS 1663            | 3            |
| *ECON 1553 or SOCY 2513           | 3            |
| Specialization courses            | 6-7          |
| Business elective                 | 3            |
| <b>Fall semester</b>              |              |
| BSNS 2553                         | 3            |
| COSC 1513                         | 3            |
| Specialization courses            | 5-6          |
| Business elective                 | 3            |
| <b>Spring semester</b>            |              |
| *ENGL 1613                        | 3            |
| Specialization course (if needed) | 2-3          |
| Business electives                | 6            |
| General education elective        | 4            |

### ADDITIONAL PROGRAM INFORMATION

Among electives and required courses in this curriculum, five courses (ACCT 1514, \*ACCT 1523, BSNS 1553, BSNS 1653, and \*COSC 1513) meet Illinois Articulation Initiative Major-Specific requirements for business majors. Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

## Business

### Advanced certificate

#### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| ACCT 1413 or ACCT 1514 | 3-4          |
| COSC 1513              | 3            |
| MKTG 1553              | 3            |
| BSNS 1553              | 3            |
| BSNS 2553              | 3            |
| <b>Spring semester</b> |              |
| *BSNS 1603             | 3            |
| BSNS 1653 or BSNS 1663 | 3            |
| BSNS 2113              | 3            |
| BSNS 2213              | 3            |
| <b>Summer term</b>     |              |
| BSNS 2423 or BSNS 2413 | 3            |

#### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/). Look for information on the advanced certificate in Business and the Accounting II certificate.

## Advanced Certificate in Business – BSNS.CRT.C56

The Business certificate curricula is designed to prepare students for entry-level employment in the field of management. It also will appeal to current managers who desire to enhance their skills and certify their competence. In addition, it provides an excellent foundation for those interested in starting a small business. Credit earned in the completion of this certificate will apply toward an Associate in Applied Science Degree in Business.

#### Advanced Certificate Major (10 courses)

- ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting
- BSNS 1553 - Introduction to Business
- \*BSNS 1603 - Business Communications
- BSNS 1653 - Business Law or BSNS 1663 Legal and Social Environment of Business
- BSNS 2113 - Small Business Management or BSNS 1373 - Personal Finance
- BSNS 2213 - Human Resource Management
- \*BSNS 2423 - Internship Experience or BSNS 2413 - Management Field Project
- BSNS 2553 - Principles of Management
- COSC 1513 - Introduction to Information Processing
- MKTG 1553 - Principles of Marketing

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30</b> |
|--|

\*Course has prerequisite.

### Certificate in Accounting I

Curriculum code: C59A

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the accounting field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

#### Accounting Certificate I (5 courses)

**Credit hours: 15**

- ACCT 1514 - Financial Accounting
- \*ACCT 1523 - Managerial Accounting
- \*ACCT 2613 - Intermediate Accounting
- \*ACCT 2753 - Cost Accounting
- \*COSC 1372 - Excel

\*Course has prerequisite.

### Certificate in Accounting II

Curriculum code: C59B

The accounting certificate program is designed for the student who desires to work as an assistant to an accounting professional. Satisfactory completion of this program will provide an appropriate background for entry-level employment as a bookkeeper, payroll clerk, or accounting assistant.

#### Accounting Certificate II (9 courses)

**Credit hours: 27**

- ACCT 1514 - Financial Accounting
- \*ACCT 1523 - Managerial Accounting
- \*ACCT 2613 - Intermediate Accounting
- \*ACCT 2753 - Cost Accounting
- BSNS 1553 - Introduction to Business
- \*BSNS 1603 - Business Communications
- \*BSNS 2423 - Internship Experience
- \*COSC 1372 - Excel
- COSC 1513 - Introduction to Information Processing

\*Course has prerequisite.

### Certificate in Business

Curriculum code: C56A

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the business field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

#### Business (5 courses)

**Credit hours: 15**

- BSNS 1553 - Introduction to Business
- \*BSNS 1603 - Business Communications
- BSNS 2213 - Human Resource Management
- BSNS 2553 - Principles of Management
- MKTG 1553 - Principles of Marketing

\*Course has prerequisite.

# Child Development – Director/Administrator Option

## Associate in Applied Science Degree – CDEV.AAS.C09

The director/administrator option in the Child Development associate degree program is designed to provide individuals with skills in caring for children and business management necessary to assume the role of child care teacher, director, administrator, or program manager with a wide variety of options for specialization. Students must be at least 19 years of age upon completion of the program to be qualified as a child care worker and 21 years of age to be a child care center director, according to Department of Children and Family Services regulations. (See other program requirements on this page.) This degree typically is not designed for transfer

### Child Development Major (15 courses)

**Credit hours: 43**

Complete all four sub-requirements:

#### 1. Child development courses - 24 credit hours

- CDEV 1513 - Child Growth/Development
- \*CDEV 2523 - Intro. to Early Childhood Education
- \*CDEV 2363 - Administration in Child Care Settings
- \*CDEV 2403 - Clinical Experience
- \*CDEV 2533 - Early Childhood Curriculum Development
- \*CDEV 2543 - Child Study and Observation
- \*CDEV 2633 - Health, Nutrition and Safety
- \*EDUC 1833 - Students with Disabilities

#### 2. Business courses - 15 credit hours

- BSNS 1553 - Introduction to Business
- BSNS 2143 - Human Relations in Business
- \*BSNS 1603 - Business Communications
- BSNS 2113 - Small Business Management
- BSNS 2213 - Human Resource Management

#### 3. Accounting courses - 3 credit hours

- CHOOSE ONE course from the following two options:
- ACCT 1413 - General Accounting
  - ACCT 1514 - Financial Accounting

#### 4. Computer course - 1-2 credit hours

- COMP 1521 - Computer Literacy or COSC 1152 - Introduction to Windows

### Child development electives (1 course)

**Credit hours: 3**

CHOOSE ONE course from the following 11 options:

- \*CDEV 2013 - History and Philosophy of Early Childhood Education
- \*CDEV 2103 - School-Aged Programming
- \*CDEV 2513 - Child, Family and Community Relations
- \*CDEV 2153 - Developmentally Appropriate Infant/Toddler Care
- \*CDEV 2163 - Discipline/Classroom Management
- \*CDEV 2223 - Art/Music Activities
- \*CDEV 2233 - Language Acquisition and Development
- \*CDEV 2243 - Science/Math Activities
- \*CDEV 2253 - Motor Development/Physical Activities
- CDEV 2263 - Heads Up! Reading
- \*CDEV 2363 - Administration in Child Care Settings

### General Education (5 courses)

**Credit hours: 15**

Complete both sub-requirements:

#### 1. Communications - 9 credit hours

- \*SPCH 1553 - Introductory Speech

CHOOSE TWO courses from the following three options:

- \*ENGL 1413 - Fundamentals of Writing
- \*ENGL 1613 - English I
- \*ENGL 1623 - English II

#### 2. Psychology - 6 credit hours

- \*PSYC 1813 - Introduction to Psychology
- ELECTIVE – Psychology course

### Humanities, social and behavioral science, science, or mathematics elective (1 course)

**Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science, or mathematics elective (see Page 63).

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64</b> |
|--|

\*Course has prerequisite.

## Child Development – Director/Administrator Option Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours |
|---|--------------|
| CDEV 1513   | 3            |
| *CDEV 2533  | 3            |
| COMP 1521 or COSC 1152  | 1-2          |
| ACCT 1413 or ACCT 1514  | 3-4          |
| BSNS 1553   | 3            |
| *ENGL 1413  | 3            |
| <b>Spring semester</b>  |              |
| BSNS 2143   | 3            |
| *ENGL 1613  | 3            |
| *CDEV 2523  | 3            |
| *PSYC 1813  | 3            |
| Psychology course   | 3            |
| <b>Fall semester</b>  |              |
| *CDEV 2543  | 3            |
| *CDEV 2363  | 3            |
| *BSNS 1603  | 3            |
| *SPCH 1553  | 3            |
| <b>Spring semester</b>  |              |
| *EDUC 1833  | 3            |
| *CDEV 2633  | 3            |
| BSNS 2113   | 3            |
| *BSNS 2213  | 3            |
| *Child Development elective<br>Humanities, Social and Behavioral<br>Science, Science or Mathematics<br>course | 3            |
| <b>Summer term</b>  |              |
| *CDEV 2403  | 3            |

### CHILD DEVELOPMENT PROGRAM REQUIREMENTS

Basic laboratory experience is required in many child development courses within the program. Specific tasks performed in the lab setting will vary according to skills, interests, and course requirements. Prior to initiating lab assignments and projects, Child Development students must meet the requirements for staff in child care facilities as outlined by the Illinois Department of Children and Family Services Child Care Facility Regulations: (1) must have a high school diploma or its equivalent; (2) must be able to pass a DCFS criminal background check; (3) must have a completed health form; and (4) must have a signed mandated reporter form on file. It is the student's responsibility to make sure all program requirements are current and on file with the program coordinator.



## Child Development – Education Option

Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours |
|---|--------------|
| CDEV 1513   | 3            |
| *CDEV 2533  | 3            |
| *CDEV 2163  | 3            |
| COMP 1521 or COSC 1152  | 1-2          |
| *ENGL 1413  | 3            |
| *PSYC 1813  | 3            |
| <b>Spring semester</b>  |              |
| *CDEV 2513  | 3            |
| *CDEV 2523  | 3            |
| *ENGL 1613  | 3            |
| *SPCH 1553  | 3            |
| Psychology course   | 3            |
| <b>Fall semester</b>  |              |
| *CDEV 2013  | 3            |
| *CDEV 2633  | 3            |
| *CDEV 2223  | 3            |
| *CDEV 2233  | 3            |
| *CDEV 2253  | 3            |
| <b>Spring semester</b>  |              |
| *CDEV 2543  | 3            |
| *CDEV 2243  | 3            |
| Electives   | 6            |
| Humanities, Social and Behavioral Science, Science, or Mathematics course | 3            |
| <b>Summer term</b>  |              |
| *CDEV 2403  | 3            |

### CHILD DEVELOPMENT PROGRAM REQUIREMENTS

Basic laboratory experience is required in many child development courses within the program. Specific tasks performed in the lab setting will vary according to skills, interests, and course requirements. Prior to initiating lab assignments and projects, Child Development students must meet the requirements for staff in child care facilities as outlined by the Illinois Department of Children and Family Services Child Care Facility Regulations: (1) must have a high school diploma or its equivalent; (2) must be able to pass a DCFS criminal background check; (3) must have a completed health form; and (4) must have a signed mandated reporter form on file. It is the student's responsibility to make sure all program requirements are current and on file with the program coordinator.

## Child Development – Education Option

Associate in Applied Science Degree – CDEV.AAS.C10

The education option in the Child Development associate degree program is designed to provide individuals with the theoretical background and practical skills necessary to assume various roles and responsibilities in the child care profession. The student, depending on individual interests and career objectives, may pursue a wide variety of options including child care, teaching, program administration, nanny training, family day care home management, Child Development Associate (CDA) training, infant/toddler care, school-aged care, and assistant in a child care or public/private school setting. Students must be at least 19 years of age upon completion of the program to be qualified as a child care worker and 21 years of age to be a child care center director, according to Department of Children and Family Services regulations. (See other program requirements on this page.) KCC also offers a Paraprofessional Educator/Teacher's Aide program. See Page 125. Students should see the Child Development program coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

### Child Development Major (14 courses)

**Credit hours: 40**

Complete both sub-requirements:

#### 1. Child development courses - 39 credit hours

- CDEV 1513 - Child Growth/Development
- \*CDEV 2013 - History and Philosophy of Early Childhood Education
- \*CDEV 2163 - Discipline/Classroom Management
- \*CDEV 2223 - Art/Music Activities
- \*CDEV 2233 - Language Acquisition and Development
- \*CDEV 2243 - Science/Math Activities
- \*CDEV 2253 - Motor Development/Physical Activities
- \*CDEV 2403 - Clinical Experience
- \*CDEV 2513 - Child, Family and Community Relations
- \*CDEV 2523 - Intro. to Early Childhood Education
- \*CDEV 2533 - Early Childhood Curriculum Development
- \*CDEV 2543 - Child Study and Observation
- \*CDEV 2633 - Health, Nutrition and Safety

#### 2. Computer course - 1 credit hour

- COMP 1521 - Computer Literacy or COSC 1152 - Introduction to Windows

### Electives (2 courses)

**Credit hours: 6**

CHOOSE TWO courses from the following five options:

- \*CDEV 2103 - School-Aged Programming
- \*CDEV 2153 - Developmentally Appropriate Infant/Toddler Care
- CDEV 2263 - Heads Up! Reading
- \*CDEV 2363 - Administration in Child Care Settings
- \*EDUC 1833 - Students with Disabilities

### General Education (5 courses)

**Credit hours: 15**

Complete both sub-requirements:

#### 1. Communications - 9 credit hours

- \*SPCH 1553 - Introductory Speech
- CHOOSE TWO courses from the following four options:
  - \*ENGL 1413 - Fundamentals of Writing
  - \*ENGL 1613 - English I
  - \*ENGL 1623 - English II
  - \*BSNS 1603 - Business Communications

#### 2. Psychology - 6 credit hours

- \*PSYC 1813 - Introduction to Psychology
- ELECTIVE – Psychology course

### Humanities, social and behavioral science, science, or mathematics elective (1 course)

**Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science, or mathematics elective (see Page 63).

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

## Advanced Certificate in Child Development – Education Option – CDEV.CRT.C58

The certificate program for the education option in Child Development is designed to provide students with practical skills necessary for entry into the field of caring for young children. Students completing the program will be prepared to assist teachers in child care settings. Students must be at least 19 years of age with one year (1,560 clock hours) in a licensed day care facility upon program completion to be qualified as a child care worker, according to Department of Children and Family Services regulations.

### Child Development – Education Option Certificate Major (9 courses) Credit hours: 27

- CDEV 1513 - Child Growth & Development
- \*CDEV 2163 - Discipline/Classroom Management
- \*CDEV 2233 - Language Acquisition & Development
- \*CDEV 2513 - Child, Family, and Community Relations
- \*CDEV 2523 - Intro. to Early Childhood Education
- CDEV 2533 - Early Childhood Curriculum Development
- \*CDEV 2543 - Child Study & Observation
- \*CDEV 2633 - Health, Nutrition & Safety
- CHOOSE ONE course from the following nine options:
  - \*CDEV 2013 - History & Philosophy of Early Childhood Education
  - \*CDEV 2103 - School-Aged Programming
  - \*CDEV 2153 - Developmentally Appropriate Infant/Toddler Care
  - \*CDEV 2223 - Art/Music Activities
  - \*CDEV 2243 - Science/Math Activities
  - \*CDEV 2253 - Motor Development/Physical Activities
  - CDEV 2263 - Heads Up! Reading
  - \*CDEV 2363 - Administration in Child Care Settings
  - \*EDUC 1833 - Students with Disabilities

### General Education (2 courses) Credit hours: 6

- SPCH 1553 - Introductory Speech
- \*PSYC 1813 - Introduction to Psychology

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 33**

\*Course has prerequisite.

## Early Childhood Education Level Two Credential – Certificate

The Illinois Gateways Level Two Credential consists of 12 semester hours of child development coursework including 60 observation hours. The 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.

- CDEV 1513 - Child Growth & Development
- \*CDEV 2633 - Health Nutrition & Safety
- \*CDEV 2523 - Introduction to Early Childhood Education
- \*CDEV 2543 - Child Study & Observation

\*Course has prerequisite.

## Child Development – Education Option Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester              | Credit hours |
|----------------------------|--------------|
| CDEV 1513                  | 3            |
| *CDEV 2633                 | 3            |
| *CDEV 2163                 | 3            |
| *CDEV 2233                 | 3            |
| *CDEV 2523                 | 3            |
| <b>Spring semester</b>     |              |
| *CDEV 2533                 | 3            |
| *CDEV 2543                 | 3            |
| *CDEV 2513                 | 3            |
| SPCH 1553                  | 3            |
| *PSYC 1813                 | 3            |
| Child Development elective | 3            |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

### 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.

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### **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 child development. 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.

#### **General Education Core:**

- \*ENGL 1613 - English I
- \*PSYC 1813 - Introduction to Psychology
- \*MATH 1613 - Mathematics for Elementary Teachers I

#### **Child Development Coursework:**

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

\*Course has prerequisite.

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### **Early Childhood Education Level Four Credential – Certificate**

The Illinois Gateways Level Four Credential builds upon the framework of the Level Three Credential with additional child development 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.

#### **Completion of an associate degree or 60 semester hours including:**

- \*ENGL 1613 - English I
- \*PSYC 1813 - Introduction to Psychology
- \*MATH 1613 - Mathematics for Elementary Teachers I
- CDEV 1513 - Child Growth & Development
- \*CDEV 2633 - Health Nutrition & Safety
- \*CDEV 2523 - Introduction to Early Childhood Education
- \*CDEV 2543 - Child Study & Observation
- \*CDEV 2533 - Early Childhood Curriculum Development
- \*CDEV 2513 - Child, Family & Community Relations
- \*CDEV 2403 - Clinical Experience
- \*EDUC 1833 - Students with Disabilities

\*Course has prerequisite.

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### **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 child development coursework and expands on foundational professional knowledge while supporting progression to the Level Three Credential or direct exit into the field.

#### **Child Development Coursework:**

- CDEV 1513 - Child Growth & Development
- \*CDEV 2633 - Health Nutrition & Safety
- \*CDEV 2523 - Introduction to Early Childhood Education
- \*CDEV 2543 - Child Study & Observation
- \*CDEV 2153 - Developmentally Appropriate Infant/Toddler Care

\*Course has prerequisite.

# Coding Specialist

## Advanced Certificate option

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.

### Coding Specialist (12 courses)

- \*HLTH 1312 - Medical Terminology
- COSC 1513 - Introduction to Information Processing
- \*BIOL 1564 - Intro to Anatomy & Physiology
- \*HLTH 1343 - ICD-10-CM/PCS
- \*HLTH 1353 - Basic CPT Coding
- \*HLTH 1363 - Insurance Procedures
- HLTH 1372 - Ethical and Legal Issues
- \*HLTH 1492 - Coding Practicum
- BSNS 2311 - Successful Customer Service
- \*HLTH 2123 - Pathophysiology for Health Careers
- \*HLTH 2144 - Pharmacology for Health Careers
- \*MATH 1414 - Basic Algebra

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 34**

\*Course has prerequisite.

## Coding Specialist Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| <b>Fall semester</b>   | <b>Credit hours</b> |
|------------------------|---------------------|
| COSC 1513              | 3                   |
| *BIOL 1564             | 4                   |
| *HLTH 1312             | 2                   |
| HLTH 1372              | 2                   |
| *MATH 1414             | 4                   |
| <b>Spring semester</b> |                     |
| *HLTH 1343             | 3                   |
| *HLTH 1353             | 3                   |
| *HLTH 1363             | 3                   |
| BSNS 2311              | 1                   |
| <b>Fall semester</b>   |                     |
| *HLTH 1492             | 2                   |
| *HLTH 2123             | 3                   |
| *HLTH 2144             | 4                   |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

**Computer-Aided Drafting**  
**Associate in Applied Science Degree**

**SUGGESTED COURSE SEQUENCE**

|                        | <b>Credit hours</b> |
|------------------------|---------------------|
| <b>Fall semester</b>   |                     |
| *DRFT 2114             | 4                   |
| DSGN 1113              | 3                   |
| CNST 1413              | 3                   |
| COSC 1513              | 3                   |
| <b>Spring semester</b> |                     |
| *DRFT 2124             | 4                   |
| DSGN 1213              | 3                   |
| *ENGL 1413             | 3                   |
| *MATH 1123             | 3                   |
| *MCHN 1214             | 4                   |
| MCHN 1311              | 1                   |
| <b>Fall semester</b>   |                     |
| *DRFT 2134             | 4                   |
| DSGN 1123              | 3                   |
| ELTR 1402              | 2                   |
| *PSCI 1514             | 4                   |
| Technical elective(s)  | 3                   |
| <b>Spring semester</b> |                     |
| *BSNS 1603             | 3                   |
| *CNST 1444             | 4                   |
| *COSC 1341             | 1                   |
| *DRFT 2164             | 4                   |
| *SOCY 2513             | 3                   |
| *DRFT 2414             | 4                   |

**ADDITIONAL PROGRAM INFORMATION**

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

# Computer-Aided Drafting

**Associate in Applied Science Degree – DRFT.AAS.C42**

The Computer-Aided Drafting curriculum is designed to develop within the student the practical skills necessary to enter the rapidly expanding field of CAD (Computer-Aided Drafting). Drafting skills are taught for various fields of expertise. Computer-Aided Drafting graduates are generally prepared to enter computer-aided drafting programs at selected colleges and universities with junior status.

**Computer-Aided Drafting Core (13 courses)**

**Credit hours: 47**

- \*DRFT 2114 - AutoCAD I
- \*DRFT 2124 - AutoCAD II
- \*DRFT 2134 - AutoCAD III
- \*DRFT 2164 - Mechanical Drafting with Inventor
- \*DRFT 2414 - Architectural Drafting with Revit
- CNST 1413 - Introduction to Building Construction
- \*CNST 1444 - Surveying with Civil Applications
- \*COSC 1341 - PowerPoint
- COSC 1513 - Introduction to Information Processing
- DSGN 1113 - Digital Photography
- DSGN 1213 - Photoshop Digital Imaging
- DSGN 1123 - Introduction to Web Design
- ELTR 1402 - Industrial Safety
- \*MCHN 1214 - Machine Tool I
- MCHN 1311 - Precision Measurement

**General Education (5 courses)**

**Credit hours: 16**

- \*ENGL 1413 - Fundamentals of Writing<sup>1</sup>
- \*BSNS 1603 - Business Communications<sup>1</sup>
- \*MATH 1123 - Technical Mathematics II<sup>2</sup>
- \*PSCI 1514 - Introduction to Physical Science
- \*SOCY 2513 - Sociology

**Technical Elective (1-3 courses)**

**Credit hours: 3**

CHOOSE THREE (3) CREDIT HOURS of technical electives. Any course from the prefixes AIRC, AUTO, CNST, COSC, DSGN, ELTR, MCHN and WELD may be selected.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 66**

\*Course has prerequisite.

<sup>1</sup>For transfer students, a higher level English course may be substituted.

<sup>2</sup>For transfer students, a higher level mathematics course may be substituted.

## Certificate in Computer-Aided Drafting

Curriculum code: C96E

The Computer-Aided Drafting certificate curriculum is designed to develop within the student the practical skills necessary for entry into the rapidly expanding field of computer-aided drafting (CAD). Drafting skills are taught for various fields of expertise.

### Required courses: (5 courses)

- \*DRFT 2114 - AutoCAD I
- \*DRFT 2124 - AutoCAD II
- \*DRFT 2134 - AutoCAD III
- \*DRFT 2164 - Mechanical Drafting with Inventor
- \*DRFT 2414 - Architectural Drafting with Revit

Credit hours: 20

\*Course has prerequisite.

## Certificate options in Computer-Aided Drafting

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the field of Computer-Aided Drafting. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

### Technical Drafting (8 hours)

Curriculum code: C96A

- \*DRFT 2114 - AutoCAD I
- \*DRFT 2124 - AutoCAD II

Credit hours

4  
4

### Mechanical Drafting (16 hours)

Curriculum code: C96B

- \*DRFT 2114 - AutoCAD I
- \*DRFT 2124 - AutoCAD II
- \*DRFT 2134 - AutoCAD III
- \*DRFT 2164 - Mechanical Drafting with Inventor

4  
4  
4  
4

### Architectural Drafting (16 hours)

Curriculum code: C96C

- \*DRFT 2114 - AutoCAD I
- \*DRFT 2124 - AutoCAD II
- \*DRFT 2134 - AutoCAD III
- \*DRFT 2414 - Architectural Drafting with Revit

4  
4  
4  
4

\*Course has prerequisite.

## Computer-Aided Drafting Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours |
|-----------------|--------------|
| *DRFT 2114      | 4            |
| Spring semester |              |
| *DRFT 2124      | 4            |
| Fall semester   |              |
| *DRFT 2134      | 4            |
| Spring semester |              |
| *DRFT 2164      | 4            |
| *DRFT 2414      | 4            |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/). Look for information on these certificates: Mechanical Drafting and Architectural Drafting.

**Computer Graphic Design**  
Associate in Applied Science Degree

**SUGGESTED COURSE SEQUENCE**

| Fall semester          | Credit hours |
|------------------------|--------------|
| ARTS 1503              | 3            |
| ARTS 1513              | 3            |
| COSC 1513              | 3            |
| DSGN 1113              | 3            |
| *ENGL 1413             | 3            |
| <b>Spring semester</b> |              |
| *ARTS 1813             | 3            |
| *BSNS 1603             | 3            |
| DSGN 1123              | 3            |
| *DSGN 1213             | 3            |
| *MATH 1123             | 3            |
| Technical elective     | 3            |
| <b>Fall semester</b>   |              |
| *DSGN 1233             | 3            |
| DSGN 1243              | 3            |
| *PSCI 1514             | 4            |
| *DRFT 2114             | 4            |
| Technical elective     | 3            |
| <b>Spring semester</b> |              |
| DSGN 1223              | 3            |
| *DSGN 1133             | 3            |
| *SOCY 2513             | 3            |
| Technical electives    | 8            |

**Computer Graphic Design**  
Advanced Certificate

**SUGGESTED COURSE SEQUENCE**

| Fall semester          | Credit hours |
|------------------------|--------------|
| ARTS 1503              | 3            |
| ARTS 1513              | 3            |
| DSGN 1113              | 3            |
| <b>Spring semester</b> |              |
| *ARTS 1813             | 3            |
| COSC 1513              | 3            |
| DSGN 1123              | 3            |
| DSGN 1213              | 3            |
| <b>Fall semester</b>   |              |
| *DRFT 2114             | 4            |
| *DSGN 1233             | 3            |
| DSGN 1243              | 3            |
| <b>Spring semester</b> |              |
| *DSGN 1223             | 3            |
| DSGN 1133              | 3            |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

# Computer Graphic Design

**Associate in Applied Science Degree** – DSGN.AAS.V01

The Computer Graphic Design curriculum is designed to prepare students for careers in computer graphic design, graphic arts and graphic communications. This degree typically is not designed for transfer.

**Technical core (12 courses)**

- DSGN 1113 - Digital Photography
- DSGN 1123 - Introduction to Web Design
- DSGN 1133 - Package Design
- DSGN 1213 - Photoshop Digital Imaging
- \*DSGN 1223 - Digital Motion Graphics
- \*DSGN 1233 - Document Design
- DSGN 1243 - Computer Illustration
- ARTS 1503 - Basic Drawing
- ARTS 1513 - Two-Dimensional Design
- \*ARTS 1813 - Three-Dimensional Design
- COSC 1513 - Introduction to Information Processing
- \*DRFT 2114 - AutoCAD I

**Credit hours: 37**

**Technical Electives (4-6 courses)**

CHOOSE 14 CREDIT HOURS of technical electives from the following list:

- ARTS 2553 - Photography
- \*ARTS 2563 - Photography II
- \*BSNS 2423 - Internship Experience
- BSNS 1553 - Introduction to Business
- \*DRFT 2124 - AutoCAD II
- \*DRFT 2134 - AutoCAD III
- \*DRFT 2164 - Mechanical Drafting with Inventor
- \*COSC 1341 - PowerPoint
- MKTG 1553 - Principles of Marketing
- MKTG 2063 - Fundamentals of Advertising
- \*DRFT 2414 - Architectural Drafting with Revit

**Credit hours: 14**

**General Education (5 courses)**

- \*ENGL 1413 - Fundamentals of Writing<sup>1</sup>
- \*BSNS 1603 - Business Communications<sup>1</sup>
- \*MATH 1123 - Technical Mathematics II<sup>2</sup>
- \*PSCI 1514 - Introduction to Physical Science
- \*SOCY 2513 - Sociology

**Credit hours: 16**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 67**

\* Course has prerequisite.

<sup>1</sup>For transfer students, a higher level English course may be substituted.

<sup>2</sup>For transfer students, a higher level mathematics course may be substituted.

**Advanced Certificate in Computer Graphic Design** – DSGN.CRT.V51

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

**Technical Core (12 courses)**

- DSGN 1113 - Digital Photography
- DSGN 1123 - Introduction to Web Design
- DSGN 1133 - Package Design
- DSGN 1213 - Photoshop Digital Imaging
- \*DSGN 1223 - Digital Motion Graphics
- \*DSGN 1233 - Document Design
- DSGN 1243 - Computer Illustration
- ARTS 1503 - Basic Drawing
- ARTS 1513 - Two-Dimensional Design
- \*ARTS 1813 - Three-Dimensional Design
- COSC 1513 - Introduction to Information Processing
- \*DRFT 2114 - AutoCAD I

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 37**

\* Course has prerequisite.

# Construction Craft Laborer

## Associate in Applied Science Degree – 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.

### Technical Core (13 courses)

COSC 1513 - Introduction to Information Processing  
 ELTR 1402 - Industrial Safety  
 LABR 1103 - Craft Orientation  
 LABR 1123 - Mason Tending  
 LABR 1142 - Concrete Practice Fundamentals  
 LABR 1163 - Asphalt Technology & Construction  
 LABR 2113 - Lead-Based Paint Abatement  
 LABR 2133 - Principles of Pipe Laying  
 LABR 2213 - Landscaping Maintenance  
 LABR 2233 - Blueprint Reading  
 LABR 2313 - Construction Surveying  
 LABR 2333 - Bridge Construction  
 LABR 2416 - Hazardous Waste Management

**Credit hours: 40**

### Technical Electives (2-3 courses)

CHOOSE SIX (6) CREDIT HOURS of technical electives from any of these prefixes: CNST, DRFT, DSGN, ENGR, ELTR, MCHN, MAFT and WELD.

**Credit hours: 6**

### Work-based learning (1 course)

\*BSNS 2423 - Internship Experience

**Credit hours: 3**

### General Education (5 courses)

CHOOSE TWO courses from the following<sup>1</sup>:  
 \*ENGL 1413 - Fundamentals of Writing  
 \*BSNS 1603 - Business Communications  
 \*ENGL 1613 - English 1  
 \*ENGL 1623 - English II  
 \*SPCH 1553 - Introductory Speech  
 CHOOSE ONE course from the following<sup>2</sup>:  
 \*MATH 1113 - Technical Mathematics I  
 \*MATH 1123 - Technical Mathematics II  
 \*MATH 1414 - Basic Algebra

**Credit hours: 15**

ELECTIVE - Social and Behavioral Science course (see Page 63).

ELECTIVE - Life Science, Physical Science or Mathematics course (see Page 63).

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64</b> |
|--|

\*Course has prerequisite.

1 A higher level English course may be substituted.

2 A higher level mathematics course may be substituted.

## Construction Craft Laborer Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester               | Credit hours |
|-----------------------------|--------------|
| LABR 1103                   | 3            |
| LABR 1123                   | 3            |
| LABR 1142                   | 3            |
| LABR 1163                   | 4            |
| *COSC 1513                  | 3            |
| *General education elective | 3            |
| <b>Spring semester</b>      |              |
| LABR 2113                   | 3            |
| LABR 2133                   | 3            |
| LABR 2213                   | 3            |
| LABR 2233                   | 3            |
| *General education elective | 3            |
| *ELTR 1402                  | 2            |
| <b>Fall semester</b>        |              |
| LABR 2313                   | 3            |
| LABR 2333                   | 3            |
| LABR 2416                   | 6            |
| *General education elective | 3            |
| <b>Spring semester</b>      |              |
| *BSNS 2423                  | 3            |
| *General education elective | 3            |
| *General education elective | 3            |
| Technical elective          | 3            |
| Technical elective          | 3            |

### ADDITIONAL PROGRAM INFORMATION

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



# Construction Craft Laborer

## PROGRAM NOTE

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

## ADDITIONAL PROGRAM INFORMATION

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

## Advanced Certificate – LABR.CRT.C92

The Construction Craft Laborer certificate is earned in cooperation with the district's trade union training centers in Illinois. The student will earn credit for the certificate courses while attending courses at specific training facilities and learning the various skills that are required.

### Construction Craft Laborer (11 courses)

Credit hours: 35

|  |
|--|
| LABR 1103 - Craft Orientation                                    |
| LABR 1123 - Practices & Procedures of Mason Tending              |
| LABR 1142 - Concrete Practice Fundamentals                       |
| LABR 1163 - Asphalt Technology & Construction                    |
| LABR 2113 - Lead Base Paint Abatement                            |
| LABR 2133 - Principles of Pipelaying                             |
| LABR 2213 - Landscaping Maintenance                              |
| LABR 2233 - Blueprint Reading                                    |
| LABR 2313 - Basic Construction Surveying                         |
| LABR 2333 - Bridge Construction, Renovation, & Demolition        |
| LABR 2416 - Laborers/AGC Hazardous Waste Worker Training Program |

### General education (3-6 courses)

Credit hours: 9

|   |
|---|
| ELECTIVES <sup>1</sup> - General education (6 credit hours) |
| BSNS 2423 - Internship Experience                           |

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 44</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Students may select from one of the following: Business Electives (as listed on Pages 63-64) and/or courses with a prefix of CNST, DRFT, DSGN, ENGR, MCHN, WELD, COSC, or ELTR.

## Certificate option in Construction Craft Laborer

This program is designed for those who have been accepted into the Illinois Laborer's and Contractor's Construction Craft Laborer Apprenticeship and Training Program. It includes 280 hours of apprenticeship training. Students seeking admission must meet the admissions requirements of KCC and the Bureau of Apprenticeship Training, U.S. Department of Labor. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

### Concrete Specialist (10 hours)

Credit hours

|  |   |
|--|---|
| Curriculum code: C92A                        |   |
| * LABR 1142 - Concrete Practice Fundamentals | 2 |
| * LABR 1213 - Concrete Apprenticeship I      | 3 |
| * LABR 1223 - Forming and Finishing Concrete | 3 |
| * LABR 1232 - Concrete Apprenticeship II     | 2 |

\*Course has prerequisite.

# Construction Management

## Associate in Applied Science Degree – CNST.AAS.C43

The Construction Management program gives the student fundamental knowledge of the residential and light-commercial construction industry. Principles, practices, and estimating processes will be covered to prepare the student for entry into the field of Construction Management. Construction Management graduates are generally prepared to enter construction programs at selected colleges and universities with junior status.

### Construction Management Core (14 courses)

|  |                         |
|--|-------------------------|
| CNST 1413 - Introduction to Building Construction      | <b>Credit hours: 45</b> |
| CNST 1423 - Construction Materials & Methods           |                         |
| *CNST 1444 - Surveying with Civil Applications         |                         |
| *CNST 2413 - Mechanical Systems for Buildings          |                         |
| CNST 2423 - Concrete Structure & Foundations           |                         |
| *CNST 2433 - Estimating and Bidding                    |                         |
| CNST 2443 - Building Codes and Inspection              |                         |
| *CNST 2453 - Professional Practice                     |                         |
| COSC 1513 - Introduction to Information Processing     |                         |
| *DRFT 2114 - AutoCAD I                                 |                         |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>   |                         |
| *ELTR 1174 - National Electric Code and Wiring Methods |                         |
| ELTR 1402 - Industrial Safety                          |                         |
| BSNS 2553 - Principles of Management                   |                         |

### General Education (5 courses)

|  |                         |
|--|-------------------------|
| *ENGL 1413 - Fundamentals of Writing <sup>2</sup>  | <b>Credit hours: 16</b> |
| *BSNS 1603 - Business Communications <sup>2</sup>  |                         |
| *MATH 1123 - Technical Mathematics II <sup>3</sup> |                         |
| *PSCI 1514 - Introduction to Physical Science      |                         |
| *SOCY 2513 - Sociology                             |                         |

### Technical Elective (1 course)

|  |                        |
|--|------------------------|
| AIRC 1014 - Fundamentals of Air Conditioning | <b>Credit hours: 4</b> |
|--|------------------------|

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 65</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

<sup>2</sup>For transfer students, a higher level English course may be substituted.

<sup>3</sup>For transfer students, a higher level mathematics course may be substituted.

## Construction Management Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| CNST 1413     | 3            |
| CNST 1423     | 3            |
| COSC 1513     | 3            |
| ELTR 1064     | 4            |
| *ENGL 1413    | 3            |

### Spring semester

|            |   |
|------------|---|
| *CNST 1444 | 4 |
| *DRFT 2114 | 4 |
| *ELTR 1174 | 4 |
| ELTR 1402  | 2 |
| *MATH 1123 | 3 |

### Fall semester

|            |   |
|------------|---|
| AIRC 1014  | 4 |
| BSNS 2553  | 3 |
| CNST 2423  | 3 |
| CNST 2433  | 3 |
| *PSCI 1514 | 4 |

### Spring semester

|            |   |
|------------|---|
| *BSNS 1603 | 3 |
| *CNST 2413 | 3 |
| CNST 2443  | 3 |
| *CNST 2453 | 3 |
| *SOCY 2513 | 3 |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

## Construction Management Advanced Certificate

### SUGGESTED COURSE SEQUENCE

|                        | Credit hours |
|------------------------|--------------|
| <b>Fall semester</b>   |              |
| CNST 1413              | 3            |
| CNST 1423              | 3            |
| ELTR 1064              | 4            |
| <b>Spring semester</b> |              |
| *CNST 1444             | 4            |
| ELTR 1402              | 2            |
| <b>Fall semester</b>   |              |
| CNST 2423              | 3            |
| CNST 2433              | 3            |
| *DRFT 2114             | 4            |
| <b>Spring semester</b> |              |
| *CNST 2413             | 3            |
| CNST 2443              | 3            |
| <b>Summer term</b>     |              |
| *CNST 2453             | 3            |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

## Advanced Certificate in Construction Management – CNST.CRT.C93

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

### Required courses: (11 courses)

|  |
|--|
| CNST 1413 - Introduction to Building Construction    |
| CNST 1423 - Construction Materials & Methods         |
| *CNST 1444 - Surveying with Civil Applications       |
| *CNST 2413 - Mechanical Systems for Buildings        |
| CNST 2423 - Concrete Structure & Foundations         |
| *CNST 2433 - Estimating & Bidding                    |
| CNST 2443 - Building Codes & Inspection              |
| *CNST 2453 - Professional Practice                   |
| *DRFT 2114 - AutoCAD I                               |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup> |
| ELTR 1402 - Industrial Safety                        |

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 35</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### Certificate Options in Construction Management

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the construction field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Please note: The Materials and Methods certificate is required before completion of the certificate in Building Systems.

|  | Credit hours |
|--|--------------|
| <b>Materials and Methods (6 hours)</b>                 |              |
| Curriculum code: C93A                                  |              |
| CNST 1413 - Introduction to Building Construction      | 3            |
| CNST 1423 - Construction Materials & Methods           | 3            |
| <b>Building Systems (10 hours)</b>                     |              |
| Curriculum code: C93B                                  |              |
| *CNST 2413 - Mechanical Systems for Building           | 3            |
| CNST 2423 - Concrete Structure & Foundations           | 3            |
| *ELTR 1174 - National Electric Code and Wiring Methods | 4            |

\*Course has prerequisite.

# Electrical Technology

## Associate in Applied Science Degree - ELTR.AAS.C39

The Electrical Technology program prepares students to construct, install, maintain, troubleshoot, and repair electrical circuits and systems. Basic knowledge, fundamental skills and industry standards will be emphasized as students learn to work in the field of electrical technology. All degree-seeking students in this program take the same common core of freshman-level courses; however, four specializations are offered for students to develop skills in a specific area of interest. The four specialization tracks are: Industrial Electrical Technology, Industrial Instrumentation and Process Control, Industrial Machinery Maintenance, and Renewable Energy Technology. Students will be required to purchase a minimum set of components and/or tools in some courses. Electrical Technology graduates are generally prepared to enter electrical technology programs at selected colleges and universities with junior status.

### PROGRAM NOTE:

Each specialization track has similar courses to take during the first and second semester. Program sequences for each specialization are listed after its requirements.

### Electrical Technology core courses (7 courses)

Credit hours: 26

- \*ELTR 1024 - Basic Circuit Analysis
- ELTR 1034 - Fluid Power
- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- \*ELTR 1114 - Digital Fundamentals
- ELTR 1402 - Industrial Safety
- \*ELTR 2074 - DC & AC Rotating Machines
- \*DRFT 2114 - AutoCAD I

### General Education courses (5 courses)

Credit hours: 16

- \*ENGL 1413 - Fundamentals of Writing<sup>2</sup>
- \*BSNS 1603 - Business Communications<sup>2</sup>
- \*MATH 1123 - Technical Mathematics II<sup>3</sup>
- \*PSCI 1514 - Introduction to Physical Science
- \*SOCY 2513 - Sociology

<sup>1</sup> Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

<sup>2</sup> For transfer students, a higher level English course may be substituted.

<sup>3</sup> For transfer students, a higher level mathematics course may be substituted.

### Specialization track (7-8 courses)

Credit hours: 22-27

CHOOSE ONE of the following tracks. All courses must come from the same specialization.

#### TRACK 1: Industrial Electrical Technology

- \*ELTR 1044 - Semiconductor Electronics
- \*ELTR 1174 - National Electric Code & Wiring Methods
- \*ELTR 2414 - Industrial Motor Controls
- \*ELTR 2444 - Industrial Programmable Controllers & Robotics
- \*ELTR 2474 - Advanced Programmable Controllers
- \*MATH 2113 - Technical Mathematics III
- ELECTIVE - Technology (3 credits)

#### TRACK 2: Industrial Instrumentation and Process Control

- \*ELTR 1044 - Semiconductor Electronics
- \*ELTR 2414 - Industrial Motor Control
- \*ELTR 2444 - Industrial Programmable Controllers & Robotics
- \*ELTR 2454 - Industrial Instrumentation
- \*ELTR 2464 - Process Control
- \*ELTR 2474 - Advanced Programmable Controllers
- \*MATH 2113 - Technical Mathematics III

#### Suggested course sequence –

##### Industrial Electrical Technology specialization

| Fall semester (first year)   |   | Fall semester (second year)   |   |
|------------------------------|---|-------------------------------|---|
| *DRFT 2114                   | 4 | *PSCI 1514                    | 4 |
| ELTR 1034                    | 4 | *MATH 2113                    | 3 |
| ELTR 1064                    | 4 | *ELTR 1044                    | 4 |
| *ENGL 1413                   | 3 | *ELTR 2414                    | 4 |
|                              |   | Technical Elective            | 3 |
| Spring semester (first year) |   | Spring semester (second year) |   |
| *ELTR 1024                   | 4 | *BSNS 1603                    | 3 |
| *ELTR 1114                   | 4 | *SOCY 2513                    | 3 |
| ELTR 1402                    | 2 | *ELTR 2074                    | 4 |
| *MATH 1123                   | 3 | *ELTR 2444                    | 4 |
|                              |   | *ELTR 1174                    | 4 |
|                              |   | Summer semester (second year) |   |
|                              |   | *ELTR 2474                    | 4 |

#### Suggested course sequence –

##### Industrial Instrumentation and Process Control specialization

| Fall semester (first year)   |   | Fall semester (second year)   |   |
|------------------------------|---|-------------------------------|---|
| *DRFT 2114                   | 4 | *ELTR 1044                    | 4 |
| ELTR 1034                    | 4 | *ELTR 2414                    | 4 |
| ELTR 1064                    | 4 | *ELTR 2454                    | 4 |
| *ENGL 1413                   | 3 | *MATH 2113                    | 3 |
| Spring semester (first year) |   | Spring semester (second year) |   |
| *ELTR 1024                   | 4 | *BSNS 1603                    | 3 |
| *ELTR 1114                   | 4 | *ELTR 2074                    | 4 |
| ELTR 1402                    | 2 | *ELTR 2444                    | 4 |
| *MATH 1123                   | 3 | *ELTR 2464                    | 4 |
| *PSCI 1514                   | 4 | *SOCY 2513                    | 3 |
|                              |   | Summer term (second year)     |   |
|                              |   | *ELTR 2474                    | 4 |

MINIMUM CREDIT HOURS FOR COMPLETION - 68

MINIMUM CREDIT HOURS FOR COMPLETION - 69

**TRACK 3: Industrial Machinery Maintenance**

AIRC 1014 - Fundamentals of Air Conditioning  
 \*ELTR 2414 - Industrial Motor Control  
 \*MCHN 1214 - Machine Tool I  
 WELD 1114 - Basic Welding  
 WELD 2124 - Tungsten Inert Gas Welding  
 WELD 2224 - Metallic Inert Gas Welding

**Suggested course sequence – Industrial Machinery Maintenance specialization**

| Fall semester (first year)   |   | Fall semester (second year)   |   |
|------------------------------|---|-------------------------------|---|
| *DRFT 2114                   | 4 | AIRC 1014                     | 4 |
| ELTR 1034                    | 4 | *ELTR 2414                    | 4 |
| ELTR 1064                    | 4 | *MCHN 1214                    | 4 |
| WELD 1114                    | 4 | WELD 2124                     | 4 |
| Spring semester (first year) |   | Spring semester (second year) |   |
| *ELTR 1024                   | 4 | *BSNS 1603                    | 3 |
| *ELTR 1114                   | 4 | *ELTR 2074                    | 4 |
| ELTR 1402                    | 2 | *PSCI 1514                    | 4 |
| *ENGL 1413                   | 3 | *SOCY 2513                    | 3 |
| *MATH 1123                   | 3 | WELD 2224                     | 4 |

**MINIMUM CREDIT HOURS FOR COMPLETION - 66**
**TRACK 4: Renewable Energy Technology**

\*ELTR 1044 - Semiconductor Electronics  
 \*ELTR 1174 - National Electric Code & Wiring Methods  
 \*ELTR 1223 - Survey of Renewable Energy Technologies  
 \*ELTR 2314 - Intro to Solar-Thermal Technology  
 \*ELTR 2324 - Intro to Small-Wind Energy Tech  
 \*ELTR 2334 - Intro to Solar-Photovoltaic Tech  
 \*MATH 2113 - Technical Mathematics III

**Suggested course sequence – Renewable Energy Technology specialization**

| Fall semester (first year)   |   | Fall semester (second year)   |   |
|------------------------------|---|-------------------------------|---|
| *DRFT 2114                   | 4 | *ELTR 1044                    | 4 |
| ELTR 1034                    | 4 | *ELTR 2324                    | 4 |
| ELTR 1064                    | 4 | *ELTR 2314                    | 4 |
| *ELTR 1223                   | 3 | *MATH 2113                    | 3 |
|                              |   | *PSCI 1514                    | 4 |
| Spring semester (first year) |   | Spring semester (second year) |   |
| *ELTR 1024                   | 4 | *BSNS 1603                    | 3 |
| *ELTR 1174                   | 4 | *ELTR 1114                    | 4 |
| ELTR 1402                    | 2 | *ELTR 2074                    | 4 |
| *ENGL 1413                   | 3 | *ELTR 2334                    | 4 |
| *MATH 1123                   | 3 | *SOCY 2513                    | 3 |

**MINIMUM CREDIT HOURS FOR COMPLETION - 68**
**Electrical Technology  
Advanced Certificate****SUGGESTED COURSE SEQUENCE**

| Fall semester   | Credit hours |
|-----------------|--------------|
| ELTR 1034       | 4            |
| ELTR 1064       | 4            |
| Spring semester |              |
| *ELTR 1024      | 4            |
| *ELTR 1114      | 4            |
| ELTR 1402       | 2            |
| Fall semester   |              |
| *DRFT 2114      | 4            |
| *ELTR 2414      | 4            |
| Spring semester |              |
| *ELTR 1174      | 4            |
| *ELTR 2074      | 4            |
| *ELTR 2444      | 4            |
| Summer term     |              |
| *ELTR 2474      | 4            |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

**Advanced Certificate Industrial Electrical Technology – ELTR.CRT.C87**

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

**Required courses (10 courses)**

\*ELTR 1024 - Basic Circuit Analysis  
 ELTR 1034 - Fluid Power  
 ELTR 1064 - Fundamentals of Electricity<sup>1</sup>  
 \*ELTR 1114 - Digital Fundamentals  
 \*ELTR 1174 - National Electric Code & Wiring Methods  
 ELTR 1402 - Industrial Safety  
 \*ELTR 2074 - DC & AC Rotating Machines & Drive Trains  
 \*ELTR 2414 - Industrial Motor Control  
 \*ELTR 2444 - Industrial Programmable Controllers & Robotics  
 \*ELTR 2474 - Advanced Programmable Controllers  
 \*DRFT 2114 - AutoCAD I

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 42**

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Instrumentation and Process Control Advanced Certificate – ELTR.CRT.C60

(Pending ICCB approval)

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

### Required courses (10 courses)

- \*ELTR 1024 - Basic Circuit Analysis
- ELTR 1034 - Fluid Power
- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- \*ELTR 1114 - Digital Fundamentals
- ELTR 1402 - Industrial Safety
- \*ELTR 2414 - Industrial Motor Control
- \*ELTR 2444 - Industrial Programmable Controllers & Robotics
- \*ELTR 2454 - Industrial Instrumentation
- \*ELTR 2464 - Process Control
- \*ELTR 2474 - Advanced Programmable Controllers

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 38</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Electronic Technician Certificate

Curriculum code: C39D (Pending ICCB approval)

- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- \*ELTR 1024 - Basic Circuit Analysis
- \*ELTR 1044 - Semiconductor Electronics
- \*ELTR 1114 - Digital Fundamentals
- ELTR 1402 - Industrial Safety

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 18</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Instrumentation and Process Control Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| ELTR 1034              | 4            |
| ELTR 1064              | 4            |
| <b>Spring semester</b> |              |
| *ELTR 1024             | 4            |
| *ELTR 1114             | 4            |
| ELTR 1402              | 2            |
| <b>Fall semester</b>   |              |
| *ELTR 2454             | 4            |
| *ELTR 2414             | 4            |
| <b>Spring semester</b> |              |
| *ELTR 2444             | 4            |
| *ELTR 2464             | 4            |
| <b>Summer term</b>     |              |
| *ELTR 2474             | 4            |

## Electronic Technician Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| *ELTR 1024             | 4            |
| ELTR 1044              | 4            |
| ELTR 1064              | 4            |
| <b>Spring semester</b> |              |
| *ELTR 1114             | 4            |
| ELTR 1044              | 4            |

## ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/). Look for information on these certificates: Entry-Level, Solar-Thermal Technology; Entry-Level, Small-Wind Technology; and Entry-Level, Solar-PV Technology.

## Certificate Options in Electrical Technology

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the electrical technology field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

|   | <b>Credit hours</b> |
|---|---------------------|
| <b>Electrical Technology (18 hours)</b>                               |                     |
| Curriculum code: C39D 1064 - Fundamentals of Electricity <sup>1</sup> | 4                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 1024 - Basic Circuit Analysis                                   | 4                   |
| *ELTR 1114 - Digital Fundamentals                                     | 4                   |
| *ELTR 1044 - Semiconductor Electronics                                | 4                   |
| <b>Industrial Motor Control (14 hours)</b>                            |                     |
| Curriculum code: C87A   |                     |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 2074 - DC & AC Rotating Machines & Drive Trains                 | 4                   |
| *ELTR 2414 - Industrial Motor Control                                 | 4                   |
| <b>Pneumatic and Hydraulic Power (14 hours)</b>                       |                     |
| Curriculum code: C32A   |                     |
| *ELTR 1034 - Fluid Power  | 4                   |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *MCHN1214 - Machine Tool I  | 4                   |
| <b>Programmable Logic Controllers (14 hours)</b>                      |                     |
| Curriculum code: C87B   |                     |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 2414 - Industrial Motor Control                                 | 4                   |
| *ELTR 2444 - Industrial Programmable Controllers & Robotics           | 4                   |
| <b>Residential and Industrial Wiring (14 hours)</b>                   |                     |
| Curriculum code: C87C   |                     |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| *ELTR 1174 - National Electric Code & Wiring Methods                  | 4                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 2414 - Industrial Motor Control                                 | 4                   |
| <b>Entry-Level, Solar-Thermal Technology (21 hours)</b>               |                     |
| Curriculum code: C39A   |                     |
| AIRC 1014 - Fundamentals of Air Conditioning                          | 4                   |
| *AIRC 1214 - Heating Plants   | 4                   |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| *ELTR 1223 - Survey of Renewable Energy                               | 3                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 2314 - Introduction to Solar-Thermal Technology                 | 4                   |
| <b>Entry-Level, Small-Wind Technology (21 hours)</b>                  |                     |
| Curriculum code: C39B   |                     |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| *ELTR 1174 - National Electric Code & Wiring Methods                  | 4                   |
| *ELTR 1223 - Survey of Renewable Energy                               | 3                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 2074 - DC & AC Rotating Machines & Drive Trains                 | 4                   |
| *ELTR 2324 - Introduction to Small-Wind Energy Technology             | 4                   |
| <b>Entry-Level, Solar-PV Technology (21 hours)</b>                    |                     |
| Curriculum code: C39C   |                     |
| ELTR 1064 - Fundamentals of Electricity <sup>1</sup>                  | 4                   |
| *ELTR 1174 - National Electric Code & Wiring Methods                  | 4                   |
| *ELTR 1223 - Survey of Renewable Energy                               | 3                   |
| ELTR 1402 - Industrial Safety   | 2                   |
| *ELTR 2334 - Intro to Solar-Photovoltaic Tech                         | 4                   |
| *ELTR 2414 - Industrial Motor Control                                 | 4                   |

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Emergency Medical Technician – Basic (EMT-B)

### Certificate

Curriculum code: C29A

This certificate course prepares individuals to take the state examination required for an entry-level position as an EMT-Basic (EMT-B). The EMT-B course serves as the foundation for continued studies as an Emergency Medical Technician, (see certificate programs on this and the following page) and as a Paramedic (see Associate in Applied Science degree options, Page 124). The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program. Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Before enrollment, each student must choose to be associated with either Presence St. Mary's Hospital or Riverside Medical Center during training. The hospital choice does not guarantee acceptance to the program associated with that location.

\*PMED 1017 - Emergency Medical Technician—Basic<sup>1</sup>

|   |
|---|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 7</b> |
|---|

\*Course has prerequisite.

<sup>1</sup>See “additional program information” at right.

## 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.

Before enrollment, each student must choose to be associated with either Presence St. Mary's Hospital or Riverside Medical Center during training. The hospital choice does not guarantee acceptance to the program associated with that location.

\*PMED 2115 - Paramedic I

\*PMED 2215 - Paramedic II

\*PMED 2315 - Paramedic III

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 45</b> |
|--|

\*Course has prerequisite.

### Global Supply Chain Management

See Page 131.

### ADDITIONAL PROGRAM INFORMATION

Before enrollment, the student must have appropriate assessment score; be CPR certified at the “Health Care Provider” level and have a GED certificate or official high school transcript showing graduation on file at KCC. High school seniors should consult their high school advisor for registration requirements. To sit for the IDPH EMT-B test, the student must be at least 18 years of age.

### Emergency Medical Technician – Paramedic Advanced Certificate

#### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| PMED 2115              | 15           |
| <b>Spring Semester</b> |              |
| PMED 2215              | 15           |
| <b>Summer Semester</b> |              |
| PMED 2315              | 15           |

### ADDITIONAL PROGRAM INFORMATION

Before enrollment, the student must show successful completion of the state certification exam for EMT-B or EMT- I or current state license. Students also must have completed KCC's COMPASS test, be CPR certified at the “Health Care Provider” level and have a GED certificate or official high school transcript showing graduation on file at KCC. High school seniors should consult their high school advisor for registration requirements.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gain-ful-employment/](http://www.kcc.edu/gain-ful-employment/).



**Law Enforcement**  
**Associate in Applied Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester | Credit hours |
|---------------|--------------|
| *ENGL 1613    | 3            |
| LAWF 1513     | 3            |
| LAWF 1613     | 3            |
| *PSYC 1813    | 3            |
| ELECTIVES     | 4            |

| Spring semester |   |
|-----------------|---|
| *ENGL 1623      | 3 |
| LAWF 1713       | 3 |
| LAWF 1753       | 3 |
| *PLSC 1513      | 3 |
| ELECTIVES       | 4 |

| Fall semester |   |
|---------------|---|
| LAWF 1723     | 3 |
| LAWF 2513     | 3 |
| LAWF 2723     | 3 |
| *SPCH 1553    | 3 |
| ELECTIVES     | 4 |

| Spring semester |   |
|-----------------|---|
| LAWF 1733       | 3 |
| LAWF 2623       | 3 |
| LAWF 2713       | 3 |
| *SOCY 2513      | 3 |
| ELECTIVES       | 4 |

**Law Enforcement**  
**Advanced Certificate**

**SUGGESTED COURSE SEQUENCE**

| Fall semester | Credit hours |
|---------------|--------------|
| LAWF 1513     | 3            |
| LAWF 1613     | 3            |

| Spring semester |   |
|-----------------|---|
| LAWF 1713       | 3 |
| LAWF 1753       | 3 |

| Fall semester |   |
|---------------|---|
| LAWF 1723     | 3 |
| LAWF 2513     | 3 |
| LAWF 2723     | 3 |

| Spring semester |   |
|-----------------|---|
| LAWF 1733       | 3 |
| LAWF 2623       | 3 |
| LAWF 2713       | 3 |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

# Law Enforcement

**Associate in Applied Science Degree – LAWF.AAS.C44**

The Law Enforcement curriculum is designed to meet the needs of two groups of students: those who plan to work with public or private agencies concerned with maintaining public safety and those already employed by law enforcement agencies who wish to update skills and knowledge. KCC also offers a Criminal Justice transfer program, see Page 45. Students should see the criminal justice/law enforcement coordinator to determine which program best suits their needs. Law Enforcement graduates are generally prepared to enter law enforcement programs at selected colleges and universities with junior status.

**Law Enforcement Major (10 courses) Credit hours: 30**

- LAWF 1513 - Introduction to Criminal Justice
- LAWF 1613 - Police Operations & Services
- LAWF 1713 - Basic Criminal Law
- LAWF 1723 - Criminal Evidence & Procedures
- LAWF 1733 - Criminal Investigation
- LAWF 1753 - Juvenile Delinquency
- LAWF 2513 - Criminology
- LAWF 2623 - Organization & Administration
- LAWF 2713 - Community-Oriented Policing
- LAWF 2723 - Introduction to Corrections

**General Education (6 courses) Credit hours: 18**

- \*PSYC 1813 - Introduction to Psychology
- \*PLSC 1513 - American Government
- \*SOCY 2513 - Sociology
- \*SPCH 1553 - Introductory Speech
- CHOOSE TWO of the following four courses:
  - \*ENGL 1413 - Fundamentals of Writing
  - \*ENGL 1613 - English I
  - \*ENGL 1623 - English II
  - \*BSNS 1603 - Business Communications

**Electives Credit hours: 16**

CHOOSE 16 CREDIT HOURS of courses from any elective area or LAWF prefix.<sup>1</sup> A maximum of two (2) credit hours can come from physical education activity courses (see Pages 175-176).

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64**

\*Course has prerequisite.

<sup>1</sup>PEPC 1308 and/or PEPC 1318 may be used to fulfill this requirement.

**Advanced Certificate in Law Enforcement – LAWF.CRT.C94**

Upon completion of this program, the graduate is prepared for employment in a wide variety of positions in the law enforcement field.

**Law Enforcement Major (10 courses)**

- LAWF 1513 - Introduction to Criminal Justice
- LAWF 1613 - Police Operations & Services
- LAWF 1713 - Basic Criminal Law
- LAWF 1723 - Criminal Evidence & Procedures
- LAWF 1733 - Criminal Investigation
- LAWF 1753 - Juvenile Delinquency
- LAWF 2513 - Criminology
- LAWF 2623 - Organization & Administration
- LAWF 2713 - Community-Oriented Policing
- LAWF 2723 - Introduction to Corrections

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30**

\*Course has prerequisite.

## Certificate Options in Law Enforcement

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the law enforcement field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

|  | <b>Credit hours</b> |
|--|---------------------|
| <b>Basic Law Enforcement Principles (6 hours)</b>  |                     |
| Curriculum code: C94A                              |                     |
| LAWF 1513 - Introduction to Criminal Justice       | 3                   |
| LAWF 1613 - Police Operations & Services           | 3                   |
| <b>Laws and Evidentiary Procedures (6 hours)</b>   |                     |
| Curriculum code: C94B                              |                     |
| LAWF 1713 - Basic Criminal Law                     | 3                   |
| LAWF 1723 - Criminal Evidence & Procedures         | 3                   |
| <b>Relationships and Juveniles (6 hours)</b>       |                     |
| Curriculum code: C94C                              |                     |
| LAWF 1753 - Juvenile Delinquency                   | 3                   |
| LAWF 2713 - Community-Oriented Policing            | 3                   |
| <b>Crime, Criminals, and Corrections (9 hours)</b> |                     |
| Curriculum code: C94D                              |                     |
| LAWF 1513 - Introduction to Criminal Justice       | 3                   |
| LAWF 2513 - Criminology                            | 3                   |
| LAWF 2723 - Introduction to Corrections            | 3                   |
| <b>Investigation &amp; Organization (12 hours)</b> |                     |
| Curriculum code: C94E                              |                     |
| LAWF 1513 - Introduction to Criminal Justice       | 3                   |
| LAWF 1733 - Criminal Investigation                 | 3                   |
| *LAWF 2413 - Computer Crime Investigation          | 3                   |
| *LAWF 2623 - Organization & Administration         | 3                   |
| <b>Private Security (9 hours)</b>                  |                     |
| Curriculum code: C94F                              |                     |
| LAWF 1513 - Introduction to Criminal Justice       | 3                   |
| LAWF 1713 - Basic Criminal Law                     | 3                   |
| LAWF 2733 - Private Security                       | 3                   |

## ADDITIONAL PROGRAM INFORMATION

All criminal justice/law enforcement courses at KCC are taught by law enforcement professionals with advanced degrees and certification in the subject matter.

Those who complete the Private Security course are eligible for certification from the state of Illinois.

**Machine Tool Technology  
Advanced Certificate**

**SUGGESTED COURSE SEQUENCE**

|                        | <b>Credit hours</b> |
|------------------------|---------------------|
| <b>Fall semester</b>   |                     |
| MCHN 1311              | 1                   |
| *MCHN 1214             | 4                   |
| *MCHN 1224             | 4                   |
| <b>Spring semester</b> |                     |
| *DRFT 2114             | 4                   |
| *MCHN 1234             | 4                   |
| <b>Fall semester</b>   |                     |
| WELD elective(s)       | 4                   |
| *MATH 1113             | 3                   |
| <b>Spring semester</b> |                     |
| *MATH 1123             | 3                   |
| *MCHN 2314             | 4                   |
| WELD 1263              | 3                   |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

# Machine Tool Technology

**Advanced Certificate – MCHN.CRT.C84**

The Machine Tool Technology curriculum is designed to give students the opportunity to develop the competencies needed to be successful as a machinist in a machine shop or in the machine tool rooms of various industries.

**Machine Tool Technology Core (7 courses)**

**Credit hours: 24**

- \*MCHN 1214 - Machine Tool I
- \*MCHN 1224 - Machine Tool II
- \*MCHN 1234 - Machine Tool III
- MCHN 1311 - Precision Measurement
- \*MCHN 2314 - Fundamentals of CNC Machining & Programming
- \*DRFT 2114 - AutoCAD I
- WELD 1263 - Metallurgy & Heat Treatment

**General Education (2 courses)**

**Credit hours: 6**

- \*MATH 1113- Technical Mathematics I
- \*MATH 1123 - Technical Mathematics II

**Welding elective (1 course)**

**Credit hours: 4**

CHOOSE FOUR (4) CREDIT HOURS of courses with a WELD prefix.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 34**

\*Course has prerequisite.

# Manufacturing Technology: Industrial Maintenance Specialization

## Associate in Applied Science Degree – 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.

### General Education (8 courses)

- MAFT 1323 - Lean & Quality Overview
- \*ENGL 1413 - Fundamentals of Writing or higher
- \*BSNS 1603 - Business Communications or SPCH 1553 - Introductory Speech
- \*BSNS 2423 - Internship Experience
- \*MATH 1113 - Technical Mathematics I or higher
- \*MATH 1123 - Technical Mathematics II or higher
- ELECTIVE - General education (3 credit hours)
- ELECTIVE - Technical education (3 credit hours)

**Credit hours: 24**

### Core Courses (4 courses)

- MAFT 1112 - Intro to Manufacturing & Safety
- MAFT 1222 - Quality and Measurement
- MAFT 1232 - Manufacturing Processes
- MAFT 1312 - Intro to Manufacturing Maintenance

**Credit hours: 8**

### Industrial Maintenance courses (9 courses)

- ELTR 1064 - Fundamentals of Electricity
- \*ELTR 2074 - DC & AC Rotating Machines & Drive Trains
- \*ELTR 2414 - Industrial Motor Controls
- \*ELTR 2444 - Industrial Program Controls & Robotics
- \*MCHN 1214 - Machine Tool I
- MCHN 1311 - Precision Measurement
- MCHN 1452 - Lubrication
- \*MCHN 1224 - Machine Tool II
- WELD 1114 - Basic Welding

**Credit hours: 31**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 63**

\*Course has prerequisite.

## Industrial Maintenance Specialization Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |
| MAFT 1323     | 3            |
| *MATH 1113    | 3            |
| MCHN 1311     | 1            |

### Spring semester

|                    |   |
|--------------------|---|
| ELTR 1064          | 4 |
| *MATH 1123         | 3 |
| *MCHN 1214         | 4 |
| MCHN 1452          | 2 |
| Technical elective | 3 |

### Fall semester

|            |   |
|------------|---|
| *ELTR 2414 | 4 |
| *ENGL 1413 | 3 |
| *MCHN 1224 | 4 |
| WELD 1114  | 4 |

### Spring Semester

|                            |   |
|----------------------------|---|
| *ELTR 2074                 | 4 |
| *ELTR 2444                 | 4 |
| *BSNS 1603 or *SPCH 1553   | 3 |
| *BSNS 2423                 | 3 |
| General education elective | 3 |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

## Manufacturing Industrial Maintenance II Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| MAFT 1112              | 2            |
| MAFT 1222              | 2            |
| MAFT 1232              | 2            |
| MAFT 1312              | 2            |
| ELTR 1064              | 4            |
| <b>Spring semester</b> |              |
| *MATH 1113             | 3            |
| MCHN 1311              | 1            |
| *MCHN 1214             | 4            |
| MCHN 1452              | 2            |
| <b>Fall semester</b>   |              |
| *ELTR 2414             | 4            |
| *MCHN 1224             | 4            |
| WELD 1114              | 4            |
| <b>Spring Semester</b> |              |
| MAFT 1323              | 3            |
| *ELTR 2444             | 4            |
| *ELTR 2074             | 4            |

## Intermediate Manufacturing Industrial Maintenance Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| ELTR 1064              | 4            |
| WELD 1114              | 4            |
| <b>Spring semester</b> |              |
| *ELTR 2074             | 4            |
| MCHN 1311              | 1            |
| MCHN 1452              | 2            |
| <b>Fall semester</b>   |              |
| *ELTR 2414             | 4            |
| *MCHN 1214             | 4            |
| <b>Spring semester</b> |              |
| *ELTR 2444             | 4            |
| MCHN 1224              | 4            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

## Advanced Certificate in Manufacturing Industrial Maintenance II – 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.

### Manufacturing Industrial Maintenance II core (15 courses)

|   |
|---|
| ELTR 1064 - Fundamentals of Electricity               |
| *ELTR 2074 - DC & AC Rotating Machines & Drive Trains |
| *ELTR 2414 - Industrial Motor Controls                |
| *ELTR 2444 - Industrial Program Controls & Robotics   |
| MAFT 1112 - Intro to Manufacturing & Safety           |
| MAFT 1222 - Quality and Measurement                   |
| MAFT 1232 - Manufacturing Processes                   |
| MAFT 1312 - Intro to Manufacturing Maintenance        |
| MAFT 1323 - Lean & Quality Overview                   |
| *MCHN 1214 - Machine Tool I                           |
| MCHN 1311 - Precision Measurement                     |
| MCHN 1452 - Lubrication                               |
| *MCHN 1224 - Machine Tool II                          |
| *MATH 1113 - Technical Mathematics I or higher        |
| WELD 1114 - Basic Welding                             |

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 45**

\*Course has prerequisite.

## Intermediate Manufacturing Industrial Maintenance Certificate – TECH 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.

### Core (9 courses)

|   |
|---|
| ELTR 1064 - Fundamentals of Electricity                     |
| WELD 1114 - Basic Welding                                   |
| *MCHN 1214 - Machine Tool I                                 |
| MCHN 1311 - Precision Measurement                           |
| MCHN 1452 - Lubrication                                     |
| *ELTR 2074 - DC & AD Rotating Machines and Drive Trains.    |
| *ELTR 2414 - Industrial Motor Control                       |
| *ELTR 2444 - Industrial Programmable Controllers & Robotics |
| *MCHN 1224 - Machine Tool II                                |

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 31**

\*Course has prerequisite.

## 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.

### Manufacturing Industrial Maintenance I core (10 courses)

ELTR 1064 - Fundamentals of Electricity  
MAFT 1112 - Intro to Manufacturing & Safety  
MAFT 1222 - Quality and Measurement  
MAFT 1232 - Manufacturing Processes  
MAFT 1312 - Intro to Manufacturing Maintenance  
MAFT 1323 - Lean & Quality Overview  
\*MATH 1113 - Technical Mathematics I or higher  
\*MCHN 1214 - Machine Tool I  
MCHN 1311 - Precision Measurement  
WELD 1114 - Basic Welding

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 27

\*Course has prerequisite.

## Basic Manufacturing Industrial Maintenance Certificate – TECH 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.

### Core (4 courses)

ELTR 1064 - Fundamentals of Electricity  
\*MCHN 1214 - Machine Tool I  
MCHN 1311 - Precision Measurement  
WELD 1114 - Basic Welding

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 13

\*Course has prerequisite.

## Manufacturing Production Certificate – TECH 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.

### Manufacturing Production Core (6 courses)

MAFT 1112 - Intro to Manufacturing & Safety  
MAFT 1222 - Quality and Measurement  
MAFT 1232 - Manufacturing Processes  
MAFT 1312 - Intro to Manufacturing Maintenance  
MAFT 1323 - Lean & Quality Overview  
\*MATH 1113 - Technical Mathematics I or higher

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 14

\*Course has prerequisite.

## Manufacturing Industrial Maintenance I Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |

| Spring semester | Credit hours |
|-----------------|--------------|
| ELTR 1064       | 4            |
| MAFT 1323       | 3            |
| *MATH 1113      | 3            |

| Fall semester | Credit hours |
|---------------|--------------|
| MCHN 1311     | 1            |
| *MCHN 1214    | 4            |
| WELD 1114     | 4            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

## Basic Manufacturing Industrial Maintenance Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| ELTR 1064     | 4            |

| Spring semester | Credit hours |
|-----------------|--------------|
| MCHN 1311       | 1            |
| *MCHN 1214      | 4            |
| WELD 1114       | 4            |

## Machine Tool Specialization Associate in Applied Science

### SUGGESTED COURSE SEQUENCE

| Fall semester              | Credit hours |
|----------------------------|--------------|
| MAFT 1112                  | 2            |
| MAFT 1222                  | 2            |
| MAFT 1232                  | 2            |
| MAFT 1312                  | 2            |
| MAFT 1323                  | 3            |
| *MATH 1113                 | 3            |
| MCHN 1311                  | 1            |
| <b>Spring semester</b>     |              |
| *DRFT 2114                 | 4            |
| *MATH 1123                 | 3            |
| MCHN 1442                  | 2            |
| WELD 1263                  | 3            |
| Technical elective         | 3            |
| <b>Fall semester</b>       |              |
| *ENGL 1413                 | 3            |
| *MCHN 1214                 | 4            |
| *MCHN 1224                 | 4            |
| MCHN 1323                  | 3            |
| MCHN 1432                  | 2            |
| <b>Spring Semester</b>     |              |
| *BSNS 1603 or *SPCH 1553   | 3            |
| *BSNS 2423                 | 3            |
| *MCHN 1234                 | 4            |
| *MCHN 2314                 | 4            |
| General education elective | 3            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

# Manufacturing Technology: Machine Tool Specialization

## Associate in Applied Science Degree – 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.

### General Education (8 courses)

- MAFT 1323 - Lean & Quality Overview
- \*ENGL 1413 - Fundamentals of Writing or higher
- \*BSNS 1603 - Business Communications or SPCH 1553 - Introductory Speech
- \*BSNS 2423 - Internship Experience
- \*MATH 1113 - Technical Mathematics I or higher
- \*MATH 1123 - Technical Mathematics II or higher
- ELECTIVE - General education (3 credit hours)
- ELECTIVE - Technical education (3 credit hours)

**Credit hours: 24**

### Core Courses (4 courses)

- MAFT 1112 - Intro to Manufacturing & Safety
- MAFT 1222 - Quality and Measurement
- MAFT 1232 - Manufacturing Processes
- MAFT 1312 - Intro to Manufacturing Maintenance

**Credit hours: 8**

### Industrial Maintenance courses (10 courses)

- \*MCHN 1214 - Machine Tool I
- \*MCHN 1224 - Machine Tool II
- MCHN 1311 - Precision Measurement
- \*MCHN 1234 - Machine Tool III
- \*MCHN 2314 - Fundamentals of CNC Machining & Programming
- MCHN 1432 - Millwright
- MCHN 1442 - Rigging
- MCHN 1323 - Fabrication
- \*DRFT 2114 - AutoCAD I
- WELD 1263 - Metallurgy

**Credit hours: 31**

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 63**

\*Course has prerequisite.

## Advanced Certificate in Manufacturing Machine Tool II – 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.

### Manufacturing Machine Tool II Core (16 courses)

- MAFT 1112 - Intro to Manufacturing & Safety
- MAFT 1222 - Quality and Measurement
- MAFT 1232 - Manufacturing Processes
- MAFT 1312 - Intro to Manufacturing Maintenance
- MAFT 1323 - Lean & Quality Overview
- \*MCHN 1214 - Machine Tool I
- \*MCHN 1224 - Machine Tool II
- MCHN 1311 - Precision Measurement
- \*MCHN 1234 - Machine Tool III
- \*MCHN 2314 - Fundamentals of CNC Machining & Programming
- MCHN 1432 - Millwright
- MCHN 1442 - Rigging
- MCHN 1323 - Fabrication
- \*DRFT 2114 - AutoCAD I
- \*MATH1113 - Technical Mathematics I or higher
- WELD 1263 - Metallurgy

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 45**

\*Course has prerequisite.

## Intermediate Manufacturing Machine Tool Certificate – Curriculum code: TECH 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.

### Core (10 courses)

- \*MCHN 1214 - Machine Tool I
- \*MCHN 1224 - Machine Tool II
- \*MCHN 1234 - Machine Tool III
- MCHN 1311 - Precision Measurement
- MCHN 1323 - Fabrication
- MCHN 1432 - Millwright
- MCHN 1442 - Rigging
- \*MCHN 2314 - Fundamentals of CNC Machining & Programming
- \*DRFT 2114 - AutoCAD I
- WELD 1263 - Metallurgy

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 31**

\*Course has prerequisite.

## Manufacturing Machine Tool II Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |
| MCHN 1311     | 1            |

| Spring semester | Credit hours |
|-----------------|--------------|
| *MCHN 1214      | 4            |
| *MCHN 1224      | 4            |
| MCHN 1442       | 2            |
| WELD 1263       | 3            |

| Fall semester | Credit hours |
|---------------|--------------|
| *DRFT 2114    | 4            |
| *MATH 1113    | 3            |
| MAFT 1323     | 3            |
| MCHN 1432     | 2            |

| Spring Semester | Credit hours |
|-----------------|--------------|
| *MCHN 1234      | 4            |
| MCHN 1323       | 3            |
| *MCHN 2314      | 4            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the MSSC.

## Intermediate Manufacturing Machine Tool Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| *MCHN 1214    | 4            |
| *MCHN 1224    | 4            |
| MCHN 1311     | 1            |

| Spring semester | Credit hours |
|-----------------|--------------|
| MCHN 1442       | 2            |
| WELD 1263       | 3            |
| *MCHN 1234      | 4            |
| *MCHN 2314      | 4            |

| Fall semester | Credit hours |
|---------------|--------------|
| *DRFT 2114    | 4            |
| MCHN 1323     | 3            |
| MCHN 1432     | 2            |



## Manufacturing Technology: Machine Tool I Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| MAFT 1112              | 2            |
| MAFT 1222              | 2            |
| MAFT 1232              | 2            |
| MAFT 1312              | 2            |
| <b>Spring semester</b> |              |
| *MCHN 1214             | 4            |
| *MCHN 1224             | 4            |
| MCHN 1311              | 1            |
| <b>Fall semester</b>   |              |
| *DRFT 2114             | 4            |
| MAFT 1323              | 3            |
| *MATH 1113             | 3            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

## Basic Manufacturing Machine Tool Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester                 | Credit hours |
|-------------------------------|--------------|
| *DRFT 2114                    | 4            |
| MCHN 1311                     | 1            |
| <b>Spring semester</b>        |              |
| *MCHN 1214                    | 4            |
| *MCHN 1224                    | 4            |
| *WELD Special Problems course | 2            |

## Manufacturing Technology: Machine Tool I Certificate – MAFT.CRT.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.

### Manufacturing Machine Tool I Core (10 courses)

|  |
|--|
| *DRFT 2114 - Auto CAD I                        |
| MAFT 1112 - Intro to Manufacturing & Safety    |
| MAFT 1222 - Quality and Measurement            |
| MAFT 1232 - Manufacturing Processes            |
| MAFT 1312 - Intro to Manufacturing Maintenance |
| MAFT 1323 - Lean & Quality Overview            |
| *MATH 1113 - Technical Mathematics I or higher |
| *MCHN 1214 - Machine Tool I                    |
| *MCHN 1224 - Machine Tool II                   |
| MCHN 1311 - Precision Measurement              |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 27

\*Course has prerequisite.

## Basic Manufacturing Machine Tool – TECH 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.

### Core (5 courses)

|   |
|---|
| *DRFT 2114 - AutoCAD I                      |
| *MCHN 1214 - Machine Tool I                 |
| *MCHN 1224 - Machine Tool II                |
| MCHN 1311 - Precision Measurement           |
| CHOOSE ONE course from the following three: |
| WELD 2062 - Fillet Weld Special Problems    |
| WELD 2072 - Groove Weld Special Problems    |
| WELD 2172 - Pipe Weld Special Problems      |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 15

\*Course has prerequisite.

# Manufacturing Technology: Transportation/Warehousing/Distribution/Logistics (TWDL) Specialization

## Associate in Applied Science Degree – 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.

### General Education (8 courses)

- \*BSNS 1603 - Business Communications or SPCH 1553 - Introductory Speech
- \*BSNS 2423 - Internship Experience
- \*ENGL 1413 - Fundamentals of Writing or higher
- MAFT 1323 - Lean & Quality Overview
- \*MATH 1113 - Technical Mathematics I or higher
- \*MATH 1123 - Technical Mathematics II or higher
- ELECTIVE - General education (3 credit hours)
- ELECTIVE - Technical (3 credit hours)

**Credit hours: 24**

### Technology Core Courses (3 courses)

- ELTR 1402 - Industrial Safety
- TWDL 1113 - Certified Logistics Associate
- \*TWDL 1223 - Certified Logistics Technician

**Credit hours: 8**

### Transportation, Warehousing, Distribution and Logistics (12 courses)

- TWDL 1003 - Transportation & Physical Distribution
- TWDL 1103 - Introduction to Supply Chain Management
- TWDL 1203 - Introduction to Import/Export
- TWDL 1303 - Principles of Operation Management
- TWDL 1402 - Transportation & Cargo Security
- BSNS 1553 - Introduction to Business
- \*COSC 1372 - Excel
- COSC 1513 - Introduction to Information Processing
- MAFT 1102 - Manufacturing Forklift
- MCHN 1442 - Rigging
- MCHN 1452 - Lubrication
- SPAN 1503 - Basic Spanish

**Credit hours: 31**

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 63</b> |
|--|

\*Course has prerequisite.

## Transportation, Warehousing, Distribution and Logistics Associate in Applied Science

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| ELTR 1402     | 2            |
| *ENGL 1413    | 3            |
| MAFT 1323     | 3            |
| *MATH 1113    | 3            |
| TWDL 1113     | 3            |
| *TWDL 1223    | 3            |

### Spring semester

|            |   |
|------------|---|
| COSC 1513  | 3 |
| *MATH 1123 | 3 |
| MAFT 1102  | 2 |
| SPAN 1503  | 3 |
| TWDL 1103  | 3 |
| TWDL 1303  | 3 |

### Fall semester

|                    |   |
|--------------------|---|
| BSNS 1553          | 3 |
| *COSC 1372         | 2 |
| TWDL 1003          | 3 |
| TWDL 1203          | 3 |
| TWDL 1402          | 2 |
| Technical elective | 3 |

### Spring Semester

|                            |   |
|----------------------------|---|
| *BSNS 2423                 | 3 |
| *BSNS 1603 or *SPCH 1553   | 3 |
| MCHN 1442                  | 2 |
| MCHN 1452                  | 2 |
| General education elective | 3 |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass the two assessments will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

## Manufacturing TWDL II Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| TWDL 1113              | 3            |
| *TWDL 1223             | 3            |
| *MATH 1113             | 3            |
| COSC 1513              | 3            |
| <b>Spring semester</b> |              |
| TWDL 1103              | 3            |
| TWDL 1303              | 3            |
| *COSC 1372             | 2            |
| MCHN 1442              | 2            |
| MCHN 1452              | 2            |
| <b>Fall semester</b>   |              |
| ELTR 1402              | 2            |
| MAFT 1102              | 2            |
| TWDL 1003              | 3            |
| TWDL 1203              | 3            |
| <b>Spring Semester</b> |              |
| BSNS 1553              | 3            |
| MAFT 1323              | 3            |
| SPAN 1503              | 3            |
| TWDL 1402              | 2            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass the two assessments will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

## Advanced Certificate in Manufacturing Transportation, Warehousing, Distribution and Logistics II – 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.

### Manufacturing TWDL Core (17 courses)

|  |
|--|
| TWDL 1003 - Transportation & Physical Distribution               |
| TWDL 1103 - Introduction to Supply Chain Management              |
| TWDL 1113 - Certified Logistics Associate                        |
| TWDL 1203 - Introduction to Import/Export                        |
| *TWDL 1223 - Certified Logistics Technician                      |
| TWDL 1303 - Principles of Operation Management                   |
| TWDL 1402 - Transportation & Cargo Security                      |
| BSNS 1553 - Introduction to Business                             |
| *COSC 1372 - Excel   |
| COSC 1513 - Introduction to Information Processing               |
| ELTR 1402 - Industrial Safety                                    |
| MAFT 1102 - Manufacturing Forklift                               |
| MAFT 1323 - Lean & Quality Overview                              |
| *MATH 1113 - Technical Mathematics I or higher level mathematics |
| MCHN 1442 - Rigging  |
| MCHN 1452 - Lubrication  |
| SPAN 1503 - Basic Spanish  |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 45

\*Course has prerequisite.

## Intermediate Manufacturing TWDL Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| TWDL 1003              | 3            |
| TWDL 1203              | 3            |
| COSC 1513              | 3            |
| <b>Spring semester</b> |              |
| *COSC 1372             | 2            |
| TWDL 1103              | 3            |
| MCHN 1442              | 2            |
| MCHN 1452              | 2            |
| TWDL 1303              | 3            |
| <b>Summer term</b>     |              |
| TWDL 1402              | 2            |
| <b>Fall semester</b>   |              |
| BSNS 1553              | 3            |
| SPAN 1503              | 3            |
| MAFT 1102              | 2            |

## Intermediate Manufacturing TWDL Certificate – TECH 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.

### Core (12 courses)

|  |
|--|
| BSNS 1553 - Introduction to Business                 |
| COSC 1372 - Excel                                    |
| COSC 1513 - Introduction to Information Processing   |
| MAFT 1102 - Manufacturing Forklift                   |
| MCHN 1442 - Rigging                                  |
| MCHN 1452 - Lubrication                              |
| SPAN 1503 - Basic Spanish                            |
| TWDL 1003 - Transportation and Physical Distribution |
| TWDL 1103 - Introduction to Supply Chain Management  |
| TWDL 1203 - Introduction to Import/Export            |
| TWDL 1303 - Principles of Operations Management      |
| TWDL 1402 - Transportation & Cargo Security          |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 31

\*Course has prerequisite.

## Manufacturing Transportation, Warehousing, Distribution and Logistics I Certificate

– MAFT.CRT.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.

### Manufacturing TWDL Core (10 courses)

TWDL 1003 - Transportation & Physical Distribution  
TWDL 1113 - Certified Logistics Associate  
\*TWDL 1223 - Certified Logistics Technician  
\*COSC 1372 - Excel  
COSC 1513 - Intro to Information Processing  
ELTR 1402 - Industrial Safety  
MAFT 1102 - Manufacturing Forklift  
MAFT 1323 - Lean & Quality Overview  
\*MATH 1113 - Technical Mathematics I or higher  
SPAN 1503 - Basic Spanish

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 27

\*Course has prerequisite.

## Basic Manufacturing TWDL Certificate – TECH 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.

### Core (5 courses)

COSC 1372 - Excel  
COSC 1513 - Introduction to Information Processing  
MAFT 1102 - Manufacturing Forklift  
SPAN 1503 - Basic Spanish  
TWDL 1003 - Transportation and Physical Distribution

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 13

\*Course has prerequisite.

## Manufacturing Logistics Certificate – 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.

### Manufacturing Logistics Core (5 courses)

TWDL 1113 - Certified Logistics Associate  
\*TWDL 1223 - Certified Logistics Technician  
\*MATH 1113 - Technical Mathematics I or higher  
MAFT 1323 - Lean & Quality Overview  
ELTR 1402 - Industrial Safety

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 14

## Manufacturing TWDL I Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| COSC 1513              | 3            |
| TWDL 1113              | 3            |
| *TWDL 1223             | 3            |
| <b>Spring semester</b> |              |
| MAFT 1323              | 3            |
| *MATH 1113             | 3            |
| TWDL 1003              | 2            |
| <b>Fall semester</b>   |              |
| ELTR 1402              | 2            |
| MAFT 1102              | 2            |
| SPAN 1503              | 3            |
| *COSC 1372             | 2            |

## Basic Manufacturing TWDL Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| TWDL 1003              | 3            |
| COSC 1513              | 3            |
| <b>Spring semester</b> |              |
| *COSC 1372             | 2            |
| MAFT 1102              | 2            |
| SPAN 1503              | 3            |

\*Course has prerequisite.

## Manufacturing Logistics Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| TWDL 1113              | 3            |
| *TWDL 1223             | 3            |
| <b>Spring semester</b> |              |
| ELTR 1402              | 2            |
| MAFT 1323              | 3            |
| *MATH 1113             | 3            |

## Welding Specialization Associate in Applied Science

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |
| *MATH 1113    | 3            |
| MAFT 1323     | 3            |
| WELD 1114     | 4            |

| Spring semester    | Credit hours |
|--------------------|--------------|
| MCHN 1311          | 1            |
| *MATH 1123         | 3            |
| *WELD 1124         | 4            |
| WELD 2224          | 4            |
| Technical elective | 3            |

| Fall semester                 | Credit hours |
|-------------------------------|--------------|
| *ENGL 1413                    | 3            |
| MCHN 1323                     | 3            |
| WELD 2124                     | 4            |
| *WELD 2044                    | 4            |
| *WELD Special problems course | 2            |

| Spring Semester            | Credit hours |
|----------------------------|--------------|
| *BSNS 2423                 | 3            |
| *BSNS 1603 or *SPCH 1553   | 3            |
| MCHN 1442                  | 2            |
| WELD 1263                  | 3            |
| General education elective | 3            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four Manufacturing Skill Standards Council (MSSC) assessments will earn the Certified Production Technician designation from the MSSC.

# Manufacturing Technology: Welding Specialization

## Associate in Applied Science Degree – 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.

### General Education (8 courses)

|   |  |
|---|--|
| MAFT 1323 - Lean & Quality Overview                                     |  |
| *ENGL 1413 - Fundamentals of Writing or higher                          |  |
| *BSNS 1603 - Business Communications or SPCH 1553 - Introductory Speech |  |
| *BSNS 2423 - Internship Experience                                      |  |
| *MATH 1113 - Technical Mathematics I or higher                          |  |
| *MATH 1123 - Technical Mathematics II or higher                         |  |
| ELECTIVE - General education (3 credit hours)                           |  |
| ELECTIVE - Technical education (3 credit hours)                         |  |

**Credit hours: 24**

### Core Courses (4 courses)

|  |  |
|--|--|
| MAFT 1112 - Intro to Manufacturing & Safety    |  |
| MAFT 1222 - Quality and Measurement            |  |
| MAFT 1232 - Manufacturing Processes            |  |
| MAFT 1312 - Intro to Manufacturing Maintenance |  |

**Credit hours: 8**

### Welding specialization (10 courses)

|   |  |
|---|--|
| WELD 1114 - Basic Welding                   |  |
| *WELD 1124 - Advanced Arc Welding           |  |
| WELD 2124 - Tungsten Inert Gas              |  |
| WELD 1263 - Metallurgy                      |  |
| WELD 2224 - Metallic Inert Gas              |  |
| *WELD 2044 - Pipe Welding                   |  |
| MCHN 1311 - Precision Measurement           |  |
| MCHN 1442 - Rigging                         |  |
| MCHN 1323 - Fabrication                     |  |
| CHOOSE ONE course from the following three: |  |
| WELD 2062 - Fillet Weld Special Problems    |  |
| WELD 2072 - Groove Weld Special Problems    |  |
| WELD 2172 - Pipe Weld Special Problems      |  |

**Credit hours 31**

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 63</b> |
|--|

\*Course has prerequisite.

## Advanced Certificate in Manufacturing Technology: Welding II – 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.

### Core courses (16 courses)

MAFT 1112 - Intro to Manufacturing & Safety  
MAFT 1222 - Quality and Measurement  
MAFT 1232 - Manufacturing Processes  
MAFT 1312 - Intro to Manufacturing Maintenance  
\*MATH 1113 - Technical Mathematics I or higher  
MAFT 1323 - Lean & Quality Overview  
WELD 1114 - Basic Welding  
WELD 2124 - Tungsten Inert Gas  
\*WELD 1124 - Advanced Arc Welding  
WELD 1263 - Metallurgy  
WELD 2224 - Metallic Inert Gas  
WELD 2044 - Pipe Welding  
MCHN 1311 - Precision Measurement  
MCHN 1442 - Rigging  
MCHN 1323 - Fabrication  
CHOOSE ONE course from the following three:  
WELD 2062 - Fillet Weld Special Problems  
WELD 2072 - Groove Weld Special Problems  
WELD 2172 - Pipe Weld Special Problems

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 45

\*Course has prerequisite.

## Intermediate Manufacturing Welding Certificate – TECH 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.

### Core (10 courses)

MCHN 1311 - Precision Measurement  
MCHN 1323 - Fabrication  
MCHN 1442 - Rigging  
WELD 1114 - Basic Welding  
WELD 1124 - Advanced Arc Welding  
WELD 1263 - Metallurgy  
\*WELD 2044 - Pipe Welding  
WELD 2124 - Tungsten Inert Gas  
WELD 2224 - Metallic Inert Gas  
CHOOSE ONE course from the following three:  
WELD 2062 - Fillet Weld Special Problems  
WELD 2072 - Groove Weld Special Problems  
WELD 2172 - Pipe Weld Special Problems

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 31

\*Course has prerequisite.

## Manufacturing Welding II Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |
| WELD 1114     | 4            |

### Spring semester

|            |   |
|------------|---|
| *WELD 1124 | 4 |
| MCHN 1311  | 1 |
| WELD 1263  | 3 |
| MCHN 1442  | 2 |

### Fall semester

|                               |   |
|-------------------------------|---|
| WELD 2124                     | 4 |
| *WELD 2044                    | 4 |
| MCHN 1323                     | 3 |
| *WELD Special problems course | 2 |

### Spring Semester

|            |   |
|------------|---|
| MAFT 1323  | 3 |
| WELD 2224  | 4 |
| *MATH 1113 | 3 |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

## Intermediate Manufacturing Welding Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MCHN 1311     | 1            |
| MCHN 1323     | 3            |
| WELD 1114     | 4            |

### Spring semester

|            |   |
|------------|---|
| *WELD 1124 | 4 |
| WELD 1263  | 3 |
| WELD 2224  | 4 |
| MCHN 1442  | 2 |

### Fall semester

|                               |   |
|-------------------------------|---|
| WELD 2124                     | 4 |
| *WELD 2044                    | 4 |
| *WELD Special Problems course | 2 |

## Manufacturing Welding I Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1112     | 2            |
| MAFT 1222     | 2            |
| MAFT 1232     | 2            |
| MAFT 1312     | 2            |

| Spring semester               | Credit hours |
|-------------------------------|--------------|
| WELD 1114                     | 4            |
| MCHN 1311                     | 1            |
| *MATH 1113                    | 3            |
| *WELD Special problems course | 2            |

| Fall semester | Credit hours |
|---------------|--------------|
| MAFT 1323     | 3            |
| WELD 2124     | 4            |
| *WELD 1124    | 4            |

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass all four assessments will be recognized as a Certified Production Technician (CPT) by the Manufacturing Skill Standards Council (MSSC).

## Manufacturing Welding I Certificate – 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.

### Core courses (11 courses)

- MAFT 1112 - Intro to Manufacturing & Safety
- MAFT 1222 - Quality and Measurement
- MAFT 1232 - Manufacturing Processes
- MAFT 1312 - Intro to Manufacturing Maintenance
- \*MATH 1113 - Technical Mathematics I or higher
- MAFT 1323 - Lean & Quality Overview
- WELD 1114 - Basic Welding
- WELD 2124 - Tungsten Inert Gas
- \*WELD 1124 - Advanced Arc Welding
- MCHN 1311 - Precision Measurement
- CHOOSE ONE course from the following three:
  - WELD 2062 - Fillet Weld Special Problems
  - WELD 2072 - Groove Weld Special Problems
  - WELD 2172 - Pipe Weld Special Problems

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 29</b> |
|--|

\*Course has prerequisite.

## Basic Manufacturing Welding Certificate – TECH 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.

### Core courses (5 courses)

- MCHN 1311 - Precision Measurement
- WELD 1114 - Basic Welding
- \*WELD 1124 - Advanced Arc Welding
- WELD 2124 - Tungsten Inert Gas Welding
- CHOOSE ONE course from the following three:
  - WELD 2062 - Fillet Weld Special Problems
  - WELD 2072 - Groove Weld Special Problems
  - WELD 2172 - Pipe Weld Special Problems

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 15</b> |
|--|

\*Course has prerequisite.

# Massage Therapy

## Advanced Certificate – MASG.CRT.C99

The Massage Therapy Advanced Certificate prepares students to enter the massage therapy profession. The massage therapist's duties may vary from providing stress reduction/health enhancement to working cooperatively with other health care providers in pain management and injury rehabilitation. Employment opportunities are in medical and chiropractic offices and clinics, health spas, fitness centers, massage therapy clinics and beauty salons. Classroom and laboratory courses will be taught on the main KCC campus. Clinical experiences will be on-site and in area facilities. Graduates will be eligible to sit for the National Certification Exam for Therapeutic Massage and Bodywork. Consult a KCC advisor or [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) for program entry requirements.

### Massage Therapy major (12 courses)

**Credit hours: 32**

All courses must be completed with a minimum grade of C.

- \*MASG 1101 - Introduction to Massage Therapy
- \*MASG 1114 - Introduction to Massage Techniques
- \*MASG 1123 - Muscles of the Body
- \*MASG 1132 - Pathology for the Bodyworker
- \*MASG 1143 - Complimentary and Wellness
- \*MASG 1202 - Massage Therapy Clinic I
- \*MASG 1212 - Case Study
- \*MASG 1154 - Kinesiology for the Bodyworker
- \*MASG 1164 - Massage Techniques & Variation
- \*MASG 1174 - Therapeutic Massage Techniques
- \*MASG 1232 - Massage Therapy Clinic II
- \*MASG 1181 - Exam Preparation for Massage

### General education (3 courses)

**Credit hours: 10**

- \*BSNS 1603 - Business Communications
- BSNS 2113 - Small Business Management
- \*BIOL 1564 - Intro to Anatomy & Physiology

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION: 42**

\*Course has prerequisite.

## Massage Therapy Advanced Certificate

### SUGGESTED COURSE SEQUENCE

#### Spring semester

|            |   |
|------------|---|
| *MASG 1101 | 1 |
| *MASG 1114 | 4 |
| *MASG 1123 | 3 |
| *MASG 1132 | 2 |
| *MASG 1143 | 3 |
| *BIOL 1564 | 4 |

#### Summer term

|            |   |
|------------|---|
| BSNS 2113  | 3 |
| *MASG 1202 | 2 |
| *MASG 1212 | 2 |

#### Fall semester

|            |   |
|------------|---|
| *MASG 1154 | 4 |
| *MASG 1164 | 4 |
| *MASG 1174 | 4 |
| *MASG 1232 | 2 |
| *MASG 1181 | 1 |
| *BSNS 1603 | 3 |

### 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 health care provider certification.

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.



**Medical Laboratory Technology  
Associate in Applied Science Degree**

**SUGGESTED COURSE SEQUENCE**

|                           | <b>Credit hours</b> |
|---------------------------|---------------------|
| <b>Fall semester</b>      |                     |
| *MEDT 1114                | 4                   |
| *MEDT 1415                | 5                   |
| *MATH 1814 or higher math | 4                   |
| *CHEM 1514                | 4                   |
| <b>Spring semester</b>    |                     |
| *MEDT 1124                | 4                   |
| *MEDT 2124                | 4                   |
| *CHEM 1524                | 4                   |
| *BIOL 1514                | 4                   |
| <b>Summer term</b>        |                     |
| *BIOL 2714                | 4                   |
| <b>Fall semester</b>      |                     |
| *MEDT 2044                | 4                   |
| *MEDT 2214                | 4                   |
| *ENGL 1613                | 3                   |
| *PSYC 1813                | 3                   |
| Humanities elective       | 3                   |
| <b>Spring semester</b>    |                     |
| *MEDT 2316                | 6                   |
| *MEDT 2326                | 6                   |
| *MEDT 2462                | 2                   |
| *ENGL 1623                | 3                   |

**ADDITIONAL PROGRAM INFORMATION**

Graduates of this program are eligible to take the national certification examination given by the American Society for Clinical Pathology (ASCP). Medical Laboratory Technology graduates are prepared to enter medical technology/medical laboratory science bachelor's degree programs at selected state universities with junior status.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

Each student in this program must have a physical exam, criminal background check without disqualifying convictions and a negative drug screen.

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.

# Medical Laboratory Technology

**Associate in Applied Science Degree – MLT.AAS.C24**

The Medical Laboratory Technology program is a sequence of courses and clinical practicum experiences that prepares students for technician positions in medical laboratories, related businesses, and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. For online hybrid courses in this curriculum, students meet every two weeks for laboratory sessions at KCC. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the "Information on Health Career Programs" handout for program entry requirements.

**Medical Laboratory Technology Major (9 courses) Credit hours: 39**

All courses must be completed with a minimum grade of C. For non-clinical online courses, students must meet for biweekly laboratory sessions at KCC.

- \*MEDT 1114 - Urinalysis and Body Fluids – online hybrid
- \*MEDT 1415 - Physiologic Systems – online hybrid<sup>1</sup>
- \*MEDT 1124 - Hematology and Coagulation – online hybrid
- \*MEDT 2124 - Serology and Blood Banking – online hybrid
- \*MEDT 2044 - Clinical Microbiology – online hybrid
- \*MEDT 2214 - Clinical Chemistry – online hybrid
- \*MEDT 2316 - Clinical Practicum I<sup>2</sup> – online hybrid
- \*MEDT 2326 - Clinical Practicum II<sup>2</sup> – online hybrid
- \*MEDT 2462 - Medical Laboratory Technology Seminar – online

**General Education (8 courses) Credit hours: 29**

Complete all five sub-requirements:

- 1. Communications - 6 credit hours**
  - \*ENGL 1613 - English I
  - \*ENGL 1623 - English II
- 2. Mathematics<sup>3</sup> - 4 credit hours**
  - \*MATH 1814 - College Algebra or higher mathematics
- 3. Biology - 8 credit hours**
  - Both biology courses must be completed with a grade of C or higher
  - \*BIOL 1514 - General Biology I
  - \*BIOL 2714 - Microbiology
- 4. Chemistry - 8 credit hours**
  - Both chemistry courses must be completed with a grade of C or higher
  - \*CHEM 1514 - General Chemistry I
  - \*CHEM 1524 - General Chemistry II
- 5. Social and Behavioral Science - 3 credit hours**
  - \*PSYC 1813 - Introduction to Psychology

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

ELECTIVE - IAI Humanities (see Page 35).

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70**

\*Course has prerequisite.

<sup>1</sup>May substitute BIOL 2644 - Anatomy & Physiology I and BIOL 2654 - Anatomy & Physiology II.

<sup>2</sup>In Clinical Practicum I and II, the student will spend four consecutive days each week (32 hours/week) in affiliated hospitals in the spring semester.

<sup>3</sup>Students who have fewer than two years of high school algebra should take \*MATH 1424 - Intermediate Algebra. Students with more high school math background may elect to take a higher-level math (3-4 credits) than College Algebra. In addition to College Algebra, physics is strongly recommended for students pursuing a bachelor's degree in medical technology or clinical laboratory science.

# Medical Laboratory Technology

## Advanced Placement Sequence (Option 1) – MLT.AAS.C24

The advanced placement sequence of the Medical Laboratory Technology Associate in Applied Science Degree is designed for students who have previously completed all the required general education courses of the program. The program concentrates on Medical Laboratory Technology courses, allowing students to complete the degree requirements in three semesters (spring, fall, spring). For online hybrid courses in this curriculum, students meet every two weeks for laboratory sessions at KCC. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the “Information on Health Career Programs” handout for program entry requirements.

### Courses required prior to acceptance in the program: (11 courses) Credit hours: 36-37

All biology and chemistry courses must be completed with a grade of C or higher.

\*MEDT 1415 - Physiologic Systems<sup>1</sup> - online hybrid

\*BIOL 1514 - General Biology I

\*BIOL 2714 - Microbiology I

\*CHEM 1514 - General Chemistry I

\*CHEM 1524 - General Chemistry II

\*ENGL 1613 - English I

\*ENGL 1623 - English II

\*MATH 1814 - College Algebra<sup>2</sup>

\*PSYC 1813 - Introduction to Psychology

ELECTIVE - IAI Humanities (See page 35).

### Medical Laboratory Technology Major (8 courses) Credit hours: 34

All courses must be completed with a grade of C or higher. For non-clinical online courses, students must meet for biweekly laboratory sessions at KCC.

\*MEDT 1114 - Urinalysis and Body Fluids - online hybrid

\*MEDT 1124 - Hematology and Coagulation - online hybrid

\*MEDT 2124 - Serology and Blood Banking - online hybrid

\*MEDT 2044 - Clinical Microbiology - online hybrid

\*MEDT 2214 - Clinical Chemistry - online hybrid

\*MEDT 2316 - Clinical Practicum I<sup>3</sup> - online hybrid

\*MEDT 2326 - Clinical Practicum II<sup>3</sup> - online hybrid

\*MEDT 2462 - Medical Laboratory Technology Seminar - online

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>May substitute BIOL 2644 - Anatomy & Physiology I and BIOL 2654 - Anatomy & Physiology II.

<sup>2</sup>Students with fewer than two years of high school algebra should take \*MATH 1424 - Intermediate Algebra. Students with more high school math background may elect to take a higher-level math (3-4 credits) than College Algebra. In addition to College Algebra, physics is strongly recommended for students pursuing a bachelor's degree in medical technology or clinical laboratory science.

<sup>3</sup>In Clinical Practicum I and II, the student will spend four consecutive days each week (32 hours/week) in affiliated hospitals in the last semester.

## Medical Laboratory Technology Associate in Applied Science Degree (Option 1)

### Courses required prior to acceptance in the program

|                       | Credit hours |
|-----------------------|--------------|
| *BIOL 1514            | 4            |
| *MEDT 1415            | 5            |
| *BIOL 2714            | 4            |
| *CHEM 1514            | 4            |
| *CHEM 1524            | 4            |
| *ENGL 1613            | 3            |
| *ENGL 1623            | 3            |
| *MATH 1814            | 3-4          |
| *PSYC 1813            | 3            |
| Elective - Humanities | 3            |

### SUGGESTED COURSE SEQUENCE

| Spring semester        | Credit hours |
|------------------------|--------------|
| *MEDT 1124             | 4            |
| *MEDT 2124             | 4            |
| <b>Fall semester</b>   |              |
| *MEDT 1114             | 4            |
| *MEDT 2044             | 4            |
| *MEDT 2214             | 4            |
| <b>Spring semester</b> |              |
| *MEDT 2316             | 6            |
| *MEDT 2326             | 6            |
| *MEDT 2462             | 2            |

### ADDITIONAL PROGRAM INFORMATION

Graduates of this program are eligible to take the national certification examination given by the American Society for Clinical Pathology (ASCP). Medical Laboratory Technology graduates are prepared to enter medical technology/medical laboratory science bachelor's degree programs at selected state universities with junior status.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

Each student in this program must have a physical exam, criminal background check without disqualifying convictions and a negative drug screen.

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.

## Medical Laboratory Assistant Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| *HLTH 1404    | 4            |

### Spring semester

|            |   |
|------------|---|
| *MEDT 1032 | 2 |
| *MEDT 1043 | 3 |

### Fall semester

|            |   |
|------------|---|
| *HLTH 1412 | 2 |
|------------|---|

### ADDITIONAL PROGRAM INFORMATION

Students with one year of acceptable full-time phlebotomy experience will satisfy the prerequisite for MEDT 1032.

## Phlebotomy Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| *HLTH 1404    | 4            |

### Spring semester

|            |   |
|------------|---|
| *HLTH 1412 | 2 |
|------------|---|

### 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.

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

Each student in the program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

## Certificate in Medical Laboratory Assistant – MLT.CRT.C79

The Medical Laboratory Assistant certificate is designed to develop within the student practical skills in performing basic laboratory “waived” tests. Graduates are prepared to enter employment as medical laboratory assistants, working under the supervision of a medical laboratory technician or technologist.

All courses must be completed with grades of C or better.

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

### Medical Laboratory Assistant Certificate Major (4 courses)

\*HLTH 1404 - Phlebotomy Techniques  
\*MEDT 1032 - Medical Laboratory Assistant Skills I  
\*MEDT 1043 - Medical Laboratory Assistant Skills II  
\*HLTH 1412 - Phlebotomy Techniques Practicum<sup>1</sup>

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 11</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>See “additional program information.”

## Certificate in Phlebotomy – MLT.CRT.C79A

The Phlebotomy certificate is designed to prepare students to learn how to properly collect, handle, and process blood specimens for analysis in health care settings. After completion, students are eligible to take a certification exam given by the American Society of Clinical Pathology or other agencies.

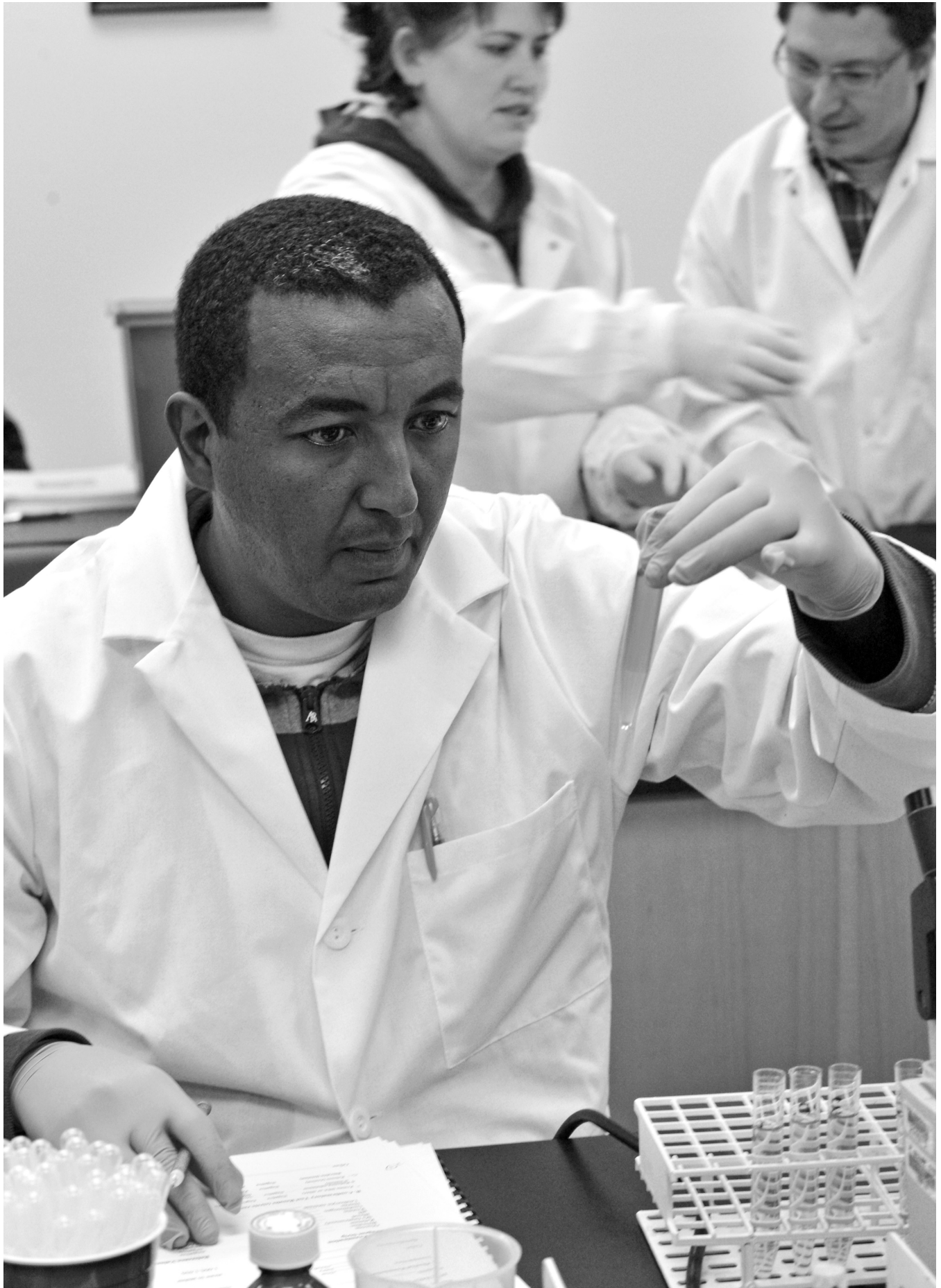
All courses must be completed with grades of C or better.

### Phlebotomy Certificate (2 courses)

\*HLTH 1404 - Phlebotomy Techniques  
\*HTLH 1412 - Phlebotomy Techniques Practicum

|   |
|---|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 6</b> |
|---|

\*Course has prerequisite.



# 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.

|   | <b>Credit hours</b> |
|---|---------------------|
| <b>Computer-Aided Drafting Core (1 course)</b>  | <b>4</b>            |
| *DRFT 2114 - AutoCAD I                          |                     |
| <b>Electrical Technology Core (3 courses)</b>   | <b>10</b>           |
| ELTR 1034 - Fluid Power                         |                     |
| ELTR 1064 - Fundamentals of Electricity         |                     |
| ELTR 1402 - Industrial Safety                   |                     |
| <b>Machine Tool Technology Core (6 courses)</b> | <b>15</b>           |
| *MCHN 1214 - Machine Tool I                     |                     |
| *MCHN 1224 - Machine Tool II                    |                     |
| MCHN 1311 - Precision Measurement               |                     |
| MCHN 1432 - Millwright                          |                     |
| MCHN 1442 - Rigging                             |                     |
| MCHN 1452 - Lubrication                         |                     |
| <b>Welding Technology Core (4 courses)</b>      | <b>13</b>           |
| WELD 1114 - Basic Welding                       |                     |
| *WELD 1124 - Advanced Arc Welding               |                     |
| WELD 1263 - Metallurgy & Heat Treatment         |                     |
| CHOOSE ONE course from the following three:     |                     |
| WELD 2062 - Fillet Weld Special Problems        |                     |
| WELD 2072 - Groove Weld Special Problems        |                     |
| WELD 2172 - Pipe Weld Special Problems          |                     |
| <b>General Education (2 courses)</b>            | <b>6</b>            |
| *MATH 1113 - Technical Mathematics I            |                     |
| *MATH 1123 - Technical Mathematics II           |                     |

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 48**

\*Course has prerequisite.

## Advanced Millwright Certificate

### SUGGESTED COURSE SEQUENCE

|                               | <b>Credit hours</b> |
|-------------------------------|---------------------|
| <b>Fall semester</b>          |                     |
| ELTR 1034                     | 4                   |
| ELTR 1402                     | 2                   |
| *MATH 1113                    | 3                   |
| WELD 1114                     | 4                   |
| <b>Spring semester</b>        |                     |
| ELTR 1064                     | 4                   |
| *DRFT 2114                    | 4                   |
| *WELD 1124                    | 4                   |
| <b>Fall semester</b>          |                     |
| *MATH 1123                    | 3                   |
| *MCHN 1214                    | 4                   |
| MCHN 1311                     | 1                   |
| MCHN 1432                     | 2                   |
| *WELD Special Problems Course | 2                   |
| <b>Spring semester</b>        |                     |
| *MCHN 1224                    | 4                   |
| MCHN 1442                     | 2                   |
| MCHN 1452                     | 2                   |
| WELD 1263                     | 3                   |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

# Nursing – Registered

## Associate in Applied Science Degree – RNUR.AAS.C21

The Associate Degree Nursing program is designed to prepare the student to practice nursing at an introductory level. Nursing courses are a combination of classroom and clinical experiences. Clinical experiences are held in a variety of settings. Hours of clinical experience vary depending on the course content. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the “Information on Health Career Programs” handout for program entry requirements.

### Nursing—Registered Major (11 courses)

**Credit hours: 45**

All courses must be completed with a minimum grade of C.

- \*RNUR 1106 - Introduction to Nursing
- \*RNUR 1129 - Nursing—Adult & Child I
- \*RNUR 1152 - Introduction to Pharmacology
- \*RNUR 1451 - Nursing Seminar I
- \*RNUR 1461 - Nursing Seminar II
- \*RNUR 2119 - Nursing—Adult & Child II
- \*RNUR 2124 - Nursing—Adult & Child III
- \*RNUR 2138 - Nursing—Adult & Child IV
- \*RNUR 2443 - Concepts of Clinical Pharmacology
- \*RNUR 2451 - Nursing Seminar III
- \*RNUR 2461 - Nursing Seminar IV

### General Education (8 courses)

**Credit hours: 24**

Complete all five sub-requirements:

#### 1. Communications - 6 credit hours

- \*ENGL 1613 - English I<sup>1</sup>
- \*ENGL 1623 - English II or \*SPCH 1553 - Introductory Speech

#### 2. Laboratory Science - 8 credit hours

All laboratory science courses must be completed with a grade of C or higher.

- \*BIOL 2654 - Anatomy & Physiology II<sup>2,3</sup>
- \*BIOL 2714 - Microbiology<sup>4</sup>

#### 3. Social and Behavioral Science - 6 credit hours

- \*PSYC 1813 - Introduction to Psychology
- \*SOCY 2513 - Sociology

#### 4. Mathematics - 1 credit hour

- \*MATH 1141 - Introduction to Dosage Calculations<sup>2,5</sup>

#### 5. Elective - 3 credit hours

CHOOSE ONE IAI elective from communications, humanities, mathematics, science, social science (see Page 35) or choose one of the following:

- \*HLTH 1513 - Nutrition
- \*PHIL 2543 - Death and Dying
- \*PSYC 2573 - Adulthood and Aging

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69**

\*Course has prerequisite.

<sup>1</sup>ENGL 1613 must be successfully completed prior to or concurrently with RNUR 1451.

<sup>2</sup>These courses must be taken prior to or concurrently with RNUR 1106, and completed with a minimum grade of C.

<sup>3</sup>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.

<sup>4</sup>BIOL 2714 must be completed prior to RNUR 2119, with a minimum grade of C.

<sup>5</sup>MATH 1141 may be eligible for proficiency exam. See Health Careers advisor.

## Nursing – Registered Associate in Applied Science Degree

### FALL ENTRY SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| *RNUR 1106    | 6            |
| *RNUR 1152    | 2            |
| *RNUR 1451    | 1            |
| *BIOL 2654    | 4            |
| *ENGL 1613    | 3            |
| *MATH 1141    | 1            |

### Spring semester

|            |   |
|------------|---|
| *RNUR 1129 | 9 |
| *RNUR 1461 | 1 |
| *RNUR 2443 | 3 |
| *PSYC 1813 | 3 |

### Summer term

|            |   |
|------------|---|
| *BIOL 2714 | 4 |
|------------|---|

### Fall semester

|                          |   |
|--------------------------|---|
| *RNUR 2119               | 9 |
| *RNUR 2451               | 1 |
| *SPCH 1553 or *ENGL 1623 | 3 |
| *SOCY 2513               | 3 |

### Spring semester

|            |   |
|------------|---|
| *RNUR 2124 | 4 |
| *RNUR 2138 | 8 |
| *RNUR 2461 | 1 |
| *Elective  | 3 |

### SPRING ENTRY SUGGESTED COURSE SEQUENCE

| Spring semester | Credit hours |
|-----------------|--------------|
| *RNUR 1106      | 6            |
| *RNUR 1152      | 2            |
| *RNUR 1451      | 1            |
| *BIOL 2654      | 4            |
| *ENGL 1613      | 3            |
| *MATH 1141      | 1            |

### Summer term

|            |   |
|------------|---|
| *BIOL 2714 | 4 |
|------------|---|

### Fall semester

|            |   |
|------------|---|
| *RNUR 1129 | 9 |
| *RNUR 1461 | 1 |
| *RNUR 2443 | 3 |
| *PSYC 1813 | 3 |

### Spring semester

|                          |   |
|--------------------------|---|
| *RNUR 2119               | 9 |
| *RNUR 2451               | 1 |
| *SPCH 1553 or *ENGL 1623 | 3 |
| *SOCY 2513               | 3 |

### Fall semester

|            |   |
|------------|---|
| *RNUR 2124 | 4 |
| *RNUR 2138 | 8 |
| *RNUR 2461 | 1 |
| *Elective  | 3 |

### ADDITIONAL PROGRAM INFORMATION

Licensed practical nurses may receive advanced placement (see Page 118).

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

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

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.

## Nursing – Registered Advanced Placement Sequence (Option 1)

### Courses required prior to acceptance in the program

|            | Credit hours |
|------------|--------------|
| *BIOL 2644 | 4            |
| *BIOL 2654 | 4            |
| *ENGL 1613 | 3            |

### SPRING ENTRY SUGGESTED COURSE SEQUENCE

| Spring semester                |    |
|--------------------------------|----|
| *RNUR 1129                     | 9  |
| *RNUR 1461                     | 1  |
| *RNUR 2443                     | 3  |
| *PSYC 1813                     | 3  |
| RNUR Advanced Placement Credit | 11 |

#### Summer term

|            |   |
|------------|---|
| *BIOL 2714 | 4 |
|------------|---|

#### Fall semester

|            |   |
|------------|---|
| *RNUR 2119 | 9 |
| *RNUR 2451 | 1 |
| *SPCH 1553 | 3 |
| *SOCY 2513 | 3 |

#### Spring semester

|            |   |
|------------|---|
| *RNUR 2124 | 4 |
| *RNUR 2138 | 8 |
| *RNUR 2461 | 1 |
| Elective   | 3 |

### FALL ENTRY SUGGESTED COURSE SEQUENCE

### Courses required prior to acceptance in the program

|            | Credit hours |
|------------|--------------|
| *BIOL 2644 | 4            |
| *BIOL 2654 | 4            |
| *BIOL 2714 | 4            |
| *ENGL 1613 | 3            |

#### Fall semester

|                                |    |
|--------------------------------|----|
| *RNUR 1129                     | 9  |
| *RNUR 1461                     | 1  |
| *RNUR 2443                     | 3  |
| *PSYC 1813                     | 3  |
| RNUR Advanced Placement Credit | 15 |

#### Spring semester

|            |   |
|------------|---|
| *RNUR 2119 | 9 |
| *RNUR 2451 | 1 |
| *SPCH 1553 | 3 |
| *SOCY 2513 | 3 |

#### Fall semester

|            |   |
|------------|---|
| *RNUR 2124 | 4 |
| *RNUR 2138 | 8 |
| *RNUR 2461 | 1 |
| Elective   | 3 |

### ADDITIONAL PROGRAM INFORMATION

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

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

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.

## Nursing – Registered

### Advanced Placement Sequence (Option 1) – RNUR.AAS.C21

Licensed practical nurses can earn advanced placement in the Associate Degree Nursing program. Consult a KCC advisor or the “Information on Health Career programs” handout for program entry requirements. Upon successful completion of RNUR 1129 and RNUR 1461, the student will satisfy requirements for RNUR 1106 and RNUR 1451. LPNs graduating from non-regionally accredited institutions (see Code of Campus Affairs and Regulations, section 10.1) must meet proficiency requirements to be eligible for admission under this option. Consult a KCC advisor for details. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the “Information on Health Career Programs” handout for program entry requirements.

### Courses required prior to acceptance in the program (3 courses)

BIOL 2644 and BIOL 2654 must be completed with a minimum grade of C.

- \*BIOL 2644 - Anatomy & Physiology I<sup>1</sup>
- \*BIOL 2654 - Anatomy & Physiology II<sup>1</sup>
- \*ENGL 1613 - English I

**Credit hours: 11**

### RNUR Advanced Placement Credit

**Credit hours: 6**

### Nursing – Registered Major (8 courses)

All courses must be completed with a minimum grade of C.

- \*RNUR 1129 - Nursing—Adult & Child I
- \*RNUR 1461 - Nursing Seminar II
- \*RNUR 2119 - Nursing—Adult & Child II
- \*RNUR 2124 - Nursing—Adult & Child III
- \*RNUR 2138 - Nursing—Adult & Child IV
- \*RNUR 2443 - Concepts of Clinical Pharmacology
- \*RNUR 2451 - Nursing Seminar III
- \*RNUR 2461 - Nursing Seminar IV

**Credit hours: 36**

### General Education (6 courses)

**Credit hours: 16**

Complete all four sub-requirements:

1. **Communications - 4 credit hours**  
\*ENGL 1623 - English II or \*SPCH 1553 - Introductory Speech
2. **Laboratory Science - 4 credit hours**  
All laboratory science courses must be completed with a minimum grade of C.  
\*BIOL 2714 - Microbiology<sup>2</sup>
3. **Social and Behavioral Science - 6 credit hours**  
\*PSYC 1813 - Introduction to Psychology  
\*SOCY 2513 - Sociology
4. **Elective - 3 credit hours**  
CHOOSE ONE IAI elective from communications, humanities, mathematics, science, social science (see Page 35) or choose one of the following:  
HLTH 1513 - Nutrition  
\*PHIL 2543 - Death and Dying  
\*PSYC 2573 - Adulthood and Aging

### MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 69

\*Course has prerequisite.

<sup>1</sup>Students who plan to take Anatomy & Physiology at another college should consult a KCC advisor regarding transfer ability. Completing this sequence at one college is strongly recommended.

<sup>2</sup>BIOL 2714 must be completed prior to RNUR 2119.

### PROGRAM NOTE

Requirements for consideration of acceptance in the advanced placement sequence will be the same as those for students applying to the first semester of the Associate Degree Nursing program.

# 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. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the “Information on Health Career Programs” handout for program entry requirements.

### Nursing – Practical Certificate Major (5 courses)

**Credit hours: 27**

A minimum grade of C is required for all of these courses.

- \*PNUR 1138 - Practical Nursing I
- \*PNUR 1241 - Practical Nursing Pharmacology I
- \*PNUR 1140 - Practical Nursing II
- \*PNUR 1262 - Practical Nursing Pharmacology II
- \*PNUR 1316 - Practical Nursing III

### General Education (3-4 courses)

**Credit hours: 10-14**

Complete both sub-requirements:

#### 1. Communications courses - 6 credit hours

CHOOSE TWO courses from the following four options:

- \*ENGL 1413 - Fundamentals of Writing<sup>1</sup>
- \*ENGL 1613 - English I
- \*ENGL 1623 - English II
- \*SPCH 1553 - Introductory Speech

#### 2. Laboratory Science courses - 4-8 credit hours

A minimum grade of C is required in courses with a BIOL prefix

- \*BIOL 1564 - Intro to Anatomy & Physiology<sup>1</sup> or both
  - \*BIOL 2644 - Anatomy & Physiology I<sup>2</sup> and
  - \*BIOL 2654 - Anatomy & Physiology II<sup>2</sup>

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 37**

\*Course has prerequisite.

<sup>1</sup>This course is pending ICCB approval.

<sup>2</sup>Must be completed prior to PNUR 1140.

# Nursing Assistant

## Certificate in Nursing Assistant

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

### Nursing Assistant (3 courses)

- PNUR 1438 - Nursing Assistant<sup>1</sup>
- \*BIOL 1564 - Intro to Anatomy & Physiology<sup>2</sup> or
  - \*BIOL 2644 - Anatomy & Physiology I and
  - \*BIOL 2654 - Anatomy & Physiology II
- \*MATH 1414 - Basic Algebra

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 16**

\*Course has prerequisite.

<sup>1</sup>Consult an advisor or the course description for requirements to enroll in PNUR 1438.

<sup>2</sup>This course is pending ICCB approval.

# Nursing – Practical Advanced Certificate

## REQUIRED COURSE SEQUENCE

| Fall semester             | Credit hours |
|---------------------------|--------------|
| *PNUR 1138                | 8            |
| *PNUR 1241                | 1            |
| *BIOL 1564 or             |              |
| *BIOL 2644 and *BIOL 2654 | 4-8          |
| Communications course     | 3            |
| <b>Spring semester</b>    |              |
| *PNUR 1140                | 10           |
| *PNUR 1262                | 2            |
| Communications course     | 3            |
| <b>Summer term</b>        |              |
| *PNUR 1316                | 6            |

## ADDITIONAL PROGRAM INFORMATION

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

## 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.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).



**Office Professional**  
Associate in Applied Science Degree

**SUGGESTED COURSE SEQUENCE**

| Fall semester   | Credit hours |
|---|--------------|
| BSNS 1312   | 2            |
| BSNS 1553   | 3            |
| BSNS 2311   | 1            |
| *COSC 1023  | 3            |
| *ENGL 1413 or *ENGL 1613  | 3            |
| *MATH 1213 or *MATH 1414  | 3            |
| <b>Spring semester</b>  |              |
| ACCT 1413 or ACCT 1514  | 3 or 4       |
| *COSC 1181  | 1            |
| *COSC 1513  | 3            |
| *COSC 2033  | 3            |
| *ECON 1553 or *ECON 1663  | 3            |
| *PSYC 1813  | 3            |
| <b>Fall semester</b>  |              |
| *BSNS 1603  | 3            |
| *COSC 1172  | 2            |
| *COSC 1341  | 1            |
| *COSC 1352  | 2            |
| *COSC 1362  | 2            |
| Humanities, Social and Behavioral<br>Science, or Science course | 3            |
| Elective  | 3            |
| <b>Spring semester</b>  |              |
| *BSNS 1353  | 3            |
| BSNS 1653 or BSNS 1663  | 3            |
| *COSC 1372  | 2            |
| *COSC 1382  | 2            |
| PHED 1512 or *BIOL 1564   | 2 or 4       |
| Elective  | 2-3          |

**ADDITIONAL PROGRAM INFORMATION**

Among electives and required courses in this curriculum, three courses (BSNS 1653, BSNS 1663, and COSC 1513) meet Illinois Articulation Initiative Major-Specific requirements for business majors. Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

# Office Professional

## Associate in Applied Science Degree – BSNS.AAS.C15

The Office Professional program is designed for students who wish to prepare for positions as office professionals or administrative assistants in business, industry, or government offices. The program offers a combination of skill-building, business, and general education courses necessary for developing a high degree of competence, as well as general knowledge for the responsible execution of office professional or administrative duties. This degree typically is not designed for transfer.

**Medical Specialization option**

Students can choose to complete a specialization in the medical office professional field by substituting BIOL 1564 - Intro to Anatomy & Physiology and HLTH 1312 - Medical Terminology during the fourth semester.

**Office Professional Major (17 courses)**

**Credit hours: 39**

Complete both sub-requirements:

**1. Business courses - 25 credit hours**

- ACCT 1413 - General Accounting or ACCT 1514 - Financial Accounting
- BSNS 1312 - Proofreading and Editing
- \*BSNS 1353 - Administrative Office Procedures
- BSNS 1553 - Introduction to Business
- \*BSNS 1603 - Business Communications
- BSNS 1653 - Business Law or BSNS 1663 - Legal and Social Environment of Business
- BSNS 2311 - Successful Customer Service
- \*COSC 1023 - Intermediate Word<sup>1</sup>
- \*COSC 1181 - Voice Recognition
- \*COSC 2033 - Advanced Word

**2. Computer science courses - 14 credit hours**

- \*COSC 1172 - Introduction to the Internet
- \*COSC 1341 - PowerPoint
- \*COSC 1352 - Word
- \*COSC 1362 - Access
- \*COSC 1372 - Excel
- \*COSC 1382 - Microsoft Office Suite Integration
- COSC 1513 - Introduction to Information Processing

**General Education (5 courses)**

**Credit hours: 14**

- \*ECON 1553 - Principles of Macroeconomics or \*ECON 1663 - Principles of Microeconomics
- \*ENGL 1413 - Fundamentals of Writing or \*ENGL 1613 - English I<sup>2</sup>
- \*MATH 1213 - Applied Arithmetic or \*MATH 1414 - Basic Algebra or higher level mathematics<sup>3</sup>
- PHED 1512 - Health Education or \*BIOL 1564 - Intro to Anatomy & Physiology (for medical specialization)
- \*PSYC 1813 - Introduction to Psychology

**Humanities, social and behavioral science, science, or mathematics elective (1 course)**

**Credit hours: 3**

ELECTIVE – Humanities, social and behavioral science, science, or mathematics course (see Pages 63).

**Electives (2 courses)**

**Credit hours: 5-6**

CHOOSE TWO courses from the following options. Note: Medical specialization students should choose HLTH 1312 and one other course.

- BSNS 1373 - Personal Finance
- BSNS 2143 - Human Relations in Business
- BSNS 2213 - Human Resource Management
- \*BSNS 2403 - Office Professional Internship
- BSNS 2553 - Principles of Management
- MKTG 1253 - Sales & Customer Service
- MKTG 1553 - Principles of Marketing

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61**

\*Course has prerequisite.

<sup>1</sup>Students who have completed at least one year of high school typing/keyboarding with a grade of C or better or BSNS 1411 with a grade of C or better will automatically be placed in COSC 1023 - Intermediate Word. Students with less typing/keyboarding background need to enroll in BSNS 1411 before COSC 1023 unless they can demonstrate on a proficiency test that they have adequate skills to enter COSC 1023.

<sup>2</sup>For transfer students, a higher level English course may be substituted.

<sup>3</sup>For transfer students, a higher level mathematics course may be substituted.

**Paralegal/Legal Assistant Studies  
Associate in Applied Science Degree**

**SUGGESTED COURSE SEQUENCE**

| Fall semester                       | Credit hours |
|-------------------------------------|--------------|
| *PLAS 1103                          | 3            |
| BSNS 1653                           | 3            |
| *COSC 1352                          | 2            |
| *ENGL 1613                          | 3            |
| *PLSC 1513                          | 3            |
| *SPCH 1553                          | 3            |
| <b>Spring semester</b>              |              |
| *PLAS 1123                          | 3            |
| *PLAS 1213                          | 3            |
| *BSNS 1603                          | 3            |
| *COSC 1362                          | 2            |
| *ENGL 1623                          | 3            |
| Mathematics course                  | 3            |
| <b>Summer term</b>                  |              |
| *PLAS 1153                          | 3            |
| *COSC 1372                          | 2            |
| <b>Fall semester</b>                |              |
| *PLAS 1133                          | 3            |
| *PLAS 2113                          | 3            |
| *Humanities course                  | 3            |
| Paralegal/Legal Assistant electives | 6            |
| <b>Spring semester</b>              |              |
| *PLAS 2413                          | 3            |
| Paralegal/Legal Assistant electives | 6            |
| Mathematics course                  | 3            |

**PROGRAM NOTE**

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

**ADDITIONAL PROGRAM INFORMATION**

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

# Paralegal/Legal Assistant Studies

**Associate in Applied Science Degree – PLAS.AAS.C08**

The Paralegal/Legal Assistant Studies program is designed to train students as legal professionals who have the writing, thinking, and reasoning skills to effectively contribute to a legal organization. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments. Program graduates also are generally prepared to enter paralegal baccalaureate programs at selected colleges and universities with junior status.

**Paralegal/Legal Assistant Studies Major (16 courses)**

**Credit hours: 45**

Complete all four sub-requirements:

**1. Paralegal courses - 21 credit hours**

A minimum grade of B is required in PLAS 1103.

- \*PLAS 1103 - Introduction to Paralegal/Legal Assistant Studies
- \*PLAS 1123 - Legal Research and Writing I
- \*PLAS 1133 - Legal Research and Writing II
- \*PLAS 1153 - Law Office Management
- \*PLAS 1213 - Civil Litigation
- \*PLAS 2113 - Legal Technology
- \*PLAS 2413 - Paralegal Internship

**2. Business courses - 6 credit hours**

- \*BSNS 1603 - Business Communications
- BSNS 1653 - Business Law

**3. Computer Science courses - 6 credit hours**

- \*COSC 1352 - Word
- \*COSC 1362 - Access
- \*COSC 1372 - Excel

**4. Paralegal electives - 12 credit hours**

CHOOSE FOUR courses from the following seven options:

- \*PLAS 2213 - Real Estate Law
- \*PLAS 2223 - Estates, Trusts, and Wills
- \*PLAS 2233 - Criminal Litigation
- \*PLAS 2253 - Corporate Law
- \*PLAS 2263 - Family Law
- \*PLAS 2333 - Laws of Evidence
- \*PLAS 2403 - Special Topics in Paralegal Studies

**Communications courses (3 courses)**

**Credit hours: 9**

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

**Social and Behavioral Science (1 course)**

**Credit hours: 3**

- \*PLSC 1513 - American Government

**Humanities course (1 course)**

**Credit hours: 3**

CHOOSE ONE course from the following three options:

- \*HUMS 1513 - Introduction to Humanities
- \*PHIL 2523 - Ethics
- SPAN 1503 - Basic Spanish

**Mathematics courses (2 courses)**

**Credit hours: 6**

CHOOSE TWO mathematics courses from the general education course list (see Page 63).

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 66**

\*Course has prerequisite.

## Advanced Certificate in Paralegal/Legal Assistant Studies – PLAS.CRT.C52

The 36 credit-hour Paralegal/Legal Assistant Studies certificate program is designed for students with a bachelor's degree and appropriate writing and computer experience to enhance their college coursework. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments.

### Paralegal/Legal Assistant Studies Certificate Major (12 courses)

Complete all three sub-requirements:

#### 1. Business courses - 6 credit hours

- \*BSNS 1603 - Business Communications
- BSNS 1653 - Business Law

#### 2. Paralegal course - 21 credit hours

- A minimum grade of B is required in PLAS 1103.
- \*PLAS 1103 - Introduction to Paralegal/Legal Assistant Studies
- \*PLAS 1123 - Legal Research and Writing I
- \*PLAS 1213 - Civil Litigation
- \*PLAS 1153 - Law Office Management
- \*PLAS 1133 - Legal Research and Writing II
- \*PLAS 2113 - Legal Technology
- \*PLAS 2413 - Paralegal Internship

#### 3. Paralegal Electives - 9 credit hours

CHOOSE THREE courses from the following seven options:

- \*PLAS 2213 - Real Estate Law
- \*PLAS 2223 - Estates, Trusts, and Wills
- \*PLAS 2233 - Criminal Litigation
- \*PLAS 2253 - Corporate Law
- \*PLAS 2263 - Family Law
- \*PLAS 2333 - Laws of Evidence
- \*PLAS 2403 - Special Topics in Paralegal Studies

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 36</b> |
|--|

\*Course has prerequisite.

## Paralegal/Legal Assistant Studies Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester   | Credit hours |
|-----------------|--------------|
| *PLAS 1103      | 3            |
| *BSNS 1603      | 3            |
| BSNS 1653       | 3            |
| Spring semester |              |
| *PLAS 1123      | 3            |
| *PLAS 1213      | 3            |
| Summer term     |              |
| *PLAS 1153      | 3            |
| Fall semester   |              |
| *PLAS 1133      | 3            |
| *PLAS 2113      | 3            |
| *Elective       | 3            |
| Spring semester |              |
| *PLAS 2413      | 3            |
| *Electives      | 6            |

### PROGRAM NOTE

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

**Paramedic  
Associate in Applied Science  
Degree**

**SUGGESTED COURSE SEQUENCE**

| <b>Spring semester</b>               | <b>Credit hours</b> |
|--------------------------------------|---------------------|
| *BIOL 1564                           | 4                   |
| *ENGL 1613                           | 3                   |
| *MATH 1414                           | 4                   |
| *Human and behavioral science course | 3                   |
| *Communications course               | 3                   |
| <b>Fall semester</b>                 |                     |
| *PMED 2115                           | 15                  |
| <b>Spring semester</b>               |                     |
| *PMED 2215                           | 15                  |
| <b>Summer Semester</b>               |                     |
| *PMED 2315                           | 15                  |

**ADDITIONAL PROGRAM INFORMATION**

Before enrollment, the student must show successful completion of the state certification exam for EMT-B or EMT- I or current state license. Students also must have completed KCC's COMPASS test, be CPR certified at the "Health Care Provider" level and have a GED certificate or official high school transcript showing graduation on file at KCC. High school seniors should consult their high school advisor for registration requirements.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**EMT CERTIFICATES**

For Emergency Medical Technician certificates, see Page 95.

**Paramedic**

**Associate in Applied Science Degree – 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.

Before enrollment, each student must choose to be associated with either Presence St. Mary's Hospital or Riverside Medical Center during training. The hospital choice does not guarantee acceptance to the program associated with that location.

**Paramedic Major (3 courses)**

**Credit hours: 45**

- \*PMED 2115 - Paramedic I
- \*PMED 2215 - Paramedic II
- \*PMED 2315 - Paramedic III

**General Education (5 courses)**

**Credit hours: 16-17**

Complete all four sub-requirements:

1. **Biology**  
\*BIOL 1564 - Intro to Anatomy & Physiology
2. **Communications. These courses must be completed with a minimum grade of C.**  
\*ENGL 1613 - English I  
CHOOSE ONE course from the following:  
\*ENGL 1413 - Fundamentals of Writing  
\*ENGL 1623 - English II  
\*SPCH 1553 - Introductory Speech  
\*SPCH 1563 - Interpersonal Communications
3. **Mathematics**  
\*MATH 1414 - Basic Algebra or higher level mathematics course
4. **Human and Behavioral Social Science**  
CHOOSE ONE course from the following:  
\*PSYC 1813 - Introduction to Psychology  
\*PHIL 2543 - Death and Dying  
\*PSYC 2573 - Adult & Aging

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 62</b> |
|--|

\*Course has prerequisite.

# Paraprofessional Educator/Teacher's Aide

## Associate in Applied Science Degree – EDUC.AAS.V09

The Paraprofessional Educator curriculum is designed to meet guidelines set forth in the No Child Left Behind act of 2001. It offers students a wide range of educational experiences and prepares them to assist classroom teachers at all grade levels from kindergarten through high school. KCC also offers a Child Development – Education Option program, see Page 80. Students should see the Child Development coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

### Paraprofessional Educator Major (8 courses)

**Credit hours: 21**

- CDEV 1513 - Child Growth/Development
- CDEV 2263 - Heads Up! Reading
- \*CDEV 2233 - Language Acquisition & Development
- EDUC 1713 - Introduction to Public Education
- \*EDUC 1763 - Technology in Education
- \*EDUC 1833 - Students with Disabilities
- \*EDUC 2613 - Educational Psychology

### Paraprofessional Educator Electives (4-6 courses)

**Credit hours: 12**

CHOOSE FOUR TO SIX courses (to attain a total of 12 credit hours) from the Paraprofessional Educator electives list (see Page 126).

### General Education (8 courses)

**Credit hours: 25**

- \*SPCH 1553 - Introductory Speech
- \*PSYC 1813 - Introduction to Psychology
- \*SOCY 2513 - Sociology

CHOOSE TWO courses from the following four options:

- \*ENGL 1413 -Fundamentals of Writing
- \*ENGL 1613 - English I
- \*ENGL 1623 -English II
- \*BSNS 1603 -Business Communications

CHOOSE THREE mathematics and science courses (minimum of 10 credit hours) with at least one from mathematics and at least one from science (see Page 63).

### Humanities, Social and Behavioral Science, Science or Mathematics elective

**Credit hours: 3**

CHOOSE ONE humanities, social and behavioral science, science or mathematics elective (see Page 63).

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 61</b> |
|--|

\*Course has prerequisite.

## Paraprofessional Educator/Teacher's Aide

### Associate in Applied Science Degree

#### SUGGESTED COURSE SEQUENCE

| Fall semester  | Credit hours |
|--|--------------|
| EDUC 1713  | 3            |
| EDUC 1763  | 3            |
| *ENGL 1413   | 3            |
| *PSYC 1813   | 3            |
| Mathematics course   | 3-4          |
| <b>Spring semester</b>   |              |
| *EDUC 2613   | 3            |
| *ENGL 1613   | 3            |
| CDEV 1513  | 3            |
| CDEV 2263  | 3            |
| *SOCY 2513   | 3            |
| <b>Fall semester</b>   |              |
| *EDUC 1833   | 3            |
| *CDEV 2233   | 3            |
| *SPCH 1553   | 3            |
| Humanities, Social and Behavioral Science, Science, or Math course | 3            |
| Science course   | 4            |
| <b>Spring semester</b>   |              |
| Mathematics or Science course                                      | 3-4          |
| Paraprofessional Educator courses                                  | 12           |

**Paraprofessional Educator/  
Teacher's Aide  
Advanced Certificate**

**SUGGESTED COURSE SEQUENCE**

| Fall semester                       | Credit hours |
|-------------------------------------|--------------|
| EDUC 1713                           | 3            |
| EDUC 1763                           | 3            |
| CDEV 1513                           | 3            |
| *ENGL 1413                          | 3            |
| Mathematics course                  | 3            |
| <b>Spring semester</b>              |              |
| *EDUC 1833                          | 3            |
| *CDEV 2223                          | 3            |
| General education elective          | 3            |
| Paraprofessional Educator electives | 6            |

**ADDITIONAL PROGRAM INFORMATION**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

**Advanced Certificate in Paraprofessional Educator/  
Teacher's Aide – EDUC.CRT.V58**

The Paraprofessional Educator certificate is designed to meet guidelines set forth in the No Child Left Behind act of 2001. It is for students who have completed 30 hours of college credit in a wide range of educational areas and to prepare them to assist classroom teachers at all levels from kindergarten through high school.

**Paraprofessional Educator/Teacher's Aide Advanced Certificate Major (6 courses) Credit hours: 15**

- CDEV 1513 - Child Growth/Development
- \*CDEV 2223 - Art/Music Activities
- EDUC 1713 - Introduction to Public Education
- EDUC 1763 - Technology in Education
- \*EDUC 1833 - Students with Disabilities

**General Education (2 courses)**

**Credit hours: 6-7**

CHOOSE ONE course from the following four options:

- \*ENGL 1413 - Fundamentals of Writing
- \*ENGL 1613 - English I
- \*ENGL 1623 - English II
- \*BSNS 1603 - Business Communications
- ELECTIVE - Mathematics course (see Page 62).

**General Education Elective (1 course)**

**Credit hours: 3**

CHOOSE ONE course (3 credit hours) from the list of general education courses for applied science degrees (see Page 62).

**Paraprofessional Educator Electives (2-3 courses)**

**Credit hours: 6**

CHOOSE SIX CREDIT HOURS (two to three courses) from the Paraprofessional Educator electives list on this page.

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 30**

\*Course has prerequisite.

**Paraprofessional Educator electives:**

Electives must be selected from the following according to the student's educational and career objectives and after consultation with the program coordinator.

|  | Credit Hours |
|--|--------------|
| *CDEV 2013 - History & Philosophy of Early Childhood Education | 3            |
| *CDEV 2103 - School-Aged Programming                           | 3            |
| *CDEV 2513 - Child, Family and Community Relations             | 3            |
| *CDEV 2543 - Child Study and Observation                       | 3            |
| *CDEV 2633 - Health, Nutrition and Safety                      | 3            |
| *CDEV 2163 - Discipline/Classroom Management                   | 3            |
| *CDEV 2223 - Art/Music Activities                              | 3            |
| *CDEV 2243 - Science/Math Activities                           | 3            |
| *CDEV 2253 - Motor Development/Physical Activities             | 3            |
| *CDEV 2403 - Clinical Experience                               | 3            |
| *CDEV 2533 - Early Childhood Curriculum Development            | 3            |
| *EDUC 2513 - Diversity in Schools                              | 3            |
| EDUC 2533 - Foundations of Reading                             | 3            |
| LAWF 1753 - Juvenile Delinquency                               | 3            |
| PHED 1521 - Substance Abuse Education                          | 1            |
| *PSYC 2513 - Abnormal Psychology                               | 3            |
| *PSYC 2553 - Lifespan Developmental Psychology                 | 3            |
| *SOCY 2553 - Marriage and the Family                           | 3            |
| SPAN 1503 - Basic Spanish                                      | 3            |

# Physical Therapist Assistant

## Associate in Applied Science Degree – PTA.AAS.C30

This program prepares students to be entry-level physical therapist assistants who function effectively in an ever-changing healthcare environment. 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. This degree typically is not designed for transfer. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the "Information on Health Career Programs" handout for program entry requirements.

### Physical Therapist Assistant major (14 courses)

**Credit hours: 47**

All courses must be completed with a minimum grade of C. PHTA courses must be completed in the order shown in the course sequence.

- \*PHTA 1101 - Introduction to Health Care
- \*PHTA 1115 - PTA Fundamentals I
- \*PHTA 1224 - Kinesiology
- \*PHTA 1234 - PTA Fundamentals II
- \*PHTA 2001 - Professional Standards of the PTA
- \*PHTA 2043 - Pathology for the PTA
- \*PHTA 2053 - Clinical Practicum I
- \*PHTA 2164 - Orthopedics for the PTA
- \*PHTA 2175 - PTA Fundamentals III
- \*PHTA 2185 - PTA Fundamentals IV
- \*PHTA 2293 - PTA Fundamentals V
- \*PHTA 2224 - Clinical Practicum II
- \*PHTA 2234 - Clinical Practicum III
- \*PHTA 2201 - Current Issues in PT Practice

### General Education (7 courses)

**Credit hours: 24**

Complete all four sub-requirements. All general education courses must be taken prior to or within the semester where they are shown in the course sequence.

#### 1. Communications - 6 credit hours

- \*ENGL 1613 -English I
- \*SPCH 1553 -Introductory Speech

#### 2. Laboratory Science - 12 credit hours

- \*BIOL 2644 -Anatomy & Physiology I<sup>1</sup>
- \*BIOL 2654 -Anatomy & Physiology II<sup>1</sup>
- \*PSCI 1514 -Introduction to Physical Science<sup>1,2</sup>

#### 3. Social and Behavioral Science – 3 credit hours

- \*PSYC 1813 -Introduction to Psychology

#### 4. Elective - 3 credit hours

CHOOSE ONE of the following: \*HLTH 1513 – Nutrition; \*PSYC 2573 – Adulthood and aging; or an IAI general education core course (see page 35) not previously taken for the PTA curriculum.

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 71</b> |
|--|

\* Course has prerequisite.

<sup>1</sup>Must be completed with a minimum grade of C.

<sup>2</sup>May substitute \*CHEM 1504 - Basic Chemistry or higher college level chemistry and \*PHYS 1514 - General Physics I or higher college level physics.

## Physical Therapist Assistant Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

**PHTA courses must be taken in sequence.**

| Fall semester | Credit hours |
|---------------|--------------|
| *ENGL 1613    | 3            |
| *BIOL 2644    | 4            |
| *PSCI 1514    | 4            |
| *PHTA 1101    | 1            |
| *PHTA 1115    | 5            |

### Spring semester

|            |   |
|------------|---|
| *SPCH 1553 | 3 |
| *BIOL 2654 | 4 |
| *PSYC 1813 | 3 |
| *PHTA 1224 | 4 |
| *PHTA 1234 | 4 |

### Interim and Summer term

|            |   |
|------------|---|
| *PHTA 2001 | 1 |
| *PHTA 2043 | 3 |
| *PHTA 2053 | 3 |

### Fall semester

|            |   |
|------------|---|
| Elective   | 3 |
| *PHTA 2164 | 4 |
| *PHTA 2175 | 5 |
| *PHTA 2185 | 5 |

### Spring semester

|            |   |
|------------|---|
| *PHTA 2293 | 3 |
| *PHTA 2224 | 4 |
| *PHTA 2234 | 4 |
| *PHTA 2201 | 1 |

### ADDITIONAL PROGRAM INFORMATION

The KCC Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax St., Alexandria, VA 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org/>.

Each student in this program must have a physical exam, criminal background check without disqualifying conviction, negative drug screen, and current CPR health care provider certification.

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 NOTE

This curriculum is being reviewed in anticipation of revisions. Consult a Health Careers advisor for details.

**Radiography**  
Associate in Applied Science Degree

**REQUIRED COURSE SEQUENCE**

|                                | <b>Credit hours</b> |
|--------------------------------|---------------------|
| <b>Summer session</b>          |                     |
| *XRAY 1014                     | 4                   |
| *ENGL 1413                     | 3                   |
| <b>Fall semester</b>           |                     |
| *XRAY 1033                     | 3                   |
| *XRAY 1202                     | 2                   |
| *XRAY 1316                     | 6                   |
| *BIOL 2644                     | 4                   |
| <b>Spring semester</b>         |                     |
| *XRAY 1042                     | 2                   |
| *XRAY 1053                     | 3                   |
| *XRAY 1222                     | 2                   |
| *XRAY 1326                     | 6                   |
| *BIOL 2654                     | 4                   |
| <b>Interim and summer term</b> |                     |
| *XRAY 1333                     | 3                   |
| *XRAY 2222                     | 2                   |
| *XRAY 2312                     | 2                   |
| <b>Fall semester</b>           |                     |
| *XRAY 1346                     | 6                   |
| *ENGL 1613                     | 3                   |
| *XRAY 2103                     | 3                   |
| <b>Spring semester</b>         |                     |
| *XRAY 1356                     | 6                   |
| *PSYC 1813                     | 3                   |
| *XRAY 2125                     | 5                   |

**ADDITIONAL PROGRAM INFORMATION**

Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT) and also to make application to the Illinois Emergency Management Agency (IEMA)/Division of Nuclear Safety (DNS) for their Illinois state license.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, 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).

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.

# Radiography

**Associate in Applied Science Degree – XRAY.AAS.C26**

The Radiography program is based on a minimum of two years of full-time study which combines classroom theory with clinical experiences. The program is designed to prepare a person to be a competent professional member of the health care team. This degree typically is not designed for transfer. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the "Information on Health Career Programs" handout for program entry requirements.

**Radiography Major (13 courses)**

**Credit hours: 55**

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

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

**General Education (5 courses)**

**Credit hours: 17**

Complete all three sub-requirements:

**1. Communications course - 6 credit hours**

- CHOOSE TWO courses from the following:
- \*ENGL 1413 - Fundamentals of Writing
- \*ENGL 1613 - English I
- \*ENGL 1623 - English II
- \*SPCH 1553 - Introductory Speech
- SPCH 1563 - Interpersonal Communications

**2. Laboratory science - 8 credit hours**

- Laboratory Science courses must be completed with a grade of C or higher.
- \*BIOL 2644 - Anatomy & Physiology I<sup>1</sup>
- \*BIOL 2654 - Anatomy & Physiology II<sup>1</sup>

**3. Social and Behavioral science - 3 credit hours**

- \*PSYC 1813 - Introduction to Psychology

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 72**

\*Course has prerequisite.

<sup>1</sup>\*BIOL 2644 and \*BIOL 2654 is required prior to or during the semester in which they appear in the course sequence.



# Respiratory Therapist

## Associate in Applied Science Degree – RESP.AAS.C23

This program is designed to prepare graduates as competent advanced-level respiratory therapists. Therapists provide care and treatment to patients suffering from breathing disorders and also may be involved in diagnostic testing, clinical supervision, and decision-making. This two-year program puts equal emphasis on theory, clinical practice, and the professional behavior expected of a respiratory care therapist. This degree typically is not designed for transfer. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the "Information on Health Career Programs" handout for program entry requirements.

### General Education (5 courses)

**Credit hours: 17**

All courses must be completed with a grade of C or better.

Complete all four sub-requirements:

#### 1. Communications course - 6 credit hours

\*ENGL 1413 - Fundamentals of Writing or ENGL 1613 - English I

\*SPCH 1553 - Introductory Speech

#### 2. Life science - 4 credit hours

The life science course must be taken prior to or concurrently with the first semester of Respiratory Therapist courses.

\*BIOL 1564 - Intro to Anatomy & Physiology<sup>1</sup> or \*BIOL 2654 - Anatomy & Physiology II

#### 3. Humanities - 3 credit hours

CHOOSE ONE course from the following:

\*PHIL 2543 - Death and Dying

\*PHIL 2523 - Ethics

\*PSYC 2573 - Adulthood & Aging

#### 4. Physical science - 4 credit hours

The physical science course must be taken prior to or concurrently with the first semester of Respiratory Therapist courses.

\*PSCI 1514 - Introduction to Physical Science

### Respiratory Therapist Major (14 courses)

**Credit hours: 53**

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

\*RESP 1113 - Respiratory Physiology

\*RESP 1224 - Clinical I

\*RESP 1324 - Respiratory Procedures I

\*RESP 1331 - Respiratory Skills I

\*RESP 1445 - Respiratory Procedures III

\*RESP 1458 - Intro to Respiratory Critical Care

\*RESP 2213 - Clinical Medicine

\*RESP 2225 - Clinical II

\*RESP 2245 - Clinical III

\*RESP 2353 - Cardiopulmonary Procedures

\*RESP 2411 - Professional Skills

\*RESP 2445 - Respiratory Procedures V

\*RESP 2453 - Respiratory Procedures VI

\*RESP 2483 - Respiratory Seminar

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70**

\*Course has prerequisite.

<sup>1</sup>This course is pending ICCB approval.

## Respiratory Therapist Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Spring semester | Credit hours |
|-----------------|--------------|
| *RESP 1113      | 3            |
| *RESP 1324      | 4            |
| *BIOL 1564      | 4            |
| ENGL 1413       | 3            |
| *PSCI 1514      | 4            |

| Summer term | Credit hours |
|-------------|--------------|
| RESP 1331   | 1            |
| *SPCH 1553  | 3            |

| Fall semester | Credit hours |
|---------------|--------------|
| *RESP 1224    | 4            |
| *RESP 1458    | 8            |
| *RESP 1445    | 5            |

| Spring semester | Credit hours |
|-----------------|--------------|
| *RESP 2213      | 2            |
| *RESP 2225      | 5            |
| *RESP 2411      | 1            |
| *RESP 2445      | 5            |

| Summer term | Credit hours |
|-------------|--------------|
| *RESP 2453  | 3            |
| *PHIL 2543  | 3            |

| Fall semester | Credit hours |
|---------------|--------------|
| *RESP 2245    | 5            |
| *RESP 2353    | 3            |
| *RESP 2483    | 3            |

### ADDITIONAL PROGRAM INFORMATION

Upon completion, the graduate is eligible to apply for admission to the National Board for Respiratory Care Exams to become a Registered Respiratory Therapist (RRT).

The program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)): 1248 Harwood; Bedford, TX 76021-4244; 817-283-2835.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, 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.

## Respiratory Therapist Advanced Placement Sequence

Courses required prior to acceptance in the program\* (see note below)

|                                | Credit hours |
|--------------------------------|--------------|
| *ENGL 1413                     | 3            |
| *PSCI 1514                     | 4            |
| *SPCH 1553                     | 3            |
| PHIL 2543                      | 3            |
| RESP Advanced Placement Credit | 39           |

### SUGGESTED COURSE SEQUENCE

#### Fall semester

|            |   |
|------------|---|
| *RESP 2433 | 3 |
|------------|---|

#### Spring semester

|            |   |
|------------|---|
| *RESP 2411 | 1 |
|------------|---|

#### Summer term

|            |   |
|------------|---|
| *RESP 2453 | 3 |
|------------|---|

General education, if needed

#### Fall Semester

|            |   |
|------------|---|
| *RESP 2245 | 5 |
| *RESP 2353 | 3 |
| *RESP 2483 | 3 |

### ADDITIONAL PROGRAM INFORMATION

Requirements for consideration of acceptance into the advanced placement sequence will be the same as for those students applying to the first semester of the program.

Upon completion, the graduate is eligible to apply for admission to the National Board for Respiratory Care Exams to become a Registered Respiratory Therapist (RRT).

The program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)): 1248 Harwood; Bedford, TX 76021-4244; 817-283-2835.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, 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.

# Respiratory Therapist

## Advanced Placement Sequence – RESPAAS.C23

Certified Respiratory Therapists (CRTS) can earn advanced placement in the Respiratory Therapist associate degree program. Certified therapists who earned a Respiratory Care Technology certificate from KCC will have satisfied the requirements for BIOL 1564, RESP 1324, RESP 1331, RESP 1113, RESP 1435, 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. Consult a KCC advisor, [www.kcc.edu/healthprograms](http://www.kcc.edu/healthprograms) or the "Information on Health Career Programs" handout for program entry requirements.

### Respiratory Therapist Major (4 courses)

**Credit hours: 14**

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

|   |
|---|
| *RESP 2245 - Clinical III               |
| *RESP 2353 - Cardiopulmonary Procedures |
| *RESP 2433 - Respiratory Procedures IV  |
| *RESP 2453 - Respiratory Procedures VI  |

### Respiratory Therapist Independent Study (2 courses)

**Credit hours: 4**

|   |
|---|
| *RESP 2411 - Professional Skills, may be taken any time after admission to the advanced placement sequence. |
| *RESP 2483 - Respiratory Seminar  |

### Respiratory Therapist Advanced Placement Credit

**Credit hours: 39**

### General Education (4 courses)

**Credit hours: 13**

All courses must be completed with a grade of C or better.

Complete all three sub-requirements:

#### 1. Communications courses - 6 credit hours

- \*ENGL 1413 - Fundamentals of Writing or ENGL 1613 - English I
- \*SPCH 1553 - Introductory Speech

#### 2. Physical science - 4 credit hours

- \*PSCI 1514 - Introduction to Physical Science

#### 3. Humanities - 3 credit hours

CHOOSE ONE course from the following:

- \*PHIL 2543 - Death and Dying
- \*PHIL 2523 - Ethics
- \*PSYC 2573 - Adulthood & Aging

**MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 70**

\*Course has prerequisite.

# Supply Chain Management

**Certificate** – Curriculum code: V55A

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the supply side management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

|  | Credit hours |
|--|--------------|
| <b>Supply Chain Management</b>                       |              |
| TWDL 1003 - Transportation and Physical Distribution | 3            |
| TWDL 1103 - Introduction to Supply Chain Management  | 3            |
| TWDL 1203 - Introduction to Import/Export            | 3            |
| TWDL 1303 - Principles of Operations Management      | 3            |
| TWDL 1402 - Transportation and Cargo Security        | 2            |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 14

# Global Supply Chain

**Certificate** – Curriculum code: V55B

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the global supply side management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

|  | Credit hours |
|--|--------------|
| BSNS 1553 - Introduction to Business                 | 3            |
| BSNS 2143 - Human Relations in Business              | 3            |
| *BSNS 1603 - Business Communications                 | 3            |
| BSNS 2553 - Principles of Management                 | 3            |
| COSC 1513 - Introduction to Information Processing   | 3            |
| TWDL 1003 - Transportation and Physical Distribution | 3            |
| TWDL 1103 - Introduction to Supply Chain Management  | 3            |
| TWDL 1203 - Introduction to Import/Export            | 3            |
| TWDL 1303 - Principles of Operations Management      | 3            |
| TWDL 1402 - Transportation and Cargo Security        | 2            |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 29

## ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

# Tower Construction and Maintenance

**Certificate** – Curriculum code: V54

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the tower construction and maintenance field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

|  |
|--|
| TOWR 1111 - Tower Erection Basics              |
| TOWR 1121 - Emergency Medical Response         |
| TOWR 1131 - OSHA 10-Hour                       |
| TOWR 1141 - RF Safety and Hazard Signage       |
| TOWR 1152 - Haz-Woper                          |
| TOWR 1162 - Tower Rescue and Competent Climber |
| TOWR 1171 - Rigging and Ropes                  |
| TOWR 1181 - Authorized Climber                 |

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 5.5

## PROGRAM NOTE

All courses are offered for variable credit. Credit will be determined by the instructor and can be varied, up to 1.5 semester hours, depending on student goals and needs. Please see the program coordinator for more information.

# Sustainable Resource Management

**Certificate** – Curriculum code: SUST.MCRT.61A

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.

| <b>Sustainable Resource Management</b> |  | <b>Credit hours</b> |
|--|--|---------------------|
| SUST                                   | 1013 - Introduction to Sustainable Resource Management | 3                   |
| SUST                                   | 1023 - Sustainable Resource Management II              | 3                   |

# Welding Technology

## Associate in Applied Science Degree – WELD.AAS.C33

The Welding curriculum is designed to provide the student with fundamental theory in the technology of welding processes, metallurgy, and fabrication design. He or she will develop practical skills in drafting, tungsten, and inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing. Students will be required to furnish personal protective equipment and tools. Welding Technology graduates are generally prepared to enter welding programs at selected colleges and universities with junior status.

### Welding Technology Core (16 courses)

**Credit hours: 48**

- WELD 1114 - Basic Welding
- \*WELD 1124 - Advanced Arc Welding
- \*WELD 2044 - Pipe Welding
- WELD 2124 - Tungsten Inert Gas Welding
- WELD 2224 - Metallic Inert Gas Welding
- COSC 1513 - Introduction to Information Processing
- \*DRFT 2114 - AutoCAD I
- ELTR 1064 - Fundamentals of Electricity<sup>1</sup>
- ELTR 1402 - Industrial Safety
- \*MCHN 1214 - Machine Tool I
- \*MCHN 1224 - Machine Tool II
- WELD 1263 - Metallurgy & Heat Treatment
- CHOOSE TWO courses from the following 3 options:
  - \*WELD 2062 - Fillet Weld Special Problems
  - \*WELD 2072 - Groove Weld Special Problems
  - \*WELD 2172 - Pipe Weld Special Problems

### General Education (5 courses)

**Credit hours: 16**

- Complete all four sub-requirements:
- \*ENGL 1413 - Fundamentals of Writing<sup>2</sup>
  - \*BSNS 1603 - Business Communications<sup>2</sup>
  - \*MATH 1123 - Technical Mathematics II<sup>3</sup>
  - \*PSCI 1514 - Introduction to Physical Science
  - \*SOCY 2513 - Sociology

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

<sup>2</sup>For transfer students, a higher level English course may be substituted.

<sup>3</sup>For transfer students, a higher level mathematics course may be substituted.

## Welding Technology Associate in Applied Science Degree

### SUGGESTED COURSE SEQUENCE

| Fall semester | Credit hours |
|---------------|--------------|
| COSC 1513     | 3            |
| ELTR 1064     | 4            |
| *MCHN 1214    | 4            |
| WELD 1114     | 4            |

|                        |   |
|------------------------|---|
| <b>Spring semester</b> |   |
| ELTR 1402              | 2 |
| *ENGL 1413             | 3 |
| *MATH 1123             | 3 |
| *MCHN 1224             | 4 |
| *WELD 1124             | 4 |

|                      |   |
|----------------------|---|
| <b>Fall semester</b> |   |
| *DRFT 2114           | 4 |
| PSCI 1514            | 4 |
| *WELD 2044           | 4 |
| WELD 2124            | 4 |

|                                |   |
|--------------------------------|---|
| <b>Spring Semester</b>         |   |
| *BSNS 1603                     | 3 |
| *SOCY 2513                     | 3 |
| WELD 1263                      | 3 |
| WELD 2224                      | 4 |
| *WELD Special problems courses | 4 |

### ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

## Welding Technology Advanced Certificate

### SUGGESTED COURSE SEQUENCE

| Fall semester          | Credit hours |
|------------------------|--------------|
| *MCHN 1214             | 4            |
| WELD 1114              | 4            |
| <b>Spring semester</b> |              |
| *WELD 1124             | 4            |
| Technical electives    | 5            |
| <b>Fall semester</b>   |              |
| *DRFT 2114             | 4            |
| WELD 2124              | 4            |
| <b>Spring semester</b> |              |
| WELD 1263              | 3            |
| WELD 2224              | 4            |

### ADDITIONAL PROGRAM INFORMATION

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.kcc.edu/gainfulemployment/](http://www.kcc.edu/gainfulemployment/).

## Advanced Certificate in Welding Technology – WELD.CRT.C83

The Welding certificate curriculum is designed to develop within the student practical skills in drafting, tungsten inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing.

### Welding Technology core (7 courses)

|   |  |
|---|--|
| *DRFT 2114 - AutoCAD I                  |  |
| *MCHN 1214 - Machine Tool I             |  |
| WELD 1114 - Basic Welding               |  |
| *WELD 1124 - Advanced Arc Welding       |  |
| WELD 1263 - Metallurgy & Heat Treatment |  |
| WELD 2124 - Tungsten Inert Gas Welding  |  |
| WELD 2224 - Metallic Inert Gas Welding  |  |

**Credit hours: 27**

### Technical Elective (2-5 courses)

CHOOSE TWO to FIVE courses (to attain five credit hours) from any course with the prefix AIRC, AUTO, CNST, DRFT, DSGN, ELTR, MAFT, MCHN or WELD.

**Credit hours: 5**

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 32</b> |
|--|

\*Course has prerequisite.

### Certificate Options in Welding Technology

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the welding field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

#### Shielded Metal-Arc All Positions (8 hours)

| Curriculum code: C83B             | Credit hours |
|-----------------------------------|--------------|
| WELD 1114 - Basic Welding         | 4            |
| *WELD 1124 - Advanced Arc Welding | 4            |

#### Tungsten Inert Gas & Metallic Inert Gas (8 hours)

| Curriculum code: C83D                  | Credit hours |
|--|--------------|
| WELD 2124 - Tungsten Inert Gas Welding | 4            |
| WELD 2224 - Metallic Inert Gas Welding | 4            |

#### Pipe Welding (12 hours)

| Curriculum code: C83E             | Credit hours |
|-----------------------------------|--------------|
| WELD 1114 - Basic Welding         | 4            |
| *WELD 1124 - Advanced Arc Welding | 4            |
| *WELD 2044 - Pipe Welding         | 4            |

#### Maintenance Welding (12 hours)

| Curriculum code: C32B                  | Credit hours |
|--|--------------|
| WELD 1114 - Basic Welding              | 4            |
| WELD 2124 - Tungsten Inert Gas Welding | 4            |
| WELD 2224 - Metallic Inert Gas Welding | 4            |

# General Studies

## Associate in General Studies – LIB.AGS.L03

The Associate in General Studies is a degree that is customized to meet the unique needs of students whose objectives cannot be met through the college's transfer or occupational degrees. This degree is designed to meet the students' objectives such as obtaining a two year liberal education or meeting employment needs not offered through other programs. 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 (see Page 33), transfer course credits completed within this degree are not guaranteed to be accepted by the senior institution. Students considering the General Studies degree should consult with an advisor to determine whether this degree will meet their educational goals and needs.

### Communications General Education (3 courses)

**Credit hours: 9**

\*SPCH 1553 - Introductory Speech

CHOOSE TWO courses from the following three options.

\*ENGL 1413 - Fundamentals of Writing

\*ENGL 1613 - English I

\*ENGL 1623 - English II

### Laboratory Science General Education<sup>1</sup> (2 courses)

**Credit hours: 8**

CHOOSE TWO laboratory science courses from the list of general education courses for applied science degrees (see Page 63).

### Mathematics General Education<sup>1</sup> (1 course)

**Credit hours: 3**

CHOOSE ONE mathematics courses from the list of general education courses for applied science degrees (see Page 63).

### Humanities General Education<sup>1</sup> (2 courses)

**Credit hours: 6**

CHOOSE TWO humanities courses from the list of general education courses for applied science degrees (see Page 63).

### Social and Behavioral Science General Education<sup>1</sup> (2 courses)

**Credit hours: 6**

CHOOSE TWO social and behavioral science courses from the list of general education courses for applied science degrees (see Page 63).

### Electives (8-11 courses)

**Credit hours: 32**

CHOOSE 32 credit hours of courses from any elective area.

|  |
|--|
| <b>MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 64</b> |
|--|

\*Course has prerequisite.

<sup>1</sup>Students planning to transfer to a baccalaureate college or university should take IAI general education courses listed on Page 35.

## General Studies Associate in General Studies

### SUGGESTED COURSE SEQUENCE

| Fall semester                        | Credit hours |
|--------------------------------------|--------------|
| *Communications (ENGL) course        | 3            |
| Social and Behavioral Science course | 3            |
| Humanities course                    | 3            |
| Electives                            | 7            |
| <b>Spring semester</b>               |              |
| *Communications (ENGL) course        | 3            |
| Humanities course                    | 3            |
| Mathematics course                   | 3            |
| Electives                            | 7            |
| <b>Fall semester</b>                 |              |
| *SPCH 1553                           | 3            |
| Laboratory Science course            | 4            |
| Electives                            | 9            |
| <b>Spring semester</b>               |              |
| Laboratory Science course            | 4            |
| Social and Behavioral Science course | 3            |
| Electives                            | 9            |

# Study abroad program



## About 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.

The program is designed to help create a better understanding of these cultures by offering American undergraduates the opportunity to study literature, history, art, and politics in a foreign land.

Programs abroad include short-term summer programs and semester-long programs in Salzburg, Austria; San Jose, Costa Rica (summer only); Canterbury, England; Dijon, France (summer only); Carlow, Ireland; and Seville, Spain.

Participants must have:

- Completed at least 12 semester hours of college credit courses at KCC;
- A cumulative grade point average of at least 2.75; and have
- Completed ENGL 1613 with a grade of B or better before departure.

Enrollment in the Study Abroad program courses that are approved for credit by KCC may be considered when determining enrollment status for assistance under the title IV, HEA programs.

Study Abroad Scholarships are available through the KCC Foundation. Consult the Foundation Scholarship booklet for more information. Scholarship applications for use in the upcoming academic year are due each Spring.

Some study abroad classes are listed to the right. A comprehensive list is available from Susan LaMore, slamore@kcc.edu or 815-802-8208.

## Deadlines and more information

Program application deadlines are April 15 for the upcoming fall semester and Oct. 15 for the upcoming spring semester. Summer semester deadlines vary depending on the program selected. Applications will be reviewed and participants selected by KCC and the Illinois Consortium of International Studies and Programs.

For a general overview, go to [www.icisp.org](http://www.icisp.org).

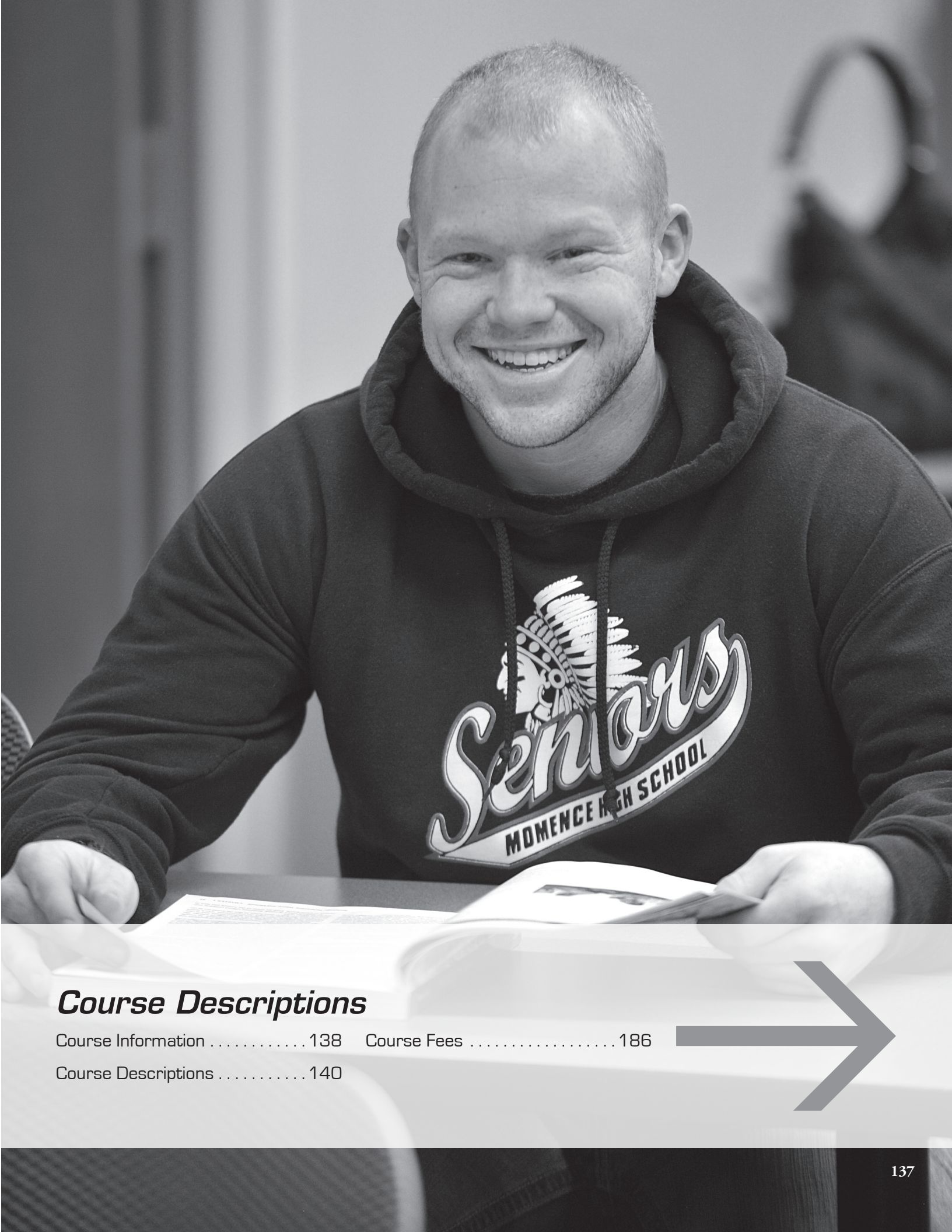
For more information, contact Susan LaMore at 815-802-8208 or email [slamore@kcc.edu](mailto:slamore@kcc.edu) to discuss the program. The KCC study abroad website is [www.kcc.edu/studyabroad/](http://www.kcc.edu/studyabroad/).

## 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.

|  | <b>Credit hours</b> |
|--|---------------------|
| ARTS 2833 - American Art (1945 - Present)                | 3                   |
| *ARTS 2903 - Spanish Art History                         | 3                   |
| *ENGL 1853 - Introduction to Shakespeare                 | 3                   |
| ENGL 2713 - Survey of British Literature I               | 3                   |
| *ENGL 2533 - Survey of British Literature II             | 3                   |
| FREN 2702 - Communication in French                      | 2                   |
| GERM 1502 - German Conversation I                        | 2                   |
| GERM 1514 - Elementary German                            | 4                   |
| GERM 1524 - Intermediate German                          | 4                   |
| HIST 1613 - Austrian Civilization                        | 3                   |
| HIST 2543 - British History I                            | 3                   |
| HIST 2553 - British History II                           | 3                   |
| HIST 2613 - Modern Britain                               | 3                   |
| HIST 2633 - Middle Ages                                  | 3                   |
| HIST 2643 - U.S. History I (1933-1950)                   | 3                   |
| *HIST 2903 - History of Spain                            | 3                   |
| HUMS 1534 - International Studies in the Humanities      | 4                   |
| *HUMS 2903 - The Three Cultures of Spain                 | 3                   |
| PLSC 1723 - European Politics                            | 3                   |
| SOSC 1533 - International Studies in the Social Sciences | 3                   |
| SPAN 2533 - Introduction to Mexican Culture              | 3                   |





## ***Course Descriptions***

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# Course information

## Course numbering system

Courses are identified by a code of four letters and four numbers. The four letters represent the subject or program area. For example, ECON is the prefix for economics class.

The four numbers indicate the following:

### 0000 - 0999

Identifies the course as a college preparatory course. Such courses prepare students for college degree and certificate programs. Although recorded on the student's transcript, credits for these courses do not apply to degrees or certificates and do not affect students' grade point averages if the first number in the course number is 0, 3, 4 or 5. They are not transferable to a four-year college or university. Students who are academically suspended may register for these classes.

College preparatory courses are offered in one-semester-hour modules plus three- and four-semester-hour courses to improve reading, writing, math, and study skills.

### 1000 - 1499 and 2000 - 2499

Identifies the course as part of a career program. Career programs prepare students to enter work immediately upon graduation. The courses in a career program are not designed to transfer to four-year colleges or universities – although in some cases they may.

### 1500 - 1999 and 2500 - 2999

Identifies the course as part of a transfer program. Transfer programs prepare students to attend four-year colleges or universities. While these courses are intended to transfer to a college or university, students should work closely with a KCC advisor to ensure proper transfer of courses.

## Additional course numbering information

Courses in the 1000 - 1999 range are generally first-year, or freshman-level courses. Courses in the 2000 - 2999 range are generally second-year, or sophomore-level courses. In many cases, students complete 1000-level courses before going on to 2000 level courses. However, a student can enroll in any 1000 or 2000 level course as long as the prerequisites are met.

The final digit of the course number indicates the number of credit hours awarded for the course.

### Examples:

|      |      |  |
|------|------|--|
| SKIL | 0911 | College preparatory course, one credit hour.                             |
| ACCT | 1523 | First year course, within a transfer curricula, three credit hours.      |
| ELTR | 2414 | Second year course, within an occupational curricula, four credit hours. |

## Lecture/lab/credit hours

The numbers following the letters in parentheses indicate how many lecture hours and laboratory hours are involved in a course each week. The first number indicates the number of lecture hours per week, and the second number indicates the number of lab hours per week.

The number in parentheses at the far right of the course number and the title line indicates the number of semester credit hours awarded for the course.

## General education courses

Courses which meet general education requirements for transfer degree-seeking students are listed on Page 35; general education electives for students seeking Associate in Applied Science degrees and certificates or an Associate in General Studies are listed on Page 63. Also, on the following pages, a notation is included after each course description for courses which meet one or more general education requirements.

## Business electives

Courses that qualify as a business electives for associate in applied science degrees and certificate programs are listed on Pages 63-64.

## Technical electives

Courses that qualify as technical electives for applied science degrees and advanced certificate programs are listed on Page 64.

## Use the transfer guide

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



## Illinois Articulation Initiative

### General Education Core

KCC is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that guarantees undergraduate students who complete the General Education Core at a participating college or university in Illinois that they will have satisfied lower-division general education requirements for an associate or bachelor's degree when they transfer to any participating school. See Pages 33-35 for an explanation of the requirements of the General Education Core.

All community colleges in Illinois, all public state universities and many private colleges/universities in Illinois have endorsed the IAI.

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

Courses included in the General Education Core are identified with an IAI code at the end of the course description. Those codes include:

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

If you need additional information, contact an academic advisor in Student Services. Information on the IAI also is available at [www.itransfer.org](http://www.itransfer.org)

### Major-Specific courses

The Illinois Articulation Initiative designates some courses as major-specific within curriculums. These IAI major recommendations describe courses typically taken by freshmen and sophomores for a specific major. However, if the transfer institution is known, that school's catalog should be consulted for specific transfer guide information. Always seek the advice of an academic advisor or admissions counselor when making transfer plans. Following is a summary of KCC curriculums which include at least one IAI Major-Specific course.

KCC curriculums which include approved IAI Major-Specific courses:

- Agriculture (IAI: AG)
- Biological Sciences (IAI: BIO)
- Business (IAI: BUS)
- Chemistry (IAI: CHM)
- Criminal Justice (IAI: CRJ)
- English
- Engineering Science (IAI: EGR)
- History
- Mathematics (IAI: MTH)
- Mass Communication (IAI: MC)



- Political Science
- Psychology (IAI: PSY)
- Sociology

IAI Major-Specific courses are identified by an IAI Major-Specific code at the end of individual course descriptions on the following pages.

## 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](mailto:helpdesk@kcc.edu) or phone 815-802-8900 for more information regarding technology requirements.

The course delivery modes at KCC are:

### Online course

All content/instruction is in an online format such as the ANGEL course management system. An online course may be completed without the student coming to KCC's campus. There is regular and substantive interaction between students and the instructor. A pre-approved proctor may be required when taking tests/assessments.

### Hybrid course

Instruction/content occurs as a combination of face-to-face meetings at KCC and other (often online) means. Generally, 30 percent or more of the instruction/content is offered online or off-campus. When possible, face-to-face meeting dates are listed in the class schedule.

# Accounting

## ACCT 1413 - General Accounting 3/0 (3)

The student will demonstrate a knowledge of basic accounting principles and procedures. He or she will be able to maintain basic accounting records for a small business operation. Emphasis will be on service-oriented businesses. (This course will not count toward the accounting requirements of a transfer program or of the Accounting occupational program. Accounting majors should enroll in ACCT 1514.)

## ACCT 1514 - Financial Accounting 4/0 (4)

This course is designed as an introduction to financial accounting. It examines the nature of accounting, basic accounting concepts, financial statements including cash flow statements, accrual basis of accounting, the accounting cycle, inventories, fixed assets, current and noncurrent liabilities, and owner's equity. The course integrates accounting principles and applications of these principles in achieving business objectives. The course covers characteristics of the corporation to include the Stockholders' Equity section and financing of the corporation using stock. Also covered are unusual income items affecting the income statement. Computerized homework exercises and exams will be included. *IAI: BUS 903 Business.*

## ACCT 1523 - Managerial Accounting 3/0 (3)

Prerequisite: ACCT 1514 with a grade of C or better or consent of instructor. This course provides an introduction to managerial accounting. It focuses on analysis of managerial accounting informational needs for planning and controlling. Specifically, it examines the nature of cost-volume-profit analysis and product costing; investigates budgets and standard costs in planning, control, and performance measurements; and employs relevant costs, current control techniques and present value techniques used in the decision-making process. Computerized activities will be included. *IAI: BUS 904 Business.*

## ACCT 2422 - Accounting Seminar 2/0 (2)

Prerequisite: ACCT 2613. The student will display awareness of current accounting issues by researching and preparing reports on current accounting topics. Student awareness of current accounting issues will also be displayed through exploration and discussion of current/pending Financial Accounting Standards. An accounting procedure will be developed by the student which illustrates awareness of accounting activities and the accounting environment. Students will interface with business professionals to gain an understanding of the accounting and business work environment.

## ACCT 2613 - Intermediate Accounting 3/0 (3)

Prerequisite: ACCT 1523. This course is a study of accounting theory relating to inventories, assets, current liabilities, and financial statements. The student will study adjustments, corrections of prior periods, present value applications, concepts of financial accounting and their impact upon financial statements, and uses of financial statements. Computerized activities will be required.

## ACCT 2753 - Cost Accounting 3/0 (3)

Prerequisite: ACCT 1523. The student will be able to determine product costs and to apply the elements of cost control to basic job order, process, and standard cost systems. He or she will apply the elements of cost recognition and control to an examination of the nature of manufacturing and service costs and the use of

relevant accounting data for the purposes of making cost systems which lead to effective management decisions. Computerized exercises will be included.

# Administrative Assistant

Office Professional course descriptions are listed among courses with a BSNS prefix. These descriptions begin on Page 145.

# Agriculture

## AGRC 1153 - Companion Animals 3/0 (3)

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)

Prerequisite: High school chemistry or a semester of college chemistry. This course will provide the fundamental principles of the nature and properties of soils including their origin, formation and biological, chemical and physical aspects. Soil dynamics, texture, structure, and soil reactions will be studied. *IAI: AG 904 Agriculture.*

## AGRC 1704 - Animal Science 3/2 (4)

This course will include the application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries. It also will include an introduction to animal management and production practices. Included will be a study of animal breeds, breeding and selection; products and marketing; production technology and economics, animal behavior, and current issues in animal science. *IAI: AG 902 Agriculture.*

## AGRC 1724 - Plant Science 3/2 (4)

This introductory course covers the basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. *IAI: AG 903 Agriculture.*

# Agri-Hort

## AGHT 1013 - Integrated Pest Management 3/0 (3)

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)

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 1254 - Basic Soils 3/2 (4)

This course provides the fundamental principles of the nature and properties of soils including their origin, formation and biological, chemical and physical aspects. Soil dynamics, texture, structure, and soil reactions will be studied.

**AGHT 2012 - Internship 0/10 (2)**

Prerequisite: 14 credit hours of Agri-Hort Technology core courses with a grade of C or better. 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.

**AGHT 2022 - Special Topics 2/0 (2)**

Prerequisite: 14 credit hours of Agri-Hort Technology core courses with a grade of "C" or better. 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 project will be required at the conclusion of the course.

## Air Conditioning & Refrigeration

**AIRC 1014 - Fundamentals of Air Conditioning 2/4 (4)**

The student will describe the fundamentals of refrigeration and refrigeration theory which will include various condensers, evaporators, compressors, and related components. He or she will use basic hand tools to replace and repair copper tubing and copper fittings. The student will become familiar with, and will demonstrate, minor installation procedures, refrigerant control and metering of refrigerant for absorbing heat, tool care, and handling of tubing and fittings.

**AIRC 1023 - Controls & Circuitry for HVAC 2/2 (3)**

Prerequisite: AIRC 1014 or concurrent enrollment. The student will analyze and service air conditioning and refrigeration equipment with emphasis on the electrical components used in air conditioning and refrigeration equipment. He or she will be able to describe the operation of electrical components and troubleshoot these components in the system. Basic tools are recommended.

**AIRC 1114 - Domestic Refrigeration 2/4 (4)**

Prerequisite: AIRC 1014. The student will identify and describe the design, construction, and controls of home-type refrigeration units. He or she will test and service these units, with emphasis on re-operation of motor compressors, cabinet care and handling, design, and airflow. Basic tools are recommended.

**AIRC 1124 - Commercial Refrigeration 2/4 (4)**

Prerequisite: AIRC 1014. The student will describe the various systems components and their uses. He or she will explain the function of flow controls, defrost systems, receivers, water and electric valves, and related controls and will apply this information to analyze and service commercial refrigeration systems which include food lockers and over-the-road equipment. This will include installation procedures, insulation of fixtures, thermal conductivity of heat, and insulation vs. temperature. Basic tools are recommended.

**AIRC 1214 - Heating Plants 2/4 (4)**

Prerequisite: AIRC 1014. The student will describe forced air, hot water, steam, reverse cycle, heat pump, gas radiant, electronic, and hydronic heating plants. He or she will become familiar with the control of the above equipment, how it is applied, and how it is serviced. He or she will become familiar with installation and maintenance of this equipment, heat loss, and how heat loss is controlled. Basic tools are recommended.

**AIRC 1222 - Heat Pumps 1/2 (2)**

Prerequisite: AIRC 1014. Students will properly identify and test various heat pump components as well as diagram and troubleshoot heat pump controls. Students also will demonstrate geothermal heat pump knowledge through layout and design of basic geothermal heat pump closed loop circuit using topographical site map(s).

**AIRC 1313 - Air Handling 2/2 (3)**

Prerequisite: AIRC 1014. The student will estimate "load" and design duct installations for residential and commercial systems. He or she will identify efficient control units and properly balance these systems; calculate proper sizing, velocity, pressure, and loss; and describe the use of tempering and humidity controls in air-handling design. He or she will learn maintenance in relation to proper control and design and the use of available instruments. Basic tools are recommended.

**AIRC 1422 - Installation Skills 1/2 (2)**

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. Students also will properly measure, cut and prepare sheet metal plenums, return drops and other types of fabricated fittings.

**AIRC 2222 - Geothermal Systems 1/2 (2)**

Prerequisite: AIRC 1014. 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 also will demonstrate geothermal knowledge by layout and design of basic geothermal heat pump closed loop circuit using topographical site map(s). *Pending ICCB approval.*

## Anthropology

**ANTH 1501 - Directed Study in Archeology (Based on demand) 0/2 (1)**

This course provides a general introduction to field archaeology and laboratory methods. Students will be instructed in field techniques such as shoveling and troweling, mapping and profiling and in laboratory procedures such as cataloging and identifying artifacts.

**ANTH 1713 - Introduction to Anthropology 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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: SI 900N Social and behavioral science.*

**ANTH 1743 - Introduction to Archaeology 3/0 (3)**

Prerequisite: Appropriate assessment score. This course is designed to introduce students to anthropology through the use of archaeological data, concepts, methods, and goals. Emphasis will be placed primarily on North American archaeology and specifically archaeology of the Midwest. Some fieldwork will be included. *IAI: SI 903 Social and behavioral science.*

# Art

## **ARTS 1503 - Basic Drawing** 1/5 (3)

This course focuses on the descriptive process of seeing. Students will learn to draw using a variety of black and white media, including charcoal, conté crayon, graphite pencil, and pen and ink to produce contour, gesture, and modeled drawings. The concepts of linear perspective and value rendering are given particular attention, while sight measuring and other basic formulas and theories for studio sketching are reinforced throughout the course. *AAS: Humanities elective.*

## **ARTS 1513 - Two-Dimensional Design** 1/5 (3)

This course is an introduction to the study of the elements of design: line, value, color, shape and form, texture, and space. Through projects involving planning and the manipulation of various media, students will gain experience in the use of design principles and conceptual development of ideas in a two-dimensional format. The material covered in this course is the basis for all art, from drawing to commercial design. *AAS: Humanities elective.*

## **ARTS 1553 - Art Appreciation** 2/2 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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 Fine Arts.*

## **ARTS 1603 - Drawing II** 1/5 (3)

This course seeks to strengthen the ability to perceive the visual world and certain phenomena in it while also focusing on the inventive processes of drawing. It will focus on the development of drawing skills and the use of traditional drawing media such as charcoal, but primarily those in color: pastels, colored pencil, and inks and watercolor washes. Instruction in color theory and in matting and framing are included in this course. *AAS: Humanities elective.*

## **ARTS 1613 - Survey of Art (Caves - Cathedrals)** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. This course surveys significant art and artifacts from prehistoric to medieval Gothic times. Emphasis is on the cyclical nature of dominant themes in the world of art. The course provides a basis for students to understand and appreciate the intercultural concepts, theories, and analysis associated with ancient to pre-Renaissance sculpture, architecture, painting, illumination, and metal craft. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. *IAI: F2 901 Fine arts.*

## **ARTS 1623 - Survey of Art (Renaissance - Rococo)** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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 Fine arts.*

## **ARTS 1633 - Survey of Art (1800 - Present)** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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 Fine arts.*

## **ARTS 1643 - Non-Western Art** 3/0 (3)

Prerequisite: ENGL 1413 with grade of C or better. or appropriate assessment score. This is a survey of the visual arts (painting, drawing, printmaking, 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 Fine Arts (Pending IAI approval).*

## **ARTS 1813 - Three-Dimensional Design** 1/5 (3)

Prerequisite: ARTS 1513. In this course, students will develop skill in using the fundamental elements of design – line, value, color, shape and form, texture, and space – to create effective three-dimensional forms. Ideas will be formulated and visualized through the use of various recent media such as cardboard, foam core, found objects and traditional media such as clay, wood, and plaster. The main emphasis of this course is the development of critical thinking skills as they apply to three-dimensional art forms and to help you gain a deeper understanding of visual art. Students will receive instruction on the safe and effective use of light power tools. *AAS: Humanities elective.*

## **ARTS 1833 - Art for Elementary Teachers (Based on demand)** 3/0 (3)

This course is designed to provide students pursuing elementary teaching a comprehensive survey into presenting art at the elementary school level. The methods and practices of this course will cover the qualifications for teaching elementary art, theory of art education, discipline, classroom environment, organizing and planning art lessons, art ideas, studio exercises, and understanding and presenting drawing techniques and principles.

## **ARTS 2513 - Painting** 1/5 (3)

Before enrollment, ARTS 1503 and ARTS 1513 recommended. This is an introductory course in the use of water-base and/or oil-base paints. Following brief lectures and demonstrations, students will explore various painting techniques and begin to apply their technical knowledge to various expressive concerns. Painting subjects may include studio still-life, compositions

derived from previous drawing courses, and free interpretation based on traditional theories. *AAS: Humanities elective.*

**ARTS 2523 - Painting II** 1/5 (3)

Prerequisite: ARTS 2513. This course will deal with developing the student's understanding about the source of "art ideas" used in painting. In order to deal with these ideas effectively, the student will continue to perfect his or her understanding about the materials which are used in painting and how to manipulate them to express his or her own ideas. *AAS: Humanities elective.*

**ARTS 2533 - Ceramics I** 1/5 (3)

In this beginning course, students will be introduced to the art and craft of ceramics through hand-building techniques. Students will complete several projects to gain an understanding of material, process, form, composition, and surface. The assigned projects will develop knowledge of the technique and aesthetic aspects of ceramic objects. A practical knowledge of clay and glaze will be imparted. Writing assignments, as appropriate to the discipline, are part of the course.

**ARTS 2553 - Photography** 1/5 (3)

This course is designed for the student who has little or no experience with a camera or for the experienced student who would like to revitalize his or her basic knowledge. Students will learn the basics of photography and darkroom techniques through lectures and demonstrations. Students will become proficient in darkroom practices by learning to develop film and make prints. A 35mm adjustable camera is recommended for this class. *AAS: Humanities elective.*

**ARTS 2563 - Photography II** 1/5 (3)

Prerequisite: ARTS 2553. This course will explore the physical and chemical structure of photography. The course also will help students refine basic photography skills to develop their particular style. Students will experiment with a variety of topics to gain experience in photographing diverse subjects. Critiques will be an important part of this course to emphasize various elements that give a photograph its greatest impact. Students will learn various special effects techniques such as applying color to black and white photographs to enhance the visual effectiveness. A 35mm adjustable camera is required for this class. *AAS: Humanities elective.*

**ARTS 2573 - Introduction to Printmaking (Based on demand)** 1/5 (3)

Printmaking will introduce the student to various methods of creating a hand-printed art product. Methods may include wood or linoleum block printing, serigraphy (silk-screening), paper lithography, and etching. Emphasis will center on plate or screen prepress preparation and working with specific inks and papers. An ability to draw is not crucial for success in this course. This course is designed for anyone who is interested in graphic reproduction techniques either on a personal or a commercial level. *AAS: Humanities elective.*

**ARTS 2583 - Color Photography (Based on demand)** 1/5 (3)

Prerequisite: ARTS 2553 or consent of instructor. This introductory course makes available to the student the mechanics of processing color film and prints. The student will receive instruction in color theory, and he or she will be required to apply these theories to assignments. The student will learn the effects

of color as applied to particular environments. The student will develop an understanding of the aesthetics that have evolved to make a color image. A 35mm adjustable camera is required for this class. *AAS: Humanities elective.*

**ARTS 2613 - Figure Drawing** 1/5 (3)

Prerequisite: ARTS 1503 or ARTS 1603. This course presents procedures for learning to draw the human figure, using schematic theories as well as studio practice from a live, clothed model. Students will acquire knowledge of the basic proportions, structure, and anatomy of the human body, which will be demonstrated through daily studio work and specifically assigned projects. *AAS: Humanities elective.*

**ARTS 2623 - Figure Drawing II (Based on demand)** 1/5 (3)

Prerequisite: ARTS 2613. This course emphasizes the interpretation of the human figure. It focuses on the depiction of the human figure in a number of different environments, including both interior and exterior situations when possible. Students in this course are encouraged to explore their understanding of the figure and interpret those understandings visually. *AAS: Humanities elective.*

**ARTS 2643 - Computer Art (Based on demand)** 1/5 (3)

Prerequisite: ARTS 1503 and ARTS 1513 with grades of C or better. This course is an introduction to computer applications in the visual arts. It will be a computer software based approach to visual image manipulation and original generation. Topics will include the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas in art and design. Graphics programs to be explored include but are not limited to Adobe Illustrator, Adobe Photoshop, and Quark Express.

**ARTS 2713 - Introduction to Sculpture (Based on demand)** 1/5 (3)

Before enrollment, ARTS 1813 and ARTS 1503 recommended. This studio class is an introduction to elementary materials and methods of sculpture. The course will include the techniques of modeling, molding, and casting through additive, subtractive, and substitution methods. *AAS: Humanities elective.*

## Automotive Technology

**AUTO 1021 - Service Shop Operations I** 1/0 (1)

The student will be introduced to various testing instruments, will learn accepted shop procedures, and will be introduced to manufacturer's specifications when making repairs and adjustments.

**AUTO 1064 - Internal Combustion Engines** 2/4 (4)

The student will describe the basic systems in gasoline engines. He or she will identify the components of systems and explain principles of operation, maintenance, repair, and adjustment of these engines. From shop experiences, the student will acquire basic engine teardown and reassembly skills.

**AUTO 1073 - Ignition & Electrical Systems I** 2/2 (3)

The student will identify electrical accessories to automobile engines, describing principles of operation of the starter, distributor/wiring, battery, alternator/generator, spark plugs, and coil. Disassembly and testing of these systems will be performed in the automotive lab.

**AUTO 1123 - Ignition & Electrical Systems II** 2/3 (3)

Prerequisite: AUTO 1073. The student will identify components of the automotive secondary ignition system, describe principles of operation, and perform operational tests on this system. The student also will use and interpret test instruments designed for diagnosing those systems.

**AUTO 1143 - Brakes** 2/2 (3)

The student will describe brake principles and operations, including ABS systems. The student will utilize these principles to diagnose, service, and repair brake systems to manufacturer specifications.

**AUTO 1213 - Manual Transmissions & Drivelines** 2/2 (3)

The student will describe the principles of operation of manual transmissions and drivelines. He or she will apply these principles to diagnose and repair clutches, manual transmissions, drivelines, and differentials.

**AUTO 1223 - Automatic Transmissions** 2/2 (3)

The student will describe the principles of operation of automatic transmissions. He or she will apply industry standards of diagnosis and repair of automatic transmissions.

**AUTO 2013 - Computerized Engine Controls I** 2/2 (3)

Prerequisites: AUTO 1064 and AUTO 1073. The student will identify components of the automotive fuel, carburetion and emission control systems, describing the principles of operation and performing operational tests on each system.

**AUTO 2206 - Engine Diagnosis & Overhaul (Based on demand)** 2/8 (6)

Prerequisites: AUTO 1064. The student will apply learned skills by completely overhauling automobile engines. He or she will use test instruments on components of the engine and compare his or her data with manufacturers' recommendations and specifications. Students are required to supply an automotive engine and necessary parts for this course.

**AUTO 2233 - Heating & Air Conditioning** 2/2 (3)

The student will describe the theory of heat transfer, forms of matter, refrigerant cycle, and operating principles of certain hardware peculiar to the automotive air conditioning system. The student will apply these fundamentals in testing, repairing, disassembling, and assembling exercises on components of these systems in the automotive laboratory. System conversion from R-12 to R134a also will be covered.

**AUTO 2243 - Alignment, Steering & Suspension** 2/2 (3)

The student will describe principles of suspension system operations to include steering geometry and front and rear axle operation. The student will utilize these principles to diagnose, adjust, repair, and replace components of these systems under simulated laboratory conditions.

**AUTO 2252 - Service Shop Operations II** 1/2 (2)

Prerequisite: AUTO 1021, AUTO 1064, AUTO 1073, and AUTO 1143. 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.

## Aviation

**AVIA 1413 - Private Pilot I** 3/0 (3)

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 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)

Prerequisite: AVIA 1413 or consent of instructor. 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 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 1434 - Instrument Aircraft Rating** 4/0 (4)

Prerequisite: AVIA 1423, valid private pilot certificate and at least a current Class II Medical Certificate. 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.

**AVIA 1444 - Commercial Aircraft Rating** 4/0 (4)

Prerequisite: AVIA 1434 or consent of instructor. 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.

## Biology

**BIOL 1504 - Principles of Biology** 3/2 (4)

Prerequisite: Appropriate assessment score or READ 1484 with a grade of C or better. 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 Life science.*

**BIOL 1514 - General Biology I** 3/2 (4)

Prerequisite: Appropriate assessment score or READ 1484 with a grade of C or better. 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: L1 900L Life Science. IAI: BIO 910 Biological Sciences.*



**BIOL 1524 - General Biology II 3/2 (4)**

Prerequisite: BIOL 1514. 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. AAS: Life Science (laboratory science) elective. *IAI: BIO 910 Biological Sciences.*

**BIOL 1534 - Human Biology 3/2 (4)**

Prerequisite: Appropriate assessment score or READ 1484 with a grade of C or better. 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 Life science.*

**BIOL 1564 - Intro to Anatomy & Physiology 3/2 (4)**

Prerequisite: Appropriate assessment score or READ 1484 with a grade of C or better. 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.

**BIOL 1584 - Environmental Biology 3/2 (4)**

Prerequisite: Appropriate assessment score or READ 1484 with a grade of C or better. The student will study interrelationships among organisms and their environment, focusing on the position of humans in the overall scheme. This study will include the roles of energy, soil, water, and air in ecosystem function and how humans use and abuse these resources. *IAI: L1 905L Life science.*

**BIOL 1614 - General Zoology (Based on demand) 3/2 (4)**

Prerequisite: BIOL 1514. The student will make a comparative study of animal life from the protozoans through the chordates. Morphological, physiological, ecological, and evolutionary relationships will be stressed. Laboratory work will focus on classification and dissection of representative species. AAS: Life science (laboratory science) elective.

**BIOL 1714 - General Botany (Based on demand) 3/2 (4)**

Prerequisite: BIOL 1514. Reproduction, anatomy, physiology, growth, and classification of the various plant groups will be studied. Part of the course will involve a study of local flora. AAS: Life science (laboratory science) elective.

**BIOL 2644 - Anatomy & Physiology I 3/2 (4)**

Prerequisites: CHEM 1504 or one year of high school chemistry with a grade of C; or both CHEM 1514 and CHEM 1524. This course will survey basic concepts in cell physiology. In addition, a survey of basic anatomical terminology will precede a study of the histology, gross anatomy and function of the integumentary, skeletal, muscular, nervous, and endocrine systems. Use will be made of the case-study method to achieve the desired understanding and integration of physiologic principles. The laboratory portion of the course will include use of human cadavers to study the anatomy of the systems indicated above. Please note: Either BIOL 1534 or BIOL 1564 are recommended for students with no previous biology coursework. AAS: Life science (laboratory science) elective.

**BIOL 2654 - Anatomy & Physiology II 3/2 (4)**

Prerequisite: BIOL 2644 with a grade of C or better. This course will be concerned with the integration of the histology, gross anatomy and function of the cardiovascular, respiratory, digestive and metabolic, urinary, and reproductive systems of the human organism. Use will be made of the case-study method to achieve the desired understanding and integration of physiologic principles. The laboratory portion of the course will include use of human cadavers to study the anatomy of the systems indicated above. AAS: Life science (laboratory science) elective.

**BIOL 2714 - Microbiology 3/3 (4)**

Prerequisite: A grade of C or better in one of the following: BIOL 1504, BIOL 1514, CHEM 1504, or CHEM 1514. This course will focus on the life of micro-organisms to include their organization, functions, metabolic processes, growth, control, genetics, evolution, and ecology. A study of diseases caused by pathogens, the host immunological response, and the role of microorganisms in the environment also will be examined, along with advances in their use in biotechnology. In the laboratory, students will focus on the physical and biochemical requirements and characteristics used for the identification of unknown bacteria. Students will be expected to identify unknown bacteria by performing and demonstrating effective use of the techniques learned in lecture and laboratory classes. AAS: Life science (laboratory science) elective.

**BIOL 2803 - Gross Human Anatomy 2/2 (3)**

Prerequisite: BIOL 2654 with a grade of C or better and consent of instructor following application to enroll. This is a course in dissection and analysis of gross anatomy. The laboratory portion will include the use of human cadavers to study anatomy of the head, neck, chest, abdomen, upper extremities, and lower extremities. AAS: Life science (laboratory science) elective.

## Business

**BSNS 1133 - Introduction to Entrepreneurship 3/0 (3)**

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.

**BSNS 1312 - Proofreading & Editing 2/0 (2)**

This course will focus on the application of proofreading skills and English grammar, usage, and spelling. Students will review formatting for business letters and reports and will proof-read business documents for content, grammar, punctuation, expression, and mechanical errors.

**BSNS 1353 - Administrative Office Procedures 2/2 (3)**

Prerequisites: COSC 1513 and COSC 1023. This capstone course for administrative assistant and office assistant training places heavy emphasis on the supervisory and administrative skills expected of college-trained office professionals. Topics include public and human relations, problem-solving and decision-making, technology and procedures, document creation and distribution, research and report writing, travel and conference planning, and employment and career advancement.

- BSNS 1373 - Personal Finance** 3/0 (3)  
Students will study the basic principles and concepts of personal finance. Topics include: credit, loans, insurance, stocks, bonds, mutual funds, real estate, retirement, and estate planning.
- BSNS 1411 - Keyboarding** .5/1 (1)  
This course will provide basic instruction in the “touch” system of keyboarding. Students will use personal computers while learning to type with the proper fingers without watching the keys. Students will learn both the alpha-numeric keyboard and the 10-key pad. Students who are enrolled currently or who have received credit for COSC 1023 or BSNS 2033 will not receive credit for this course. This also applies to similar courses transferred from other colleges or universities. BSNS 1411 may be waived if one semester of high school typing has been completed with a grade of C or better.
- BSNS 1553 - Introduction to Business** 3/0 (3)  
The student will discuss the nature of our business environment in the United States. The student will indicate the advantages and disadvantages of the common forms of business organization and also will discuss and analyze problems related to finance, the operation of a business, marketing, management, personnel, and labor relations in a contemporary situation.
- BSNS 1603 - Business Communications** 3/0 (3)  
Prerequisite: ENGL 1413 with a grade of C or better or appropriate assessment score. The student will relate effective communications to successful management. He or she will describe and apply positive qualities and techniques of effective written and oral communication and will construct, present, and explain functional types of business messages including application letters and resumes. *AAS: Communications elective for specific curricula only.*
- BSNS 1653 - Business Law** 3/0 (3)  
The student will identify basic principles of law that apply to business. Through case studies, the student will practice the decision-making process and demonstrate an understanding of contracts, commercial papers, sales, personal property and bailment, and real property.
- BSNS 1663 - Legal & Social Environment of Business** 3/0 (3)  
This course involves the study of the political, business, social, and legal forces that affect activities of modern business. The course will consider judicial processes, federal controls, and regulations. This course is designed for students planning to transfer to a senior institution where they will major in business.
- BSNS 2113 - Small Business Management** 3/0 (3)  
This course covers basic concepts and methods necessary for effective start-up and management of a small business. Topics include planning, legal aspects, financing, accounting, marketing, and management. Theoretical and practical learning exercises will be incorporated in the class. This course may be taken under the Pass/Fail grading option. See Pages 192-193.
- BSNS 2143 - Human Relations in Business** 3/0 (3)  
This course is intended to prepare students to handle effectively the responsibility of relating to other people. The ultimate goal is to learn how to motivate individuals to work together productively, to satisfy their personal needs, and at the same time to meet organizational objectives.
- BSNS 2213 - Human Resource Management** 3/0 (3)  
This course covers basic principles and procedures of personnel administration. Topics include: job analysis, staffing, training, performance appraisal, compensation, and labor relations.
- BSNS 2311 - Successful Customer Service** 1/0 (1)  
This course focuses on essential customer service skills that help organizations accomplish their goals, deal with problems and complaints, win new customers and create loyal customers. The course concentrates on the key concepts and best practices involved in customer service, personal skills, and communication skills needed to deliver successful customer service.
- BSNS 2403 - Office Professional Internship (Based on demand)** 0/15 (3)  
Prerequisite: The courses listed in the first four semesters of the Office Professional curriculum and approval of program coordinator. The student will apply his or her knowledge and skills by working a minimum of 200 hours in a cooperating business under the supervision of a training sponsor and the instructor. The student will gain understanding of the administrative office procedures by discussing and analyzing on-the-job experiences with fellow students and the instructor.
- BSNS 2413 - Management Field Project** 1/10 (3)  
Prerequisite: At least half of the courses required in the Business Associate in Applied Science curriculum, or consent of instructor. The student will apply his/her knowledge in a cooperating business or organization under the supervision of a training sponsor and the coordinator from the college. The student also will gain further understanding of the field of management through selected readings, assignments, and discussion of work experiences with fellow students and the program coordinator.
- BSNS 2423 - Internship Experience (Based on demand)** 0/15 (3)  
Prerequisite: Approval of and 16 semester hours of coursework from the Business Division and/or Technology Division. The student will apply his/her knowledge in a selected career field by working a minimum of 240 hours at a cooperating business under the supervision of a training sponsor and the program coordinator. This course may be repeated twice for credit.
- BSNS 2514 - Business Statistics** 4/0 (4)  
Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. This course serves as a general introduction to statistics, focusing on mathematical reasoning and the solving of real life problems. Contents include descriptive methods, measures of central tendency and variability, elementary probability theory, elementary combinatorics, probability distributions, sampling techniques, confidence intervals for the mean or proportion, tests of hypotheses, chi square, correlation and linear regression, and the F-test and one-way analysis of variance. Students cannot receive credit for both MATH 1774 and BSNS 2514. *IAI: BUS 901 Business.*
- BSNS 2553 - Principles of Management** 3/0 (3)  
This course covers the basic principles and concepts of management including the functions of planning, organizing, staffing, leading, and controlling. Theoretical and practical learning exercises will be incorporated in the class.

## Chemistry

### CHEM 1504 - Basic Chemistry 3/2 (4)

Prerequisite: MATH 1113 or MATH 1414 with a grade of C or better or appropriate assessment score; and READ 1484 with a grade of C or better or appropriate assessment score. The student will be introduced to fundamental concepts related to general and organic chemistry. Topics include atomic structure, chemical bonding and nomenclature, functional groups, intermolecular forces, solutions, and acid-base chemistry. The student will acquire basic knowledge upon which to build an understanding and appreciation of chemistry and its relationship to our world and life processes. *AAS: Physical science (laboratory science) elective.*

### CHEM 1514 - General Chemistry I 3/3 (4)

Prerequisites: CHEM 1504 or one year of high school chemistry with a grade of C or better; and MATH 1424 with a grade of C or better or appropriate assessment score; and READ 1484 with a grade of C or better or appropriate assessment score. 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. *AAS: Physical science (laboratory science) elective. IAI: P1 902L Physical science; IAI: CHM 911 Chemistry.*

### CHEM 1524 - General Chemistry II 3/3 (4)

Prerequisite: CHEM 1514 with a grade of C or better. 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.*

### CHEM 2614 - Quantitative Analysis (Based on demand) 3/2 (4)

Prerequisite: CHEM 1524. The student will perform laboratory analyses to determine the percentage composition of unknown substances. Techniques used in the laboratory will be chosen from: volumetric methods (acid-base, precipitation, or complex formation), gravimetric methods, electrogravimetric analysis, spectrophotometric methods, and chromatographic methods. The student will use mathematical conversions and chemical stoichiometry in the calculation of the composition. *AAS: Physical science (laboratory science) elective.*

### CHEM 2714 - Organic Chemistry I 3/3 (4)

Prerequisite: CHEM 1524. The student will be able to recognize the interrelationships between, write structures for, and state some of the physical and chemical properties of many of the organic compounds based upon functional group classifications. *AAS: Physical science (laboratory science) elective.*

### CHEM 2724 - Organic Chemistry II 3/3 (4)

Prerequisite: CHEM 2714. The student will use reaction mechanisms and intermediates to determine products of organic reactions. The student will be able to use basic spectroscopy data to determine the structure of organic compounds. *AAS: Physical science (laboratory science) elective.*

## Child Development

### CDEV 1513 - Child Growth & Development 3/0 (3)

The student will study human development from conception through adolescence. All domains of development (physical, social, emotional and cognitive) and the interactions among these domains will be addressed. Emphasis will be on the implications for early childhood professional practice. Basic research methods and developmental theories will be introduced. The theories of Freud, Piaget, Erikson, Vygotsky, Skinner, Gardner and others will be included. Child development in the context of gender, family, culture, and society will be studied. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

### CDEV 2013 - History & Philosophy of Early Childhood Education 3/0 (3)

Prerequisites: CDEV 1513 and appropriate assessment score; or ENGL 1413. This course examines early childhood education programs and principles in relation to historical, philosophical, and ethical issues and their impact on current trends. It includes an overview of professional opportunities and curriculum model comparison.

### CDEV 2103 - School-Aged Programming 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course provides an examination of developmentally appropriate activities for school-age children up to 12 years old. Focus will be on planning both indoor and outdoor activities to meet individual and group needs.

### CDEV 2153 - Developmentally Appropriate Infant/Toddler Care 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course examines the theories and research related to infants and toddlers in the social, emotional, physical, and cognitive areas of development. Focus is given to parent/care giver communication and interpersonal skills, developmentally appropriate curriculum planning based on observation, the nature of group care, and the needs of the individual. This course is part of the Illinois Gateways to Opportunity Infant/Toddler Credential.

### CDEV 2163 - Discipline/Classroom Management 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. This course examines the theory and practice of effective guidance techniques based on family communication and observation of the child. Emphasis will be placed on positive guidance techniques and preventative program planning in group care in relation to the needs of the individual child, the caregiver, and the group.

### CDEV 2223 - Art/Music Activities 3/0 (3)

Prerequisites: CDEV 1513 or concurrent enrollment. This course examines the creative process and developmental stages of art with emphasis on planning and implementing appropriate aesthetic experiences. Methods of encouraging participation, creativity, and individual expression will be included.

### CDEV 2233 - Language Acquisition & Development 3/0 (3)

Prerequisite: CDEV 1513 or concurrent enrollment. Language acquisition, development, and communication skills of the young child will be the focus of this course. Methods of theoretical and practical application of language concepts along with emphasis on selection and analysis of children's literature are included.

**CDEV 2243 - Science/Math Activities 3/0 (3)**

Prerequisites: CDEV 1513 or concurrent enrollment. This course examines science/mathematical concept development in young children through the utilization of hands-on activities in the child care environment. Focus is on the development of problem-solving skills and methods for encouraging exploration and curiosity.

**CDEV 2253 - Motor Development/Physical Activities 3/0 (3)**

Prerequisites: CDEV 1513 or concurrent enrollment. This course examines the relationship between physical activity and whole child development. Theories of play, community resources, and observation techniques for the planning and implementation of basic movement principles for the individual and the group both indoors and outdoors are included.

**CDEV 2263 - Heads Up! Reading 3/0 (3)**

This course includes research-based principles and practices for providing children birth through age 5 with a strong foundation in early reading and writing while using a developmentally appropriate approach.

**CDEV 2363 - Administration in Child Care Settings 3/0 (3)**

Prerequisite: CDEV 1513 or concurrent enrollment. This course is designed for early childhood professionals with a focus on administration in early childhood settings. Program planning, policy formation, personnel selection, training and supervision, facilities management and budgeting, state licensing standards, and interpersonal skills are examined. Included are analysis of current trends, community resources, and program evaluation.

**CDEV 2403 - Clinical Experience 1/6 (3)**

Prerequisite: CDEV 1513 and CDEV 2533 with minimum of 15 hours in child development courses. This course requires 135 hours of participation in an approved early childhood care setting. Students should apply for clinical experience with the program coordinator the semester prior to the clinical experience. See Child Development program requirements on Page 80. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential.

**CDEV 2513 - Child, Family & Community Relations 3/0 (3)**

Prerequisite: CDEV 1513. This class is a study of the sociological factors impacting interpersonal relationships between the child, family, caregivers and community. Utilization of community resources, development of family education programs, and their effects on whole child development are included. Focus will be on parenting trends, observation techniques, communication, and parent involvement. Information on cultures, the diversity of life styles, and the role of the school and community as social agents with our changing society also will be included. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential.

**CDEV 2523 - Intro to Early Childhood Education 3/0 (3)**

Prerequisite: CDEV 1513 or concurrent enrollment. This course provides an overview of early childhood care and education including historical perspectives, organization, programming structure and basic values in early childhood education. Profes-

sional practices of early childhood educators are outlined with an emphasis on supporting skill development of children from birth to age 8 during each age and stage of development. Students will spend a minimum of 15 hours of observation in early childhood settings. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

**CDEV 2533 - Early Childhood Curriculum Development 3/0 (3)**

Prerequisite: CDEV 1513 or concurrent enrollment. 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.

**CDEV 2543 - Child Study and Observation 3/0 (3)**

Prerequisite: CDEV 1513 or concurrent enrollment. This course provides an in-depth study of young children through direct observation which includes utilization of case studies and anecdotal records. Methods of integrating observed behavior, developmental theory and appropriate practice form the basis of this course. Responsive, supportive curriculum planning based on authentic, classroom-based formal and informal assessments for children from birth through age 8 will be emphasized. This course requires 45 hours of observation in an approved early childhood setting. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

**CDEV 2633 - Health, Nutrition and Safety 3/0 (3)**

Prerequisite: CDEV 1513 or concurrent enrollment. This course examines the basic concepts of health, safety, and nutrition and their effects upon the child's observable behavior and areas of development. It includes identification of childhood disease and preventative techniques, exploration of positive mental health strategies, and identification of developmentally appropriate activities for young children. Proof of current first aid and CPR certification is required to complete the class. The cost of certification is the responsibility of the student. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credential.

## Computer-Aided Drafting

**DRFT 1154 - Technical Drafting & Print Reading 2/4 (4) (Based on demand)**

This course includes terms and techniques common to engineering and construction drawings, such as lettering, sketching, basic geometrical constructions, orthographic projection theory, pictorial representation, and dimensioning. Each student will be able to prepare, read and interpret working drawings.

**DRFT 2114 - AutoCAD I 2.5/3 (4)**

Prerequisite: General knowledge of the Windows operating system. 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 included blueprint reading.

**DRFT 2124 - AutoCAD II 2.5/3 (4)**

Prerequisite: DRFT 2114. This course emphasizes development of AutoCAD computer-aided drafting skills. Topics covered include: parametric drafting, standard blocks, block attributes, dynamic blocks, external references, advanced plotting, annotative objects and dimensioning with tolerances.

**DRFT 2134 - AutoCAD III 2.5/3 (4)**

Prerequisite: DRFT 2124. This course explores the three-dimensional construction and viewing capabilities of AutoCAD. Topics covered include: user coordinate systems, visual styles, composite solid modeling and editing, rendering, animation, and creating 2-D drawings from 3-D models. Students will create photo-realistic renderings and animations from the composite solids they create. Students will utilize a rapid prototyper (3D printer) to produce 3D plastic parts of their own design.

**DRFT 2164 - Mechanical Drafting with Inventor 2.5/3 (4)**

Prerequisite: DRFT 2124. 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.

**DRFT 2233 - Computer-Aided Drafting Internship (Based on demand) 0/15 (3)**

Prerequisites: Any four DRFT courses and consent of program coordinator. Students will apply computer-aided drafting knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

**DRFT 2414 - Architectural Drafting with Revit 2/4 (4)**

Prerequisites: DRFT 2124. 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.

## Computer Graphic Design

**DSGN 1113 - Digital Photography 3/0 (3)**

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, resolu-

tion, 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) Shutter Speed Mode and (A) Aperture Mode. Smart phones and/or tablets are not permitted.

**DSGN 1123 - Introduction to Web Design 3/0 (3)**

This course explores the generation and manipulation of Web content and websites using industry standard software, Adobe Dreamweaver®. Topics include: Developing Web pages, creating a Web site, using and managing images, creating links and navigation bars, working with layout and data tables, the effective use of rich media, and understanding Web design principles, basic HTML and Cascading Style Sheet (CSS) structures. Students also will understand how to update, maintain and publish Web sites. Students will use effective visual communication in various publication scenarios. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

**DSGN 1133 - Package Design 3/0 (3)**

This course introduces students to the principles of packaging design basics, allowing for the translation of two-dimensional design into three dimensions. By using industry standard software, Adobe Creative Suite®, students will learn venues of packaging design and production to communicate concepts into logical and effective comprehensives (mock-ups). This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

**DSGN 1213 - Photoshop Digital Imaging 3/0 (3)**

This course explores the generation and manipulation of photographic and graphic images using industry standard software, Adobe Photoshop®. Topics include: Bitmap vs. vector – painting and design, photo correction and manipulation, selections and masking, filters and special effects, and text and layer styles. Students will use effective visual communication as they explore various publication scenarios. This class is geared toward the cultivation of work to be included in the student's final portfolio.

**DSGN 1223 - Digital Motion Graphics 3/0 (3)**

Prerequisite: DSGN 1213 or consent of instructor. This course explores the generation and manipulation of motion photographic and graphic images using industry standard software, Adobe AfterEffects® and Flash®. Topics include composition, nesting, resolution, layers, effects, RAM preview and animation, masks and track mattes, text, and presets. Students will use effective visual communication as they explore various publication scenarios. This class is geared toward the cultivation of work to be included in the student's final portfolio.

**DSGN 1233 - Document Design 3/0 (3)**

Prerequisite: DSGN 1213 or consent of instructor. This course introduces students to principles of graphic design and production while creating documents using industry standard software, Adobe InDesign®. Students gain understanding of the relationship between type, illustration, and photographs in a layout. Students will design documents such as brochures, advertisements, greeting cards, fliers, and magazine covers. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

**DSGN 1243 - Computer Illustration 3/0 (3)**

This course explores the use of illustration in print and Web publication using industry standard software, Adobe Illustrator®. Students

apply the basic elements of art and the principles of design to each composition. Various scenarios will be employed to achieve effective visual communication. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

**DSGN 1253 - Portfolio Development** 1.5/3 (3)  
(Based on demand)

Prerequisite: DSGN 1233 or consent of instructor. This is a capstone course for the Computer Graphic Design program. Upon course completion, students must provide evidence of their understanding of the concepts and competencies gained in courses in the program. Students will learn the process of creating and selecting the content of, and designing the format for, a creative portfolio. Using Adobe Creative Suite® software, students will be expected to assemble and distribute a final portfolio, both digital and hard copy. This portfolio will be reviewed by, and is subject to the approval of, appropriate faculty and members of the Computer Graphic Design advisory committee.

## Computer Literacy

**COMP 1521 - Computer Literacy** 1/5 (1)

The computer novice will study the non-technical aspects of computers. Emphasis will be given to the impact of computers on society. A survey of basic hardware and software components, application in various fields, and hands-on experience using modern software in word processing are included. Credit for COMP 1521 is reserved for students who have not earned prior credit in a more advanced microcomputer course.

## Computer Science

**COSC 1023 - Intermediate Word** 2/2 (3)

Prerequisite: BSNS 1411 and COSC 1352 with a grade of C or better, or both BSNS 1411 and COSC 1513, or one year of high school keyboarding with a grade of C or better. The student will learn how to use Word to create letters, memos, tables, mail merge documents, newsletters with graphics, simple and complex reports, and employment documents that can be sent electronically in e-mail as an attachment. The student will increase keyboarding speed and accuracy and improve proofreading and computer file management skills.

**COSC 1152 - Introduction to Windows** 1/2 (2)

This course is an introduction to the windows operating system. Topics include installing Microsoft Windows and troubleshooting the installation process; creating a custom environment suited to your work processes; backing up and restoring files. Additional topics include configuring software and hardware options; monitoring and optimizing system performance; troubleshooting problems in the boot process; and sharing data between applications.

**COSC 1172 - Introduction to the Internet** 2/0 (2)

Prerequisite: COSC 1152 or COSC 1513, or consent of instructor. This course is an introduction to using the Internet. Topics include connecting to the Internet, using Internet search tools, transferring files, email, and the World Wide Web.

**COSC 1181 - Voice Recognition** .5/1 (1)

Prerequisite: COSC 1352 or COSC 1023, or consent of instructor. Instead of typing on a keyboard, the student will input data into a computer by dictating into a microphone and training the computer to recognize his/her voice. This course will teach the student how to use speech-recognition software and voice com-

mands. Students will practice proper enunciation techniques, will learn how to use voice-document formatting for Microsoft Word applications and will produce documents that are voice-prepared.

**COSC 1341 - PowerPoint** 1/0 (1)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This is an introductory course to develop skills in preparing and using the graphics and presentation software PowerPoint. Students will learn how to include text, bullets, and charts in their PowerPoint presentations.

**COSC 1352 - Word** 2/0 (2)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This course is an introduction to Microsoft Word. Instruction includes entering, editing, enhancing, and revising text material.

**COSC 1362 - Access** 2/0 (2)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This course is an introduction to the database management software Access. Topics include designing and creating databases, maintaining databases, creating queries, reports, forms, and menus in addition to working with multiple files and setting up relationships.

**COSC 1372 - Excel** 2/0 (2)

Prerequisites: COSC 1152 or COSC 1513 or consent of instructor. This is an introductory course to develop skills in creating, revising, and printing spreadsheets, charts, and graphs.

**COSC 1382 - Microsoft Office Suite Integration** 2/0 (2)

Prerequisites: COSC 1341, COSC 1352, COSC 1362, and COSC 1372. A capstone course in the integration of Microsoft Office Suite (Word, Excel, Access, and PowerPoint).

**COSC 1392 - Microsoft Outlook** 2/2 (2)

Prerequisite: COSC 1152 or COSC 1513; and COSC 1172. In this introduction to Microsoft Outlook, students will learn to send and receive e-mail, manage contacts, plan tasks, schedule the Calendar, manage their Inbox, integrate Outlook with other applications and the Internet, create custom Outlook forms and modify the Outlook interface. Additional topics may include Outlook with Microsoft Exchange Server, Business Contact Manager and synchronizing Outlook with PDAs.

**COSC 1513 - Introduction to Information Processing** 2/2 (3)

This course provides an introduction to the meaning and function of hardware, software, data procedures, and personnel in a business computer system. Basic systems analysis and design techniques, file processing and data base concepts, plus the entering and executing of programs will be presented. The hands-on use of business software packages for Windows, word processing, spreadsheets, Internet access, presentation graphics, and database will be included. *IAI: BUS 902 Business.*

**COSC 2033 - Advanced Word** 2/2 (3)

Prerequisites: COSC 1513 (can be taken concurrently) and COSC 1023 with a grade of C or better. This capstone document production course for administrative and office assistant training places heavy emphasis on using technology to produce various desktop publishing documents.

**COSC 2513 - Introduction to Computer Science 2/2 (3)**

Prerequisite: MATH 1814 or consent of instructor. The student will demonstrate knowledge of the use of the computer as a problem-solving tool in applications that are primarily mathematic or scientific in nature. He or she will demonstrate an ability to define solutions to computer applications with algorithms. The student will create, test, and debug computer programs in the C++ language for the solutions of different applications. Students cannot receive credit for both COSC 2513 and COSC 2613.

**COSC 2613 - Computer Programming for Science & Engineering 2/2 (3)**

Prerequisite MATH 2515. This is a course for students who need to use the computer as a problem-solving tool in mathematical or scientific applications. Students will write programs, first in 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.

## Construction Craft Laborer

**LABR 1103 - Craft Orientation 3/0 (3)**

This is an introductory course to advise students of the rules and regulations involved in applying for an apprenticeship. Students will learn how to complete apprenticeship paperwork and will be advised of safety procedures that fall under governmental Occupational Safety and Health Administration (OSHA) guidelines.

**LABR 1123 - Mason Tending 3/0 (3)**

Students will learn practices and procedures involved in mason tending, rough terrain forklift operation, different forms of scaffolding, and masonry saw operation. Students will conduct hands-on demonstrations and participate in exercise rotations.

**LABR 1142 - Concrete Practice Fundamentals 1.5/1 (2)**

Students will learn about concrete practices and procedures; Bobcat operator; E-Z pavement breaker; concrete saw; concrete vibrator.

**LABR 1163 - Asphalt Technology & Construction 3/0 (3)**

Students will learn the history of the uses of asphalt along with terminology and definitions. Topics include asphalt preparation, application methods, asphalt maintenance and rehabilitation. Hands-on demonstrations will be conducted using appropriate equipment for asphalt preparation and application methods.

**LABR 1213 - Concrete Apprenticeship I 2/2 (3)**

Prerequisite: LABR 1142 Concrete Practice Fundamentals. This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the classroom. Skills include safety practices, project planning, and site preparation. All work activities are completed under the direct supervision of a journeyman.

**LABR 1223 - Forming and Finishing Concrete 2/2 (3)**

Prerequisite: LABR 1213. This course is part of the Concrete Specialist Certificate program and focuses on forming techniques, placing concrete, and various finishing techniques.

**LABR 1232 - Concrete Apprenticeship II 1/2 (2)**

Prerequisite: LABR 1223. This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the classroom. Skills include forming, placing, consolidating, finishing, and clean up of concrete projects, including repair. All work activities are completed under the direct supervision of a journeyman.

**LABR 2113 - Lead-Based Paint Abatement 3/0 (3)**

In this course, the student will study and practice lead hazard control methods. The student will also study how to safely disturb leaded paint as part of a renovation or construction project. Students will take part in elaborate hands-on workshops covering the techniques and equipment used in lead abatement. Demonstrations also will include removing chemicals, building containments, using special HEPA-attached grinding tools, cleaning areas contaminated with invisible particles, taking air samples, and evaluating abatement equipment and options.

**LABR 2123 - Asbestos Abatement 3/0 (3)**

This course focuses on the hazards of asbestos, the specific procedures used on the job, and the legal rights of workers. During this course, students will have an opportunity to participate in group discussions and hands-on exercises.

**LABR 2133 - Principles of Pipe Laying 3/0 (3)**

Students will learn how to read different measurements along with pipe laying terms and definitions. Batter boards and principles of surveying will be taught. Students also will learn pipe flow specifications and sewer laser operation and maintenance. Percent of grade formula and grade instrument height will be taught. Hands-on demonstrations will include set-up of appropriate machines and check of flow line and pipe grade. Blueprints will be studied. Students also will learn the history and rationale of the use of metrics.

**LABR 2213 - Landscape Maintenance 3/0 (3)**

Students will learn safety concerns involving landscape maintenance. Landscaping plants, planting techniques, fertilizers, and maintenance, pruning, chemical safety, and appropriate powered hand tools will be covered. Field exercises will include pruning, using the chainsaw and the chipper, using straw for erosion control, seeding, planting trees, and determining soil requirements for certain landscaping projects.

**LABR 2233 - Blueprint Reading 3/0 (3)**

This course is designed to provide a comprehensive study of building construction, working drawings and project manuals. It will present the drawing and project manual organization, the location of information, the coordination of the drawing and specifications, and graphic interpretation skills required for the industry use of the documents. In addition, background information about the types of structures, plumbing systems, HVAC systems, electrical systems, and other building systems and product information will be presented.

**LABR 2313 - Construction Surveying 3/0 (3)**

Students will learn about basic construction surveying; construction staking; electronic theodolite; line and grade checking; laser track leveling.

**LABR 2333 - Bridge Construction 3/0 (3)**

Students will learn about proper personal protective equipment and procedures. Other safety regulations that are covered include electrical safety and excavation safety. Different hazards will be covered and the definition and requirements of “permit required confined space” will be discussed. Additional topics include lead abatement on bridges and steel structures, silica, scaffold safety, hoisting and rigging, hand signals for construction equipment, hand and power tool safety, oxy-fuel cutting operations, sandblasting, and fall protection. Hands-on demonstrations and activities will be conducted.

**LABR 2416 - Hazardous Waste Management 6/0 (6)**

Students will learn about training center rules and waste sites. Additional topics to be covered include hazard recognition and identification, hazard communication regulations, hazardous chemical labels and lists, health effects, legal rights, and personal protective equipment. Field exercises will be conducted on the obstacle course or sandbags, supplied air and self-contained breathing apparatus. Decontamination procedures and walk-through demonstrations will be covered; and students also will learn OSHA regulations, site safety and health plans, material handling, storage and transportation.

## Construction Management

**CNST 1413 - Introduction to Building Construction 3/0 (3)**

Students will be introduced to the principles and practices of residential and light commercial building operations. Lectures will cover history, innovative practices and materials, current developments, and typical employment opportunities.

**CNST 1423 - Construction Materials & Methods 2/2 (3)**

This course is designed to familiarize students with typical materials and methods used in residential and light commercial construction. Topics will include the affect of regulation and material selection on building costs, as well as factors affecting material strength and resilience.

**CNST 1444 - Surveying with Civil Applications 4/2 (4)**

Prerequisite: MATH 1113 or appropriate assessment score. This course will familiarize the student with job sites. Surveying techniques and site layout will be discussed, as well as ground elevations and control points, and contour lines. Students will learn about topographic plans, plats of survey, and general site plans. A general overview of village zoning and county planning will be introduced.

**CNST 2413 - Mechanical Systems for Buildings 3/0 (3)**

Prerequisites: CNST 1413. This course introduces students to the design and operation of electrical, plumbing, and HVAC systems. Topics will include requirements during construction, scheduling, installation procedures, and energy consumption.

**CNST 2423 - Concrete Structure & Foundations 3/0 (3)**

This course is designed to familiarize students with formwork analysis and design. Students will be introduced to form setting, placing, finishing and curing procedures, the effect of soil characteristics, and design codes.

**CNST 2433 - Estimating & Bidding 3/0 (3)**

Prerequisites: DRFT 2114. This course is an introduction to material costs, take-offs, productivity, manual and computer cost estimation, and project bidding. Students will use blueprints and project specifications to submit bids for a particular project.

**CNST 2443 - Building Codes & Inspection 3/0 (3)**

This course is an orientation to the various international building codes in effect from the International Code Council, and the codes written by and specifically for the state of Illinois. Students will review various codes and their applications and will become familiar with the various jurisdictions for code enforcement and their operations both locally and statewide. Students will conduct various local code enforcement administrative and field activities, and will be oriented on the ICC Certification System for both Code Administrators and Code Officials.

**CNST 2453 - Professional Practice (Based on demand) 3/0 (3)**

Prerequisites: Second semester CNST courses and consent of instructor. Students will apply their construction knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

## Criminal Justice/Law Enforcement

**LAWF 1513 - Introduction to Criminal Justice 3/0 (3)**

A survey and analysis of the criminal justice system, including a historical and philosophical overview of its development, with special emphasis on the system's primary components and its relationship among these components in the administration of criminal justice in America. *IAI: CRJ 901 Criminal Justice.*

**LAWF 1613 - Police Operations & Services 3/0 (3)**

The student will review basic line procedures with patrol as a fundamental function of the police operation. He or she shall be able to describe and explain special operational units, staff employment, involvement policies, and basic principles involved in handling police problems.

**LAWF 1623 - Traffic Administration 3/0 (3)**

The course will consist of a study of traffic law enforcement; traffic regulation and control; traffic accident investigation and prevention; and the relationship of road engineering to safety. Also included will be a review of the Illinois Vehicle Code.

**LAWF 1713 - Basic Criminal Law 3/0 (3)**

Studying case law, the student will be expected to demonstrate an understanding and awareness of the components, purposes, and functions of criminal law and the elements necessary to establish a crime and criminal intent, and distinguish misdemeanor and felony.

**LAWF 1723 - Criminal Evidence & Procedures 3/0 (3)**

The student will relate knowledge of basic criminal law to the procedures necessary for arrest, use of force, search and seizure, admissions, and confessions.

**LAWF 1733 - Criminal Investigation 3/0 (3)**

The student will examine the fundamentals and procedures of investigation; crime scene applications; the collection, marking, and preservation of evidence; and the techniques and procedures of the follow-up investigation.



**LAWF 1753 - Juvenile Delinquency 3/0 (3)**

Using case histories of juvenile delinquents as background information, the student will identify and explain the underlying causes and behavioral patterns of the juvenile delinquent. He or she will utilize this knowledge in applying theories, preventative methods, and techniques. *IAI: CRJ 914 Criminal Justice.*

**LAWF 2315 - Selected Problems in Law Enforcement (Based on demand) 5/0 (5, or variable)**

The student will examine specific problem areas in the field of law enforcement. Topics will include issues relevant to police officers in current society. Students will be required to submit written reports describing the material presented. The course will be conducted in cooperation with local law enforcement agencies and authorities. Course credit will be determined by the instructor and can be varied, up to 5 semester hours, depending on student goals and needs.

**LAWF 2413 - Computer Crime Investigation 3/0 (3)**

Prerequisite: LAWF 1733 or consent of instructor. This course will provide the student with a rudimentary understanding of the expanding field of computer crime investigation. Through the examination of the operations and interrelationships of computers, software and the internet, the unique challenges, limitations, liabilities and goals of the computer crime investigator will be revealed to the student. Also addressed will be the emerging forensic science field of forensic computer examination.

**LAWF 2513 - Criminology 3/0 (3)**

The student will examine the theories of criminal behavior. He or she will describe the causes of criminal behavior, the problems of treatment, and the corrections and social controls of crime. *IAI: CRJ 912 Criminal Justice.*

**LAWF 2543 - Introduction to Probation, Parole, & Community Corrections 3/0 (3)**

This course will offer an overview of the history and philosophical foundations of probation, parole, and community corrections in the United States. The course also includes study of the organization and operations of probation and parole agencies as particular segments of the criminal justice system.

**LAWF 2623 - Organization & Administration 3/0 (3)**

The student will investigate police organizational structure as a means by which goals are achieved. He or she will identify variations in organizational patterns which result from differing and changing police science objectives.

**LAWF 2713 - Community-Oriented Policing 3/0 (3)**

The student will identify concepts of community relations through an interdisciplinary survey of problems in the field of police and community relations, emphasizing police administration responsibilities as well as the police role in community tensions and conflicts.

**LAWF 2723 - Introduction to Corrections 3/0 (3)**

This course will include an overview of correctional processes, methods and systems, including services available at local, state, and federal levels; a historical view of corrections and evolution of correctional philosophy; and a study of the prison community including inmate rules and codes, disciplinary problems and laws governing such institutions. *IAI: CRJ 911 Criminal Justice.*

**LAWF 2733 - Private Security 3/0 (3)**

This course will cover the scope, purpose, and function of private security, methods and systems of loss prevention, relationship with and contrast to local law enforcement systems, criminal and civil laws and responsibilities, fire safety, and weapons instruction and range use. Upon completion of the course, the student will be eligible for certification from the state of Illinois.

## Drafting

Drafting course descriptions are listed under Computer-Aided Drafting, beginning on Page 148.

## Economics

**ECON 1543 - Principles of Economics 3/0 (3)**

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. *IAI: S3 900 Social and behavioral science. Pending ICCB approval.*

**ECON 1553 - Principles of Macroeconomics 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better or consent of instructor. Students will study the nature and method of macroeconomics and the fundamental operations of the American economy, interpret national income information and study forces which determine levels of production and employment. Students also will study monetary and fiscal controls and the impact of government on the U.S. economy. *IAI: S3 901 Social and behavioral science.*

**ECON 1563 - Principles of Microeconomics 3/0 (3)**

The student will study the factors that determine the structure of resource and product markets and basic microeconomic theories used to determine the level of price and output in the product and resource markets under the various market structures. Selected contemporary economic problems also will be explored. *IAI: S3 902 Social and behavioral science.*

## Education

**EDUC 1501 - Preparing for the IBST/TAP 1/0 (1)**

Prerequisite: Basic computer skills. This course is designed to prepare prospective teachers to take and pass the Illinois Basic Skills Test, by refreshing and/or improving skills and abilities in reading, writing and mathematics.

**EDUC 1713 - Introduction to Public Education 3/0 (3)**

The student shall be able to identify and explain characteristics of the organization and administration of American public education – federal, state, county, and local. He or she also will analyze American education in its legal and financial aspects, identify current issues, and study developments and responsibilities of membership in the teaching profession.

**EDUC 1763 - Technology in Education 3/0 (3)**

This course is designed to introduce current and future educators and trainers to the use of instructional technologies. Students will be exposed to a wide variety of teaching tools that can be incorporated into the classroom.

**EDUC 1773 - Online Teaching (Based on demand) 3/0 (3)**

This course is designed to introduce current and future educators and trainers to methods and practices employed in online teaching and training.

**EDUC 1833 – Students with Disabilities 3/0 (3)**

Prerequisite: ENGL 1413. This is a survey course which presents the historical, philosophical and legal foundations of special education. An overview of the characteristics of individuals with disabilities, the programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities is also included. Completion of a clinical observation component is required. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential.

**EDUC 2513 - Diversity in Schools 3/0 (3)**

Prerequisite: ENGL 1413. This course provides a theoretical and empirical overview of public school issues affecting minorities and immigrants. Students will analyze historical trends regarding groups including – but not limited to – Native Americans, Asians, Latinos, African-Americans, the working class, women, homosexuals, and individuals with disabilities.

**EDUC 2533 - Foundations of Reading 3/0 (3)**

This course is designed for education students who need a foundations course in the teaching of reading. The primary goals of the course will be to identify, discuss, and reflect upon effective research-based reading practices. Particular emphasis will be placed on reading principles, procedures, methods, techniques, current practices, and institutional materials. This course is designed to introduce student to multiple perspectives of reading instruction representing a comprehensive and balanced viewpoint in teaching reading.

**EDUC 2613 - Educational Psychology 3/0 (3)**

Prerequisite: PSYC 1813. The student will define, explain, demonstrate, and discuss those psychological principles and concepts underlying the causes of human behavior. He or she will become familiar with, evaluate, and demonstrate some of the varied traditional and current psychological principles underlying teaching methods and will study and understand significant environmental and inner forces which influence student behavior. He or she will utilize these principles in promoting an environment which permits optimum learning and the emergence of socialized behavior.

## Electricity/Electronics

**ELTR 1024 - Basic Circuit Analysis 2.5/3 (4)**

Prerequisites: ELTR 1064 and one year of high school algebra or equivalent. This course is the second of two which will lay the foundation for all levels of study in the electricity/electronics field. It is designed to utilize a lecture/lab format to cover basic concepts of alternating current (AC) circuits. It is a continuation

of ELTR 1064 - Fundamentals of Electricity. Such topics as fundamental sine-wave analysis and measurement, electro-magnetics, 60 Hz AC power, inductance, capacitance, reactive circuits, impedance, resonance, filters, and power supplies will be discussed. Basic components and related equipment must be purchased by the student.

**ELTR 1034 - Fluid Power 2.5/3 (4)**

This course surveys the basics of Fluid Power as it applies to both hydraulic and pneumatic systems. The operation and use of components associated with these systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, compressors, cylinders, pumps, filters, and other components in pneumatic and hydraulic systems.

**ELTR 1044 - Semiconductor Electronics 2.5/3 (4)**

Prerequisite: ELTR 1024 or concurrent enrollment. The student will identify the materials used in semiconductors. He or she will demonstrate an understanding by explaining how electrons and holes flow in semiconductors. He or she also will describe basic amplifier configurations, explain how to bias amplifier configurations, and calculate the gain and stability for bipolar and unipolar devices. Basic components must be purchased by the student.

**ELTR 1064 - Fundamentals of Electricity 2.5/3 (4)**

This is an elementary course designed to introduce basic electrical and electronic circuits, devices, and concepts found in residential, commercial, and/or industrial electrical and electronic systems. Laboratory exercises will include electrical and electronic connections, tool identification demonstrations, instrument usage and D.C. circuits. Lectures will cover basic electrical and electronic theory, OHM's law, conductors, electrical safety, rotating machinery and semiconductor devices. Basic components must be purchased by the student.

**ELTR 1114 - Digital Fundamentals 2.5/3 (4)**

Prerequisite: One year high school algebra or equivalent. The student will employ Boolean Algebra, binary number system, and Karnaugh mapping to solve logic problems. He or she will use the connections of the flip-flops, AND gates, OR gates, NAND gates, and NOR gates to form logic circuits. Basic components and a scientific calculator must be purchased by the student.

**ELTR 1174 - National Electric Code & Wiring Methods 2.5/3 (4)**

Prerequisite: ELTR 1064 or consent of instructor. The student will learn to read and interpret the National Electric Code text, electrical residential blueprints, wiring diagrams, and layouts. Students will wire many different residential and commercial circuits in accordance with the National Electric Code and local ordinance. Basic tools must be supplied by the student.

**ELTR 1223 - Survey of Renewable Energy 3/0 (3)**

Prerequisites: Basic computer skills for word processing, performing internet searches, sending and receiving e-mail; basic math skills; and ability to use a calculator. This course explores current environmental, social, and technological issues that are driving interest in – and spreading the use of – renewable energy technology. From this background foundation, basic concepts of energy will be explored and explained, then spring-boarding into a general examination of energy conservation, and all the common modes of energy “generation” from renewable sources,

including: Solar-Thermal; Solar-Photovoltaic; Wind Energy; Hydro-Power; and others. In addition, topics such as alternative means of space heating, water heating, and alternative transportation technologies will be explored.

**ELTR 1402 - Industrial Safety 2/0 (2)**

This course 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)  
(Based on demand)**

Students will draw, read, and interpret various types of diagrams and drawings used to represent electrical and electronic circuitry. Topics include board-drafting fundamentals; digital logic diagrams; relay and ladder logic diagrams; wiring diagrams; residential wiring; schematic symbols and diagrams; and printed circuit board artwork. Students will work manually on a drafting table and will engage in computer-aided drafting and computer simulation of various electrical and electronic circuits. Emphasis will be placed on developing the student's ability to correctly understand and interpret electrical and electronic drawings and diagrams. All students will complete a project which involves drafting a proper schematic diagram, creating printed circuit board artwork, fabricating a printed circuit board, and assembling a working electronic circuit. Lab assignments require basic drafting tools.

**ELTR 2074 - DC & AC Rotating Machines & Drive Trains 2.5/3 (4)**

Prerequisite: ELTR 1064. This course will provide the student with a basic understanding of the operation and characteristics of various electric generators, alternators, motors, drive-train components, electronic motor drives, and simple motion control systems. Students will install and operate various kinds of motors, testing them for speed, torque, and efficiency. Basic motor-circuit troubleshooting will be emphasized. This course also explores pulse-width modulated motor-speed control, stepper motors, and servo motors and control systems. Motor and generator related projects may be employed as time permits.

**ELTR 2162 - Selected Studies I 1.5/1 (2)  
(Based on demand)**

Prerequisites: ELTR 1044 or equivalent and consent of instructor. Students will investigate the characteristics and operation of individual electronic devices and/or systems. This may include lasers, fiber optics, phase-locked-loops, active filters, microprocessors, microcomputer hardware and software, and others. A formal paper will be required upon completion of this course.

**ELTR 2172 - Selected Studies II 1.5/1 (2)  
(Based on demand)**

Prerequisites: ELTR 2162 and consent of instructor. This course is a continuation of ELTR 2162 - Selected Studies I.

**ELTR 2182 - Special Projects I 1.5/1 (2)  
(Based on demand)**

Prerequisites: ELTR 1044 or equivalent and consent of instructor. Students will investigate the characteristics and operation of electronic devices and/or systems. Students will construct a personally funded project. The project along with a formal paper will be required upon completion of this course.

**ELTR 2192 - Special Projects II 1.5/1 (2)  
(Based on demand)**

Prerequisites: ELTR 2182 and consent of instructor. This course is a continuation of ELTR 2182 - Special Projects I.

**ELTR 2302 - Electronics/Electrical Internship 0/10 (2)  
(By student request)**

Prerequisites: A minimum of 30 credit hours of ELTR courses and approval of the program coordinator. Students will apply electronic knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be kept, and a summary paper will be required upon completion of the experience.

**ELTR 2314 - Intro to Solar-Thermal Technology 2.5/3 (4)**

Prerequisites: ELTR 1223 and ELTR 1064. This course explores the use of Solar-Thermal technology for space heating and water heating. Students will be given theory and hands-on lab experience, sizing, installing and maintaining solar-thermal heating systems. Basic hand tools must be supplied by the students.

**ELTR 2324 - Intro to Small-Wind Energy Tech 2.5/3 (4)**

Prerequisites: ELTR 1223, ELTR 1064, and ELTR 1174. This course explores the design, installation and use of Small-Wind Electrical Generator Systems for consumer and commercial applications. Students will be given theory and hands-on lab experience, sizing, installing and maintaining small-wind electrical generating systems. Basic hand tools must be supplied by the students.

**ELTR 2334 - Intro to Solar-Photovoltaic Tech 2.5/3 (4)**

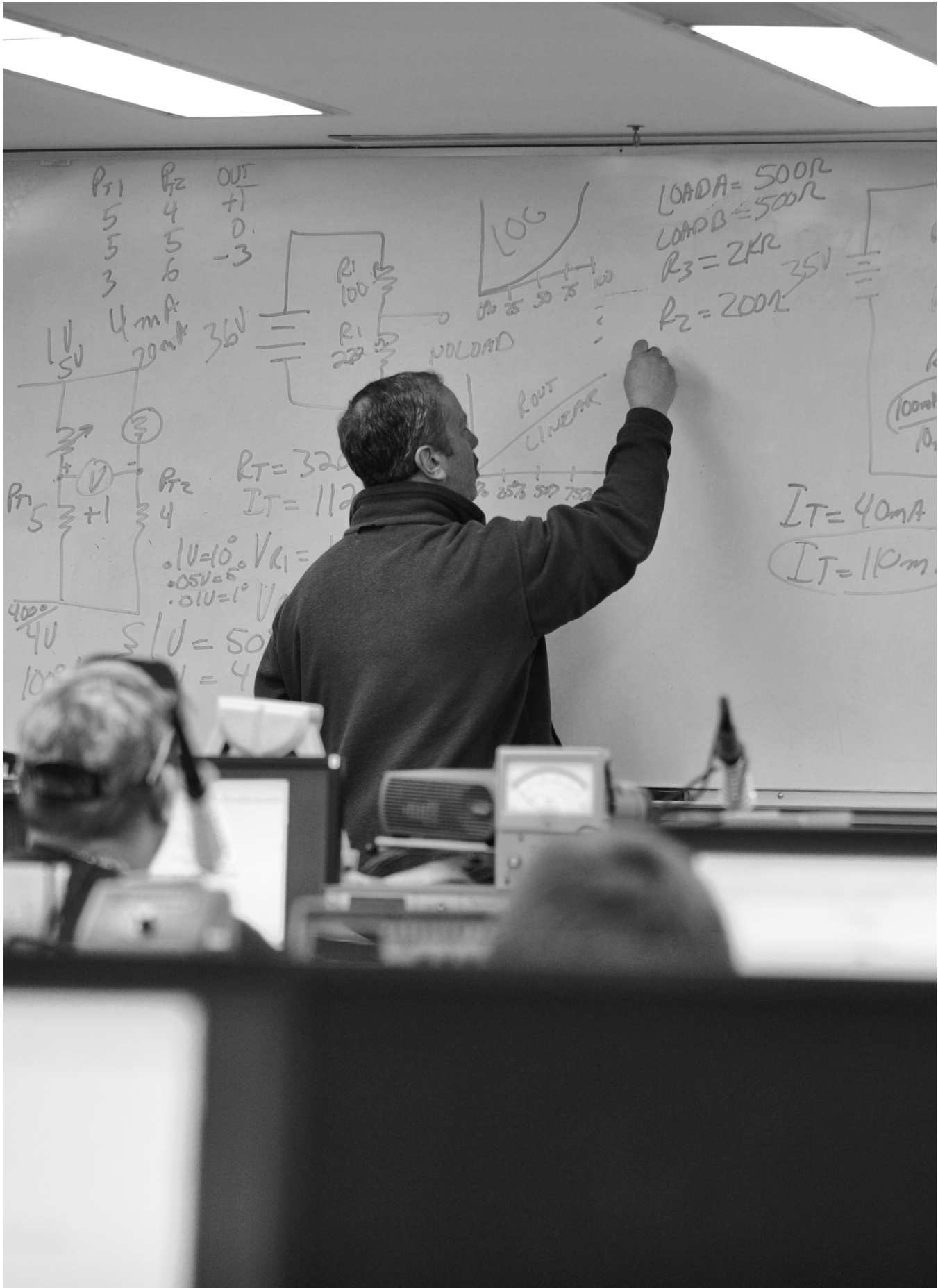
Prerequisites: ELTR 1223, ELTR 1064, and ELTR 1174. This course explores the design, installation and use of Solar-Photovoltaic power systems for consumer and commercial applications. Students will be given theory and hands-on lab experience, sizing, installing and maintaining solar-photovoltaic electrical generating systems. Basic hand tools must be supplied by the students. An overall goal of this course is to prepare the student for the 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.

**ELTR 2414 - Industrial Motor Control 2.5/3 (4)**

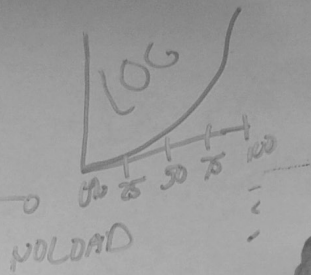
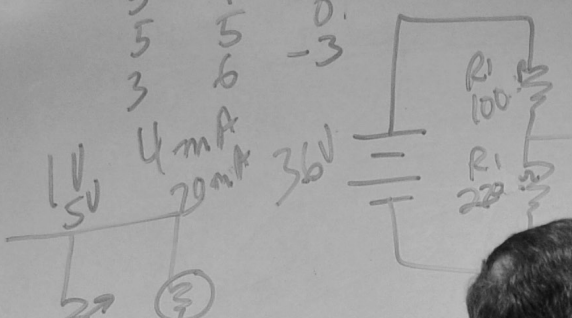
Prerequisite: ELTR 1064. The purpose and function of AC and DC motor controls are covered in this course. By using motor control symbols and line diagrams, students will install and troubleshoot various industrial control circuits found in a modern industrial setting. Basic tools must be supplied by the student.

**ELTR 2444 - Industrial Programmable Controllers & Robotics 2.5/3 (4)**

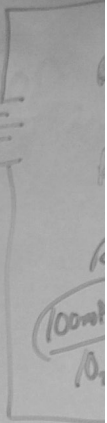
Prerequisite: ELTR 2414. This course is designed for users of industrial programmable controllers who want to become familiar with basic programming skills and for electricians and technicians responsible for the programming and operation of a programmable controller. The course is structured for maximum hands-on programming as well as program development and debugging time. Lecture topics include PC terminology, system hardware, input/output modules, CRT, chassis and power supply, and other peripheral devices. Students taking this course should be familiar with relay logic and motor control diagrams and ladder diagrams and have a working knowledge of all industrial electrical control symbols.



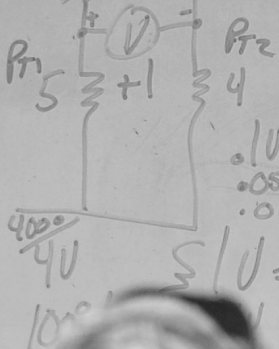
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$LOADA = 500\Omega$   
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 $R_2 = 200\Omega$



$R_T = 320$   
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$V_1 = 10$   
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**ELTR 2454 - Industrial Instrumentation 2.5/3 (4)**

Prerequisite: PSCI 1514 and ELTR 1064; or consent of instructor. This course gives students the basic understanding of pressure, level, temperature, flow and analytical instrumentation. Sensors, transmitters, recorders, controllers, their selection, calibration, installation, repair and troubleshooting will be explored. Position measurement sensors and their applications also will be covered. Control systems documentation including piping and instrumentation diagrams and loop diagrams will be taught. Instrumentation and process control systems safety aspects will be emphasized. The student will set up and operate various process control instruments and analyze their performance.

**ELTR 2464 - Process Control 2.5/3 (4)**

Prerequisite: ELTR 2454. This course gives students the basic understanding of process control and elements of feedback control loop. Control valves, their selection, calibration, installation, and repair will be explored. Various control strategies including on-off, proportional (P), proportional-integral (PI), and proportional-integral-derivative (PID) will be covered. Different methods of controller tuning will be practiced. Advanced control strategies such as cascade, ratio and feedforward also will be covered. Methods of signal transmission in process control loops will be taught. Students will set up and operate various process control loops and analyze their performance. All laboratory experiments including control loops configuration, controllers tuning, process graphics (HMI) design, and loops operation, will be conducted using Rockwell PlantPAx Process Automation System and CompactLogix controllers.

**ELTR 2474 - Advanced Programmable Controllers 2.5/3 (4)**

Prerequisite: ELTR 2444. This course will provide students with an understanding of the operation and development of tag-based industrial programmable controllers, HMI development, and industrial networking system design and implementation. Students will build an industrial network connecting many different components. Students will program standard industrial equipment and will develop process graphics to control and monitor the equipment.

**ELTR 2472 - In-Plant Training (By student request) 0/10 (2)**

Two credit hours will be granted to a student for 2,000 hours of work experience. The student must be enrolled in the Industrial Electrical Technology program and be or have been employed in the electrical field. Written verification from the employer must be provided to the 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.

**Emergency Medical Technician (EMT)**

Emergency Medical Technician program course descriptions are listed under Paramedic, beginning on Page 173.

**Energy Audit****ENGY 1013 - Intro to Energy Auditing**

The student will be introduced to the concepts of energy usage, the terms, organizations, equipment rating and sustainable technologies being used to replace older generation equipment. Student will also be introduced to water conservation and how it interacts with other sustainable strategies to make building and home more energy efficient and promote long term sustainable goals. A 3rd party Green Awareness assessment exam will be administered at the end of the course.

**ENGY 1102 - Customer Relations 2/0 (2)**

The student will be introduced to customer service skills practiced by successful HVAC/R and Energy Auditing professionals. These skills will focus on determining customers wants and requests, and helping customers 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**

The student will be introduced to the concepts of energy usage, the terms, organizations, equipment rating and sustainable technologies being used to replace older generation equipment. Student will also be introduced to water conservation and how it interacts with other sustainable strategies to make building and home more energy efficient and promote long term sustainable goals. A 3rd party Green Awareness assessment exam will be administered at the end of the course.

**ENGY 2103 - Indoor Air Analysis**

Prerequisite: ENGY 1203. The student will be introduced to the concepts of indoor air pollution and to specific threats of mold, lead and asbestos and their related causes and/or abatement strategies. Students will also measure air flow for proper delivery to each zone within building. A 3rd party certification test will be administered at the completion of this course.

**ENGY 2203 - Building & Energy Analysis**

Prerequisite: ENGY 1203. 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.

**Engineering****ENGR 1513 - Engineering Design Graphics/CAD 1.5/4.5 (3)**

Prerequisite: One year of high school geometry or MATH 1453. 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 941Engineering.*

**ENGR 1613 - Statics 3/0 (3)**

Prerequisites: PHYS 2614 and MATH 2515. The student will apply a knowledge of mathematics and basic physics principles to the solution of equilibrium problems in two and three dimensions. After learning to identify forces and reduce them to equivalent

systems, the student will use vector algebra in the solution of problems involving forces acting on rigid bodies, structures, and machines. In addition, methods of calculus will be used to locate centroids. *IAI: EGR 942 Engineering.*

**ENGR 1623 - Dynamics** 3/0 (3)

Prerequisite: ENGR 1613. The student will apply a knowledge of calculus and basic physical principles to the solution of problems in kinematics and kinetics. The concepts of motion, force, work, energy, impulse, and momentum will be used to solve two- and three-dimensional problems involving the dynamics of particles and rigid bodies. *IAI: EGR 943 Engineering.*

**ENGR 1714 - Statics and Dynamics  
(Based on demand)** 4/0 (4)

Prerequisites: PHYS 2614 and MATH 2515. This course includes an analysis of force systems; equilibrium of two and three dimensional systems; trusses, frames, and friction; and introduces the principle of virtual work. The course also introduces the elements of vector calculus as applied to mechanics; treats the kinematics of three-dimensional motion of a particle and of a rigid body; considers motion relative to translating and rotating reference frames; and treats the kinetics of particles and rigid bodies by using principles involving force, mass and acceleration, work and energy, and impulse and momentum.

**ENGR 2613 - Electrical Circuits & Networks** 3/0 (3)

Prerequisites: MATH 2534 and PHYS 2624. This course studies the concepts of electricity and magnetism including circuit variables (units, voltage, inductance, power, and energy); circuit elements (R, L, C, and operational amplifiers); simple resistive circuits; circuit analysis (node-voltage, mesh-current, equivalents, and superimposition); transient analysis; and sinusoidal steady state (analysis and power). *IAI: EGR 931 Engineering.*

## English/Writing

**ENGL 0956 - Preparation for College English** 6/0 (6)

Prerequisite: Appropriate assessment score or a grade of C or better in WRIT 0983 and READ 0984. Students will develop their abilities in college-level reading, comprehension and writing. Assignments will include writing lengths from one paragraph to a short essay. The rules of writing, proper use of vocabulary, and the interaction between rhetorical situation, purpose and audience will be part of the course. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**WRIT 0983 - Preparation for College Writing I** (3)

Prerequisite: Appropriate assessment score. The student will study basic sentence patterns, review subject-verb agreement and parts of speech, and correct fragments and run-ons. The student will practice these skills by writing paragraphs. Emphasis is on the development of writing skills appropriate for college work. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**WRIT 0993 - Preparation for College Writing II** (3)

Prerequisite: Appropriate assessment score or a grade of C or better in WRIT 0983. The student will study how to organize and

connect his or her thoughts into fully developed paragraphs and short multi-paragraph themes, how to vary sentences, and how to combine sentences. Mechanics are reviewed. Emphasis is on the development of writing skills appropriate for college work. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**ENGL 1413 - Fundamentals of Writing** 3/0 (3)

Prerequisite: ENGL 0956 with a grade of C or better; or appropriate assessment score; or a grade of C or better in WRIT 0993. The student will develop an awareness and mastery of the writing process, including strategies for invention, organization, revision, and editing. The student will develop critical skills in reading, thinking and writing, and will be introduced to research writing and documentation. Some sections of this course are taught in a computer lab; computer literacy skills are recommended. *AAS: Communications elective.*

**ENGL 1613 - English I** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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. *IAI: C1 900 Communications.*

**ENGL 1623 - English II** 3/0 (3)

Prerequisite: ENGL 1613 with a grade of C or better; or appropriate assessment score. 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 Communications.*

**ENGL 1713 - Introduction to Poetry** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Humanities.*

**ENGL 1723 - Introduction to Film Study** 3/0 (3)

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. This course explores the world of film, emphasizing aesthetics, film theory, and critical analysis. Students will examine film as a medium for communication, as an art form, and as a form of entertainment. *IAI: F2 908 Fine Arts.*

**ENGL 1743 - Introduction to Literature** 3/0 (3)

Prerequisite: ENGL 1413. The student will be exposed to a variety of literary forms and periods. Assignments will stress the analysis of literary texts through various critical perspectives. *IAI: H3 900 Humanities.*

**ENGL 1853 - Introduction to Shakespeare 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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. *IAI: H3 905 Humanities.*

**ENGL 2553 – Children's Literature 3/0 (3)**

Prerequisite: ENGL 1413. This course introduces a wide variety of children's literature with a focus toward development of personal critical judgment and skill in analysis of these works as literary and artistic forms. Texts will be chosen which give students a broad knowledge of children's literature and an understanding of the historical development of the genre. Specific areas that may be examined include fairy tales, fantasy, adventure stories, animal stories, domestic family fiction, realism, illustration, and book series.

**ENGL 2613 - Ancient & Medieval World Literature 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Humanities.*

**ENGL 2623 - Modern World Literature 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better; or consent of instructor. The student will be introduced to the literature of South Asia and East Asia, the Middle East, Europe, the Americas, Africa, and Australia and New Zealand from the 1700s to the present. The student will demonstrate orally and in writing the interrelationship of social history, culture, geography, literature, and the other arts. *IAI: H3 907 Humanities.*

**ENGL 2723 - American Literature Up to 1865 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better; or consent of instructor. The student will be introduced to American literature from its beginnings to 1865. This course focuses on the interrelationship of social history and American writers and texts. *AAS: Humanities elective. IAI: H3 914 Humanities.*

**ENGL 2733 - American Literature from 1865 to Present 3/0 (3)**

Prerequisite: ENGL 1413 with a grade of C or better. 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 Humanities.*

**ENGL 2813 - Creative Writing 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. The student will sharpen his or her perceptions and ability to express them creatively. Published and peer

examples of poetry, short fiction, and drama will be read and analyzed in a workshop format. The student will compose radio and television scripts, several short stories, and eight to 12 poems in various poetic forms. Competency in English grammar and mechanics is a requirement. *AAS: Humanities elective.*

## French

**FREN 1514 – Elementary French I 4/0 (4)**

See FREN 101 in Olivet Nazarene University catalog.

**FREN 1524 – Elementary French II 4/0 (4)**

See FREN 102 in Olivet Nazarene University catalog.

**FREN 2615 – Intermediate French I 3/0 (3)**

See FREN 211 in Olivet Nazarene University catalog. *Pending ICCB approval.*

**FREN 2523 – Intermediate French II 3/0 (3)**

See FREN 212 in Olivet Nazarene University catalog.

**FREN 2625 – French Culture 3/0 (3)**

See FREN 325 in Olivet Nazarene University catalog.

## Geography

**GEOG 1513 - World Regional Geography 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Social and behavioral science.*

## Health

**Students in the Medical Assistant program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all core courses in the Medical Assistant curriculum (HLTH 1312, HLTH 1372, HLTH 1343, HLTH 1353, HLTH 1363, HLTH 1224, HLTH 1243, HLTH 2123, HLTH 2134, HLTH 2144, HLTH 2154, HLTH 2162) with a grade of C or better.**

**HLTH 1312 - Medical Terminology 2/0 (2)**

Prerequisites: READ 0994 and WRIT 0993 with a grade of C or better, or appropriate assessment score. This course is designed to give both allied health professionals and health consumers a working knowledge of medical vocabulary. The course offers a systematic study of medical words that relate to body systems, anatomical structures, medical processes and procedures, and a variety of diseases that afflict the human body.

**HLTH 1343 - ICD-10-CM/PCS 3/0 (3)**

Prerequisites: HLTH 1312, BIOL 1564, and HLTH 1372. 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.

**HLTH 1353 - Basic CPT Coding 3/0 (3)**

Prerequisites: HLTH 1312, BIOL 1564, and HLTH 1372. This course introduces the theory and structure of Current Procedural Terminology (CPT) coding. Through course exercises and materials, the student will become proficient at identifying and accurately assigning CPT codes to health records.

**HLTH 1363 - Insurance Procedures 3/0 (3)**

Prerequisites: HLTH 1343, HLTH 1353, and HLTH 1372 (HLTH 1343 and HLTH 1353 may be taken concurrently). This course introduces the basics of medical insurance and reimbursement procedures. Students will become familiar with types of insurance and coverage as well as electronic claims processing and will receive an overview of coding systems and reimbursement processing.

**HLTH 1372 - Ethical and Legal Issues 2/0 (2)**

This course will examine legal and ethical issues related to the health care field. An emphasis will be placed on federal and state health care legislation and regulations. HIPAA (Health Insurance Portability and Accountability Act) rules and regulations and their influence on the health care field will be discussed. Legal cases affecting health care will be analyzed. An ethical decision making framework to solve ethical problems encountered in the health care field will be utilized.

**HLTH 1404 - Phlebotomy Techniques 3/2 (4)**

Prerequisite: High school diploma or GED. This is a four-credit-hour course which consists of lecture and laboratory practice in the proper collection of laboratory specimens. The lecture and lab sessions include terminology, anatomy and physiology appropriate to phlebotomy, phlebotomy techniques, safety, quality control, attitudes, and professionalism. It provides proper job skills for effective functioning as part of the medical lab team and includes instruction, demonstration, and clinical practice of blood collection, and communication techniques consistent with standards of competency.

**HLTH 1412 - Phlebotomy Techniques Practicum 0/8 (2)**

Prerequisite: HLTH 1404 with a grade of C or better or consent of instructor. HLTH 1412 cannot be taken more than 13 months after completing HLTH 1404. This course consists of 100 hours of clinical rotation practice at an affiliate hospital or clinic. This supervised training will emphasize competency in blood collection, specimen handling and processing, safety, quality control, communication skills, attitude, and professionalism for effective functioning as part of the medical lab team. Upon completion of the clinical rotation, students will be eligible to take the Phlebotomy certification exam offered by certifying agencies. Each student in this course must have a physical exam, criminal background check with no disqualifying convictions and a negative drug screen. Physical exam forms are available in Student Services.

**HLTH 1492 - Coding Practicum 0.5/3 (2)**

Prerequisites: HLTH 2123, HLTH 2144, and HLTH 1363. This course will provide students with experience performing coding and billing by completing case studies in a simulated medical office setting. Students will gain experience in coding procedures and diagnoses, filing insurance claims, troubleshooting rejected claims, catching common coding errors, evaluating compliance with HIPAA (Health Insurance Portability and Accountability Act), and keeping the policy manual up to date. Select medical office procedures also will be emphasized.

**HLTH 1513 - Nutrition 3/0 (3)**

Prerequisite: ENGL 1413 with a grade of C or better, or appropriate assessment score. This course will introduce the student to concepts and principles of normal nutrition. Students will examine the functions of nutritional components, digestion, metabolism, and energy requirements. Nutritional requirements and the relationship between health and nutrition throughout the life cycle will be studied. An emphasis will be placed on the practical application of nutritional concepts in everyday life. Course may transfer as health or other elective. Consult advisor.

**HLTH 2123 - Pathophysiology for Health Careers 3/0 (3)**

This course is an introduction to the basic concepts of pathophysiology. Students examine the phenomena that produce alterations in human physiologic function and the resulting human response. Upon completion of the course, students will understand pathophysiological changes, including how pathological processes are manifested, progress in the body, and primary and secondary effects.

**HLTH 2134 - Clinical Procedures 2/4 (4)**

Prerequisite: HLTH 2144. This course covers basic clinical care skills and procedures necessary to perform routine patient care in a clinic or office situation. Recognition of basic office routines and diagnostic procedures, including vital signs, patient preparation and positioning, aseptic technique, and the fundamentals of microbial control are emphasized. Students are trained to recognize and respond to emergency situations through the study of the principles of first aid.

**HLTH 2144 - Pharmacology for Health Careers 2/4 (4)**

Prerequisites: HLTH 1343, HLTH 1353, HLTH 1224 and appropriate assessment score or MATH 1414 with a C or better in the last two years. Students acquire basic knowledge of pharmacology and drug dosage calculations. The pharmacology component includes drug classifications, action/kinetics, side effects, drug interactions, and desired outcomes. Dosage calculations emphasize the use of Roman numerals, percents, ratios, metric conversions, apothecary, and household measurement systems.

## History

**HIST 1513 - History of Western Civilization to 1648 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Humanities.*

**HIST 1533 - History of Western Civilization 1648 to the Present 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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, nation-



alism, 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. *IAI: H2 902 Humanities.*

**HIST 1534 - History of Western Civilization through Independent Study & Travel** 1/9 (4)

Students will travel through various foreign countries for an in-depth study of each specific country's contributions to Western civilization. The course work involves attendance at orientation sessions, independent study for the educational tour, a formal writing assignment, and participation in the foreign country tour. This course may be repeated twice for credit. *AAS: Humanities elective.*

**HIST 1643 - Middle East History 600 to Present** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. This course covers the history of the Middle East after the birth of Islam, with emphasis on developments after 1800. It will focus on the beginnings and spread of Islam, civilization during the Islamic caliphates and empires, responses to increasing European involvement in the region, the effects of World War I, the possibilities and problems for newly independent Middle Eastern states after the World Wars up to the present, the founding of Israel, subsequent Arab-Israeli conflicts, and the roots and importance of Islamic terrorism. *IAI: H2 903N.*

**HIST 1823 - African American History** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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.*

**HIST 1913 - Illinois History** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. This course is a survey of the history of Illinois from its early Native American history to the present. Emphasis will be on the political, social, economic, and cultural forces that have shaped the state's past. *AAS: Social and behavioral science elective.*

**HIST 2513 - History of the United States to 1877** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Social and behavioral science.*

**HIST 2523 - History of the United States from 1877 to Present** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Social and behavioral science.*

**HIST 2533 - Latin American History (Independence to Present)** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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 Social and behavioral science.*

## Horticulture

**HORT 1014 – Fundamentals of Horticulture** 3/2 (4)

The purpose of this course is to 1) introduce the student to the employment options in the horticulture industry; 2) develop the student's ability to apply the biological concepts of plant structure and function to horticulture practices; 3) develop the student's use of horticulture terminology; and 4) have the student perform basic horticultural tasks.

**HORT 1023 – Plant Propagation** 2/2 (3)

This course introduces students to the basic principles, techniques, and facilities used in the propagation of horticultural plants. Students will learn to effectively and efficiently propagate plants using seeds and vegetative organs, discriminate among the various major methods of plant propagation, devise propagation plans for various horticultural plants, and apply practical plant propagation knowledge to real world settings.

**HORT 1124 – Horticulture Mechanics** 2/4 (4)

Major topics in this course will be basic shop procedures, preventive maintenance on engines and equipment, basic principles of engine and equipment operation, systems problem troubleshooting, and mower maintenance. Other topics will relate to irrigation systems, such as concepts, equipment, design, troubleshooting and repair.

**HORT 1133 – Plant Diseases & Insects** 3/0 (3)

The purpose of this course is to develop the student's ability to: 1) analyze and diagnose landscape plant health problems; 2) prescribe treatment alternatives; 3) apply pesticides properly and safely; and 4) be prepared for the Illinois Pesticide Operators/Applicators exam.

**HORT 1144 – Landscape Plants** 2.5/3 (4)

The purpose of this course is for the student to be able to identify characteristics of evergreen plants, ground covers and vines for landscaping. Emphasis is placed on their culture, use, and aesthetic value. The identification, selection, use and maintenance of deciduous trees and shrubs is also emphasized.

**HORT 1154 – Landscape Layout & Design** 2/4 (4)

The purpose of this course is to: 1) develop a knowledge of the materials used in landscape construction; 2) develop an understanding of the selection criteria for common construction materials; 3) develop the ability to estimate the quantity of construction materials required for construction; 4) develop the ability to estimate the cost of landscape construction projects; 5) learn and practice basic construction techniques; and 6) learn and demonstrate appropriate safety practices.

**HORT 1173 – Greenhouse Operations 2/2 (3)**

The purpose of this course is to provide information needed for basic greenhouse production including study of the principles and practices used by commercial growers in production of bulbs, cut flowers, and potted plants. Environmental and nutritional factors are emphasized along with concentration on flowering potted plants production.

**HORT 1234 – Turf Management 2/4 (4)**

The purpose of this course is to have students apply irrigation principles, maintain golf tees, traps, greens and fairways on golf courses. Students will also learn about maintenance of high and low intensity use turf including scheduling and equipment. Selection of fertilizers, pesticides and turf grass varieties will be emphasized.

**HORT 1314 - Landscape Plants and Design (3/2) 4**

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)**

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)**

This course is an introduction to principles and practices in the development, production, and use of horticultural crops including fruits, vegetables, greenhouse, turf, nursery, floral and landscape. It includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries. This course is not part of the Horticulture Technology program or certificate. *IAI: AG 905 Agriculture.*

**HORT 1513 – Introduction to Horticulture Science 2/2 (3)**

This course is an introduction to principles and practices in the development, production, and use of horticultural crops including fruits, vegetables, greenhouse, turf, nursery, floral and landscape. It includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries. This course is not part of the Horticulture Technology program or certificate. *IAI: AG 905 Agriculture.*

**HORT 2423 – Horticulture Internship Experience 1/15 (3)**

Prerequisite: 14 credit hours of Horticulture courses, which can include AGRC 1254. The student will apply his/her knowledge in the horticulture career field by working a minimum of 240 hours at a cooperating business under the supervision of a training sponsor and the program coordinator.

## Humanities

**HUMS 1513 - Introduction to Humanities 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. This interdisciplinary course is designed to provide the student with experiences from major genres in the humanities with special focus on the visual and performing arts. Extensive use is made of multimedia resources and includes reading, writing, and participation in specific discipline areas. *IAI: HF 900 Interdisciplinary Humanities/Fine Arts.*

**HUMS 1534 - International Studies in the Humanities (Based on demand) 1/9 (4)**

Students will travel to international/regional locations that may vary from year to year to study selected topics in the humanities. These topics may include the literature, language, performing arts, visual arts, or philosophy of the area. The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include – but are not limited to – field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of four credit hours can be used toward a degree or certificate.

**HUMS 1712 - Leadership Development (Based on demand) 1 or 2/0 (1 or 2)**

Students will develop leadership abilities through the use of theoretical and practical experiences. The course includes topics such as leadership and group dynamics, moral and ethical responsibilities of leadership, delegation of authority, conflict resolution, essential leadership skills, and productive leadership behavior.

**HUMS 1813 - African-American Cultural Expression 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. Interdisciplinary study of art, architecture, music, literature, history, and philosophy reflecting the cultural identity of African-Americans. *IAI: HF 906D Interdisciplinary.*

**HUMS 1833 - Hispanic/Latino Culture 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413. This interdisciplinary survey of Spanish and Latin-American life and institutions is intended as a background for literacy studies and a better understanding of Hispanic/Latino world contributions. A research project is required.

**HUMS 2511 - Readings in Contemporary Issues (Based on demand) 1/0 (1)**

This course is a seminar on a special topic or current issue in the humanities (literature, writing, speech, foreign languages, religion, philosophy, music, and art history).

**HUMS 2613 – World Religions 3/0 (3)**  
(Formerly PHIL 2613)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. An introductory survey of selected teachings, practices and institutions of major Eastern and Western religions. May include the role of history; appreciation for forms of expression; and criticism of their origins, rituals and forms of religious knowledge and destiny. *IAI: H5 904N Humanities.*

## Journalism

### JOUR 1653 - Introduction to Journalism 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better.. The student will examine an overview of the historical development of journalism followed by study and practice which emphasizes the development of professional news gathering and writing. Students will study and write each of the following: news stories, sports stories, feature articles, book reviews, interviews, publicity releases and organizational newsletters.

### JOUR 1673 - Introduction to Mass Communication 3/0 (3)

The student will examine the nature and impact of mass communication in our society including historical development and contemporary changes, functions and social responsibilities of media, ethical issues facing media, and freedom of the press. The course includes major media including newspapers, magazines, radio, television, and movies. *IAI: MC911 Mass Communication.*

### JOUR 1683 - Introduction to Radio Production 2/2 (3)

Prerequisite: ENGL 1413. This course will examine theory and operation of broadcast control room and studio equipment. It will focus on the basic planning and production techniques for radio programs, station promotions, commercials and public service announcements. *IAI: MC915 Mass Communication.*

## Law Enforcement

Law Enforcement program course descriptions are listed under Criminal Justice/Law Enforcement, beginning on Page 152.

## Learning Resource Center

### LRCS 1512 - Library & Information Literacy 1/2 (2)

Students will receive practical experience in using information, regardless of its format (print, subscription database, or Internet) or source (library or Internet). Core topics include: basic research skills in all formats; general organization of materials (classification and online catalog), going beyond keyword searches, critical evaluation of resources and bibliographic form. This is an eight-week course (online or independent study), and students should expect an average of six hours of coursework per week. This course may be taken under the Pass/Fail grading option, see Pages 192-193.

## Machine Tool Technology

### MCHN 1214 - Machine Tool I 2/4 (4)

Prerequisite: MCHN 1311 or concurrent enrollment. The student will explain the proper procedures for layout methods, use of measuring tools, hand tool operation, tap and die work, drill press operation, use of offhand grinders, tool sharpening, and brand machining. The student then will demonstrate these procedures with practical applications in the machine tool laboratory. Basic tools must be supplied by the student.

### MCHN 1224 - Machine Tool II 2/4 (4)

Prerequisite: MCHN 1214 or concurrent enrollment. The student will describe engine lathe types and construction,

milling machine types and construction, lathe cutting tools, and milling cutters. He or she will explain proper procedures for maintenance of the lathe and milling machines, for lathe facing operations, for lathe speeds and feeds, for center drilling in the lathe, for drilling, reaming, and straight turning in the lathe, for milling speeds and fees, and for basic milling operations. The student will describe necessary safety precautions for machine tool operations. The student will describe necessary safety precautions for working with the lathe and milling machines and demonstrate these procedures and operations in practical applications in the machine tool laboratory.

### MCHN 1234 - Machine Tool III 2/4 (4)

Prerequisite: MCHN 1224. The student will explain the proper procedures for grinding, boring, internal thread cutting, external thread cutting, tapping, taper turning, and honing on the lathe. He or she will describe the accepted procedures for advanced milling machine operations. The student then will demonstrate these procedures and operations in practical applications in the machine tool laboratory.

### MCHN 1311 - Precision Measurement 5/1 (1)

This is a course designed to provide students with skills that are essential to a wide variety of industrial and technical trade areas. Topics include on-the-job applications of whole numbers, fractions, decimals, percents, measurement and operations with signed numbers.

### MCHN 1323 - Fabrication 2/2 (3)

This course is designed for students to learn several different welding processes including: arc, mig, tig, and gas welding along with plasma cutting and oxy fuel cutting. Elements of machining will also be brought out as portions of the fabrication process. This class is highly project oriented and predominately a hands-on class. The student will learn many welding and machining related skills in the program.

### MCHN 1432 - Millwright 2/2 (2)

This is an introductory course covering information needed to become an entry level millwright. Upon completion, the student will have a basic understanding of industrial safety, proper use and application of millwright tools, installation and removal of seals, bearings, belts and chains, troubleshooting and repair of gear boxes, coupling alignment and identification, and application of bolts and fasteners.

### MCHN 1442 - Rigging 2/0 (2)

This course will familiarize the student with safe and accepted industry practices as applied to rigging, rigging equipment and maintenance of rigging equipment.

### MCHN 1452 - Lubrication 2/0 (2)

This course introduces the student to the theories of lubrication, lubricating oils, greases and solid lubricants, as well as the principles of lubrication, lubricating machine parts, lubrication storage, and safety while working with lubricants. Other topics will include lubricant application; history of lubricant application; centralized lubricating systems; and system components, conductors and connectors. Preventive and predictive maintenance also will be covered.

**MCHN 2314 - Fundamentals of CNC Machining & Programming** 2/4 (4)

Prerequisites: MCHN 1224 and MATH 1123. The student will plan, G code program, and machine parts on a CNC machining center. The student will demonstrate the components of planning the machining of parts on a CNC milling machine, tool qualifications and definitions, safety set-up, proper use of preparatory commands, miscellaneous functions, incremental and absolute modes, tool path, and offset programming.

## Marketing

**MKTG 1253 - Sales & Customer Service** 3/0 (3)

The student will study and practice sales and customer service skills. He/she will be able to identify customer needs, communicate the selling points of a product, demonstrate the techniques of making a sale, and describe how to establish long-term relationships with clients by providing follow-up and customer service after the sale.

**MKTG 1553 - Principles of Marketing** 3/0 (3)

The student will study basic marketing methods and practices including the functions of planning, pricing, promotion and distribution. Theoretical and practical learning exercises will be incorporated in the class.

**MKTG 2063 - Fundamentals of Advertising** 3/0 (3)

The student will study advertising planning and strategy. Topics include marketing research, target marketing, copy, media, budget, and sales promotion strategy. Theoretical and practical learning exercises will be incorporated in the class.

## Manufacturing

**MAFT 1102 - Manufacturing Forklift** 1/2 (2)

This course is designed to provide the student with training in the safe operation of a forklift.

**MAFT 1112 - Intro to Manufacturing & Safety** 2/0 (2)

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)

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)

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)

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 & Quality Overview** 3/0 (3)

This course provides the student with an introduction to the eight critical quality management areas: customers, leadership, process management, strategic planning, human resource development, information flow and knowledge management, project management, and business results. Emphasis is on industrial applications of Lean and Quality Management principles, tools, and techniques.

## Massage Therapy

**Students in the Massage Therapy program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all MASG courses in the Massage Therapy curriculum with a grade of C or better.**

**MASG 1101 - Introduction to Massage Therapy** 1/0 (1)

An introduction to the basic principles and techniques of massage therapy are presented. Ethics for massage therapists, communication, sanitation measures, indications and contraindications, client care and massage strokes will be discussed, demonstrated, and practiced.

**MASG 1114 - Introduction to Massage Techniques** 2/4 (4)

Prerequisites: MASG 1101, or concurrent enrollment. This course presents the basic Swedish massage flow to students. Self-care, posture, table mechanics, and professional conduct are practiced. Massage benefits, documentation, indications, and contraindications are discussed. This course meets the requirements for National Board Examination and State Licensure.

**MASG 1123 - Muscles of the Body** 2/2 (3)

Prerequisites: MASG 1101, or concurrent enrollment. Examination of muscles, origins, insertions, and actions, as well as bones and their relationship to each other is discussed and demonstrated. Integrated lecture and lab will emphasize studying and analyzing human structure and its effects on the body. Students

will be able to apply learned material to analyze the structure of clients and the effect on their body as it will be used in a professional massage setting. This course meets the requirements for National Board Examination and State Licensure.

**MASG 1132 - Pathology for the Bodyworker 2/0 (2)**

Prerequisites: MASG 1101, or concurrent enrollment. This course provides an overview of pathological conditions commonly confronted by massage therapists. Students will be able to apply their skills to work with and properly document conditions. Students will recognize contraindications and how to create a treatment plan. Terminology and documentation procedures used, indications and contraindications of conditions also will be discussed. This course meets the requirements for National Board Examination and State Licensure.

**MASG 1143 - Complimentary and Wellness 2.5/1 (3)**

Prerequisites: MASG 1101, or concurrent enrollment. This course is a study of the art and science of healing which addresses the whole mind/body/spirit. Facets of health and wellness and their relationship to massage therapy are explored. Promoting health, prevention, and treatments of disease within the body are discussed and practiced. Students will learn to integrate conventional and complimentary therapies and apply learned concepts as part of their massage technique to promote optimal health to clients. This course meets the requirements for National Board Examination and State Licensure.

**MASG 1154 - Kinesiology for the Bodyworker 3/2 (4)**

Prerequisites: MASG 1202 and MASG 1212. This course gives students a basic knowledge of movement and its relationship to the neurological, muscular, and skeletal systems to better analyze and understand possible client anomalies and conditions. Students will gain skills to analyze movement and test muscles so they may apply learned techniques to correct client anomalies and conditions. This course meets the requirements for National Board Examination and State Licensure.

**MASG 1164 - Massage Techniques and Variation 3/2 (4)**

Prerequisites: MASG 1202 and MASG 1212. Massage technique variations will be introduced, demonstrated and practiced by students in this course. Techniques introduced may include; seated massage, pregnancy massage, and Hot Stone Massage. Discussion will include how and why these techniques and others are used. Students will be able to combine techniques and their variations into a logical pattern and perform the sequence.

**MASG 1174 - Therapeutic Massage Techniques 3/2 (4)**

Prerequisites: MASG 1202 and MASG 1212. Massage techniques to treat specific conditions using manual manipulation of deep layers of soft tissue will be reviewed and incorporated. Deep tissue and neuromuscular techniques will be discussed and practiced. Students will document conditions on Subjective Objective Assessment Plan (SOAP) notes, create a treatment plan, and combine massage techniques in a logical manner.

**MASG 1181 - Exam Preparation for Massage 1/0 (1)**

Prerequisites: MASG 1202, MASG 1212. Students will become familiar with topics covered in required examinations and display competency in all areas of examination process. Sample tests, similar to the National Board Examination and Massage and Bodywork Licensing Examination (MBLEx) will be administered to prepare students for state required exams.

**MASG 1202 - Massage Therapy Clinic I 0/4 (2)**

Prerequisites: MASG 1114, MASG 1123, MASG 1132, and MASG 1143. Students will be able to apply concepts of technique, ethics, documentation, draping, safety, sanitary precautions, and contraindications to perform full body massage in a professional clinic setting. They will demonstrate the ability to conduct a professional client interview and create treatment goals. This course meets the requirements for National Board Examination and State Licensure. Each student in this course must have a physical exam, criminal background check with no disqualifying convictions and a negative drug screen. Physical exam forms are available in Student Services.

**MASG 1212 - Case Study 2/0 (2)**

Prerequisites: MASG 1114, MASG 1123, MASG 1132, and MASG 1143. In this course, students will research and analyze case studies of possible client conditions and anomalies. Subjective Objective Assessment Plan (SOAP) note documentation and treatment plans are discussed. Students will create treatment goals for the massage session that are appropriate to the symptoms and conditions presented. Critical thinking skills also will be developed.

**MASG 1232 - Massage Therapy Clinic II 0/4 (2)**

Prerequisites: MASG 1202 and MASG 1212. This course continues the learning experience of MASG 1202 to apply all learned massage principles, techniques, and procedures within a professional setting. Students will demonstrate the ability to engage more deeply in critical thinking, assessment, and documentation to competently treat their clients in a professional setting. This course meets the requirements for National Board Examination and State Licensure.

**MASG 2102 - Independent Study 0/4 (2)**

Prerequisite: Consent of instructor. Students in this course work on a project, research, or other specialized study related to individual academic needs. A written plan will be developed and implemented under the direction of a faculty member.

## Mathematics

**MATH 0974 - Fundamentals of Mathematics 4/0 (4)**

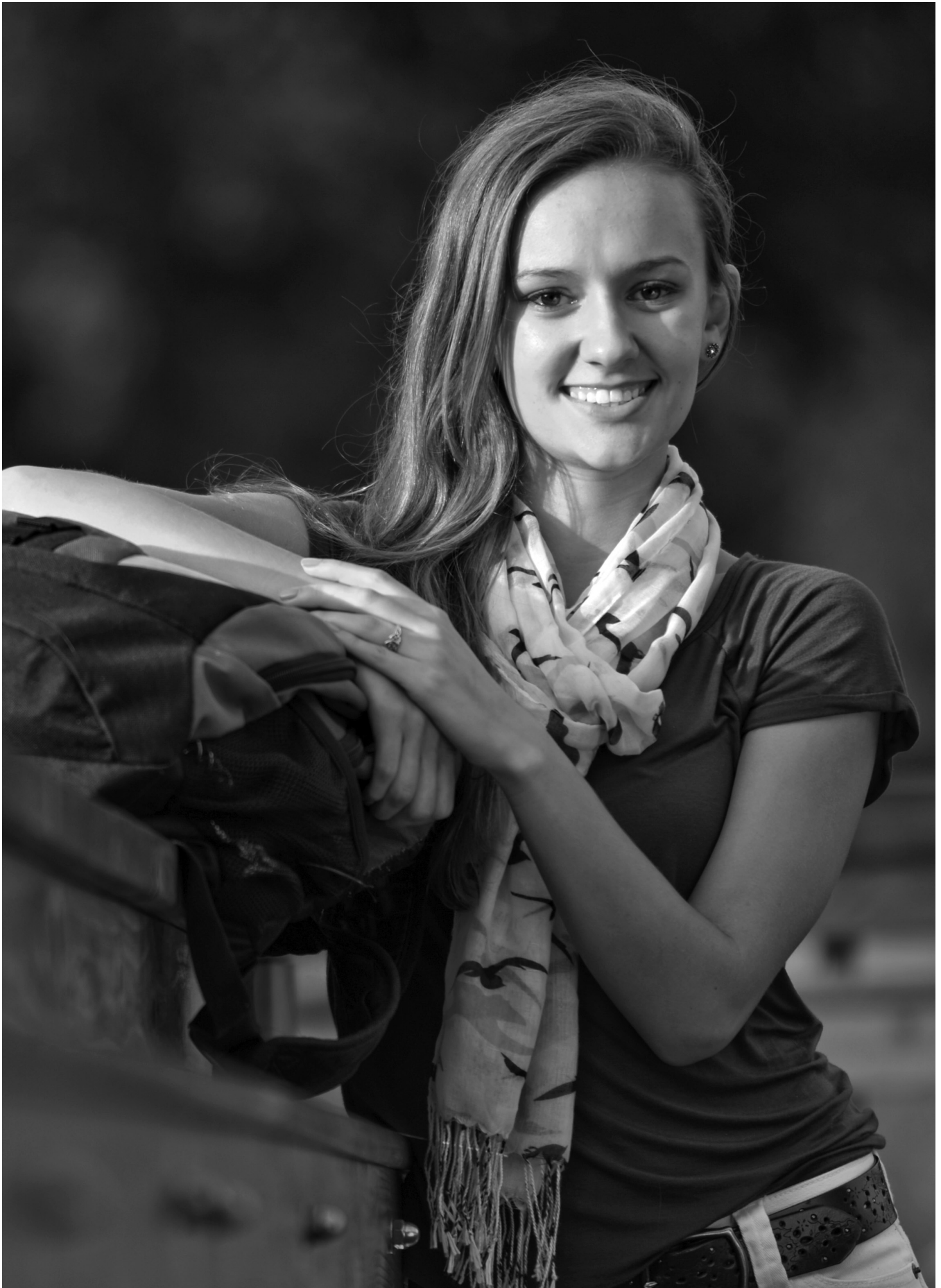
Prerequisite: Appropriate assessment score. The student will study arithmetic concepts, including the four operations of real numbers, rates, proportions, and measurements. Includes an introduction to algebra in simplifying expressions and solving simple linear equations. Computations and applications will be stressed. *This course is designed to prepare students for college-level coursework. See Page 138 under "course numbering system."*

**MATH 0983 - Preparation for College Math I (3)**

Prerequisite: Appropriate assessment score. The student will study arithmetic concepts, including the four operations of arithmetic, fractions, decimals, percentages, and applications. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**MATH 0993 - Preparation for College Math II (3)**

Prerequisite: A grade of C or better in MATH 0983 or appropriate assessment score. The student will study basic statistics, measurements, metrics, plane geometry, integers and rational numbers.



Includes an introduction to algebra. Computation and applications will be stressed. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**MATH 1113 - Technical Mathematics I 3/0 (3)**

Prerequisite: A C or better grade in MATH 0974 or MATH 0993 or appropriate assessment score. This course concentrates on real number operations, measurements, plane and solid geometry, algebraic operations (including factoring, fractions, and exponents), linear functions, and inequalities (including their graphs). *AAS: Mathematics elective.*

**MATH 1141 - Introduction to Dosage Calculations 1/0 (0)**

Prerequisite: RNUR 1106 or concurrent enrollment. 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.

**MATH 1123 - Technical Mathematics II 3/0 (3)**

Prerequisite: MATH 1113 with a grade of C or better; or grades of C or better in both MATH 1414 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Topics in algebra and trigonometry are developed and applied to basic problems in technology. Topics include expressions (polynomial, fractional, radical, and exponential), equations (linear, quadratic, and fractional), word problems, linear inequalities, systems of equations, functions, graphs, and right-triangle trigonometry. *AAS: Mathematics elective.*

**MATH 1213 - Applied Arithmetic 3/0 (3)**

Prerequisites: MATH 0983 with a grade of C or better or appropriate assessment score. 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)**

Prerequisite: A C or better grade in MATH 0974 or MATH 0993 or appropriate assessment score. 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. *AAS: Mathematics elective.*

**MATH 1424 - Intermediate Algebra 4/0 (4)**

Prerequisite: MATH 1414 with a grade of C or better or appropriate assessment score. Topics include sets, real numbers, factoring, functions, expressions (polynomial, rational, exponential, logarithmic, and radical), equations (linear, absolute value, rational, quadratic, 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. *AAS: Mathematics elective.*

**MATH 1453 - Geometry 3/0 (3)**

Prerequisite: MATH 1424 with a grade of C or better or appropriate assessment score. The student will use inductive, deductive, and indirect proofs in the study of plane and solid geometry, properties of congruence, similarity, ratio and proportion, area, perimeter, and volume of basic figures. *AAS: Mathematics elective.*

**MATH 1613 - Mathematics for Elementary Teachers I 3/0 (3)**

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Models for operations with whole numbers are developed and relationships between the operations are studied. Numeration systems and additional properties of whole numbers are explored, leading to the development of fractions and integers. In addition, calculators, elementary logic, and Polya's four-step process are used in problem solving. This course cannot be used to satisfy the math requirement for an associate degree.

**MATH 1623 - Math for Elementary Teachers II 3/0 (3)**

Prerequisite: MATH 1613 with a grade of C or better; and appropriate assessment score or ENGL 1413 with a grade of C or better. Introductory topics in statistics, probability, geometry (including shapes, congruence, relationships, constructions, and the Pythagorean theorem), and measurement are studied. This course may be used to satisfy one of the two mathematics requirements for an associate in science degree in Elementary Education. *IAI: M1 903 Mathematics.*

**MATH 1704 - Contemporary Mathematics 4/0 (4)**

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry) or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. This is a general education mathematics course that focuses on mathematical reasoning and solving real-life problems. Topics include counting techniques and probability, logic and set theory, the mathematics of finance, and statistics. Some of the topics may be substituted with geometry, graph theory, mathematical modeling, game theory, or linear programming. *IAI: M1 904 Mathematics.*

**MATH 1713 - Finite Mathematics 3/0 (3)**

Prerequisite: MATH 1814 with a grade of C or appropriate assessment score; and ENGL 1413 with a grade of C or better or appropriate assessment score. Methods from linear algebra, probability, and finance are developed and applied to problems in business and the social sciences. Topics include word problems, functions, systems of equations, matrices, linear programming, sets, probability, counting techniques, finite geometric series, and annuities. *IAI: M1 906 Mathematics.*

**MATH 1774 - Statistics 4/0 (4)**

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. This course serves as a general introduction to statistics, focusing on mathematical reasoning and the solving of real life problems. Contents include descriptive methods, measures of central tendency and variability, elementary probability theory, elementary combinatorics, probability distributions, sampling techniques, confidence intervals for the mean or proportion, tests of hypotheses, chi square, correlation and linear regression, and the F-test and one-way analysis of variance. Students cannot receive credit for both MATH 1774 and BSNS 2514. *IAI: M1 902 Mathematics.*

**MATH 1803 - Trigonometry** 3/0 (3)

Prerequisites: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Definitions of trigonometric functions of an acute angle are applied to the solution of right triangles, then extended to define the circular functions. Precalculus applications of the circular functions, including complex number arithmetic, are studied in detail. Topics include functions, graphs, similarity, identities and conditional equations, the laws of cosines and sines, and DeMoivre's theorem. Skills for success in more advanced courses are emphasized. Consequently, the student must have a strong working knowledge of algebra before entering this course. *AAS: Mathematics elective.*

**MATH 1814 - College Algebra** 4/0 (4)

Prerequisite: Grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Polynomial, rational, exponential, and logarithmic functions and their graphs are studied in detail. Topics include the algebra of functions, symmetry and transformations, conic sections, equations (linear, absolute value, fractional, quadratic, polynomial, radical, exponential, and logarithmic), inequalities (linear, absolute value, and quadratic), and systems of equations. *AAS: Mathematics elective.*

**MATH 1833 - Calculus for Business & Social Sciences** 3/0 (3)

Prerequisite: MATH 1814 with a grade of C or better or appropriate assessment score; and ENGL 1413 with a grade of C or better or appropriate assessment score. Introductory calculus topics are developed and applied to problems in business, the social sciences, physics, and geometry. Topics include limits, the derivative, optimization, and integration of polynomial and rational functions of one variable. *IAI: M1 900-B Mathematics.*

**MATH 2113 - Technical Mathematics III** 3/0 (3)

Prerequisite: MATH 1123 with a grade of C or better; or grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score. Techniques involving logarithmic functions, trigonometric functions, and complex numbers are used to analyze transient DC and steady-state AC voltages and currents in linear circuits. Other topics include inverse functions, laws of sines and cosines, and solving exponential equations. *AAS: Mathematics elective.*

**MATH 2515 - Calculus and Analytic Geometry I** 5/0 (5)

Prerequisites: Grades of C or better in both MATH 1803 and MATH 1814 or appropriate assessment score; and a grade of C or better in ENGL 1413 or appropriate assessment score. Derivatives and integrals are carefully developed as applications of the limit concept. These ideas are extended to algebraic, trigonometric, and logarithmic functions. A strong emphasis is given to applications in physics, geometry, and other sciences. *IAI: M1 900-1 Mathematics. IAI: MTH 901 Mathematics.*

**MATH 2524 - Calculus & Analytic Geometry II** 4/0 (4)

Prerequisite: MATH 2515 with a grade of C or better or appropriate advanced placement exam score; and ENGL 1413 with a grade of C or better or appropriate assessment score. Integration techniques, indeterminate forms, improper integrals, and power series expansions are the principal topics of the course. Specific topics include integration (by parts, substitutions, partial frac-

tions, and inverse circular and hyperbolic functions), L'Hopital's rule, convergences tests for infinite series, and Taylor polynomials. *IAI: M1 900-2 Mathematics. IAI: MTH 902 Mathematics.*

**MATH 2534 - Calculus and Analytic Geometry III** 4/0 (4)

Prerequisite: MATH 2524 with a grade of C or better. This course is an introduction to vector calculus and applications of differentiation and integration to functions of several variables. Topics include partial derivatives, directional derivatives, motion in space, line integrals, and multiple integration. *IAI: MTH 903 Mathematics.*

**MATH 2613 - Differential Equations** 3/0 (3)

Prerequisite: MATH 2524 with a grade of C or better or equivalent. Solution techniques for several types of ordinary differential equations are developed and applied to problems in physics, geometry, and other sciences. Topics include first-order equations (separable, homogeneous, exact, and linear), higher-order linear equations with constant coefficients, the Laplace transform, systems of linear equations, and power series solutions. *AAS: Mathematics elective. IAI: MTH 912 Mathematics.*

## Medical Laboratory Technology

**Students in the Medical Laboratory Technology program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all MEDT and BIOL courses in the Medical Laboratory Technology curriculum with a grade of C or better.**

**MEDT 1032 - Medical Laboratory Assistant Skills I** 2/0 (2)

Prerequisite: HLTH 1404 with a C or better. This course provides students with better understanding and knowledge of the health care delivery systems, medical terminology, infection control, safety, quality control, test results, central processing, and work skills such as communication, professionalism, computer, and math skills.

**MEDT 1043 - Medical Laboratory Assistant Skills II** 2/2 (3)

Prerequisite: MEDT 1032 with a C or better, or consent of instructor. The course will provide the student with a basic knowledge and laboratory skills in the major disciplines of clinical laboratory sciences: urinalysis, hematology, chemistry, microbiology, and immunology. Students will be trained to become competent, not only in collection of specimens (Phlebotomist), but will also be competent in performing simple or waived tests (CLIA's reg.) done in hospital labs, clinics, physicians' offices, and ambulatory care settings.

**MEDT 1114 - Urinalysis & Body Fluids** 3/3 (4)

Prerequisites: Admission to the Medical Laboratory Technology program, or consent of instructor. This course and all MEDT courses are designed to prepare the student for Clinical Practicum I and II. Topics covered in this course are an introductory exposure to the theoretical and technical aspects of serology, immunohematology, clinical chemistry analysis, laboratory safety, lab math and laboratory information systems. Also included is an in-depth coverage of the biochemistry and analysis involved in the production of urine and body fluids as they relate to health and disease.



**MEDT 1124 - Hematology & Coagulation** 3/3 (4)

Prerequisites: Admission to the Medical Laboratory Technology program and CHEM 1514 or consent of instructor. This course is designed to prepare the student for Clinical Practicum I and II. Included are introductions to the following topics: lab safety, lab instrumentation, and laboratory mathematics. Theoretical and practical laboratory applications of principles and techniques in phlebotomy, normal to abnormal hematology, and coagulation are covered in depth. In addition, the student receives an orientation to the clinical laboratory through 10 hours phlebotomy experience at the hospital. Students must have a criminal background check without any disqualifying convictions and a negative drug screen prior to enrollment.

**MEDT 1415 - Physiologic Systems** 4/3 (5)

Prerequisites: Admission to the Medical Laboratory Technology program, or consent of instructor. This is a course in human physiology and an introduction to medical terminology. Emphasis is on the physiology of the circulatory, excretory, respiratory, digestive, endocrine, and nervous systems of the human. The course will use the regulatory systems approach, emphasizing the major homeostatic mechanisms of the body and their integration. Laboratory exercises will be used to illustrate the anatomy and physiology of the systems under study.

**MEDT 2044 - Clinical Microbiology** 3/3 (4)

Prerequisite: Admission to the Medical Laboratory Technology program and BIOL 2714; or consent of instructor. This course is an in-depth presentation of clinical bacteriology. Topics to be covered include specimen collection and transport, normal human flora and the sites associated with it, medias used for culturing and identification of bacteria from human sources, pathogen susceptibility testing, and pathology and treatment of human bacterial infections. Also included is a study of human pathological mycology, the epidemiology and pathology of fungal infection, the culturing and identification of pathogenic and normal flora fungi and the treatment of fungal diseases. In addition, human parasitology including the epidemiology, pathology, identification from human sources, and treatment of parasitic infestations will be covered. The student performs laboratory exercises that simulate hospital procedures in clinical bacteriology, mycology, and parasitology.

**MEDT 2124 - Serology & Blood Banking** 3/3 (4)

Prerequisites: MEDT 1114 or consent of instructor. This course provides an introduction to basic genetics and the nature of the immune system, with emphasis on the constituents that comprise serum-mediated immunity. Knowledge of basic laboratory immunologic principles and procedures are studied. Immunohematology specifically looks at blood-related antigens and antibodies that are encountered in the clinical lab and their relationship to safe transfusion of blood and its components. Laboratory exercises include all the commonly performed immunohematology and serology procedures.

**MEDT 2214 - Clinical Chemistry** 3/2 (4)

Prerequisites: MEDT 1124 and CHEM 1524; or consent of instructor. The course encompasses an in-depth study and understanding of the physiologic and biochemical processes operant in both health and illness. The student will perform analyses on various body fluids, grouped according to function of organ system and will be able to apply and explain the chemical principles, physiologic and chemical changes, and the clinical interpretation of their results. Understanding the theory and application of laboratory instruments (including computers or

laboratory information systems), laboratory math, quality control, and laboratory safety is emphasized.

**MEDT 2316 - Clinical Practicum I** 0/18 (6)

Prerequisite: The courses listed in the first three semesters of the Medical Laboratory Technology curriculum and concurrent enrollment in MEDT 2326. This course consists of supervised clinical training and is taken simultaneously with MEDT 2326. Students must have a criminal background check without any disqualifying convictions and a negative drug screen prior to enrollment.

**MEDT 2326 - Clinical Practicum II** 0/18 (6)

Prerequisite: The courses listed in the first three semesters of the Medical Laboratory Technology curriculum and concurrent enrollment in MEDT 2316. This course consists of supervised clinical training and is taken simultaneously with MEDT 2316. A minimum grade of 70 percent for each departmental evaluation, and 75 percent for each departmental exam must be attained to successfully pass the practicum and graduate from the program.

**MEDT 2462 - Medical Laboratory Technology Seminar** 2/0 (2)

Prerequisite: The courses listed in the first three semesters of the Medical Laboratory Technology curriculum or consent of instructor. This course is the culmination of the Medical Laboratory Technology program. It provides the student the means to do a comprehensive review in preparation to take the American Society for Clinical Pathology Board of Certification exam or other certifying agency exam. The course also helps prepare students to be workforce ready by giving them the opportunity to perform and teach others important skills used by medical personnel. Lastly, students will compile a working resume and interview skills that can be used when applying for positions in the medical laboratory.

## Music

**MUSC 1513 - Music Appreciation** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. Students will study representative characteristics and genres from all of the major historical eras. The first unit covers classicism, the second unit covers medieval to baroque music, and the third unit covers romantic through contemporary music. Students will learn to do score reading as is necessary for fundamental historical analysis. *IAI: FI 900 Fine arts.*

**MUSC 1621 - Community Choir** 0/2 (1)

This course provides a variety of choral experiences to community members – as well as college students – who are interested in singing. This course may be repeated for up to four credit hours.

**MUSC 1623 - World Music** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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. *IAI: FI 903N: Non-Western Music.*

**MUSC 1641 - Music Performance & Ensemble 0/2 (1)**

Prerequisite: Audition and acceptance into course. Students in this course will pursue excellence in music through the collaborative pursuit of musical expression. Students from all academic disciplines are welcome. Each student must exhibit dedication to the course's objectives through exemplary attendance, discipline, and proper instrumental techniques. This course will be offered at Olivet Nazarene University.

## Nursing

### ASSOCIATE DEGREE (Registered Nursing)

Students in the Associate Degree Nursing program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all RNUR and BIOL courses in the Associate Degree Nursing curriculum with a grade of C or better.

**RNUR 1106 - Introduction to Nursing 3.5/5 (6)**

Prerequisites: Admission to the Associate Degree Nursing program and BIOL 2644. The student will acquire knowledge fundamental to the development of basic skills and attitudes necessary to meet the nursing needs common to man. Students will identify and analyze nursing principles derived from scientific concepts of client care. Concurrent with this theoretical framework, clinical experience which will allow the student to identify and practice safe individualized care is obtained in community facilities. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**RNUR 1129 - Nursing – Adult & Child I 5/8 (9)**

Prerequisites: MATH 1141, RNUR 1106, RNUR 1451, BIOL 2644, and BIOL 2654. The student will study nursing care problems of clients of all ages based on normal needs of people and on deviations which affect these needs in times of illness, injury, or surgical intervention. Concurrent clinical experience provides the opportunity for the student to develop appropriate skills in assessing, planning, implementing, and evaluating care of clients in medical/surgical settings.

**RNUR 1152 - Introduction to Pharmacology 2/0 (2)**

Prerequisites: Admission to the Associate Degree Nursing program and BIOL 2644. 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.

**RNUR 1451 - Nursing Seminar I 1/0 (1)**

Prerequisites: Admission to the Associate Degree Nursing program and ENGL 1613 (may be taken concurrently). This course is taken the first semester of the program. It provides an introduction to historical developments in nursing, the conceptual framework and philosophy of the nursing program, the existence of illness, and unifying concepts basic to nursing practice.

**RNUR 1461 - Nursing Seminar II 1/0 (1)**

Prerequisite: RNUR 1106 and RNUR 1451. This course is taken second semester of the program. It is designed to present an understanding of nursing in the community and develop a recognition of the needs and methods available for health care.

**RNUR 2119 - Nursing – Adult & Child II 5/8 (9)**

Prerequisites: RNUR 1129, RNUR 1461, PSYC 1813, and BIOL 2714. The student will continue to study nursing care problems of clients of all ages based on normal needs of people and on deviations which affect these needs in times of illness, injury, or surgical intervention. The student also will learn nursing care concepts and principles of client care focusing on the maternity cycle and care of the newborn or care of the pediatric client. Concurrent clinical experience provides the opportunity for the student to continue to develop appropriate skills in assessing, planning, implementing, and evaluating care of clients in medical/surgical and maternal/child settings.

**RNUR 2124 - Nursing – Adult & Child III 2/4 (4)**

Prerequisites: RNUR 1129 and RNUR 1461. This course is designed to present theories and concepts which deal with clients presenting problems relating to psychosocial adjustments, emotional stress, and behavioral dysfunction. Concurrent clinical experience provides the opportunity for the student to utilize the nursing process with increasing independence.

**RNUR 2138 - Nursing – Adult & Child IV 4/8 (8)**

Prerequisites: RNUR 2119, RNUR 2451, and RNUR 2443. The course is composed of two medical-surgical nursing rotations. Advanced medical-surgical concepts are explored in the classroom setting. Concurrent clinical experiences focus on enabling the beginning graduate nurse to utilize the nursing process in managing and administering safe, individualized nursing care.

**RNUR 2443 - Concepts of Clinical Pharmacology 3/0 (3)**

Prerequisites: RNUR 1152; RNUR 1129 or RN license. Utilizing a nursing process approach, the student will identify fundamental pharmacological principles and develop a theoretical base for the skills involved in administration of medications. Fundamentals of pharmacology, including history of drug administration, legal controls, how medications work in the human body, and principles of drug interactions will be identified. Classifications of drugs will be studied to give the student knowledge of actions, interactions, adverse effects, contraindications, dosages, routes, and nursing implications. The steps of the nursing process are utilized in safe medication administration.

**RNUR 2451 - Nursing Seminar III 1/0 (1)**

Prerequisites: RNUR 1129 and RNUR 1461. This course is taken during the third semester of the program. It provides an introduction to legal aspects of nursing and ethical issues involved in nursing.

**RNUR 2461 - Nursing Seminar IV 1/0 (1)**

Prerequisites: RNUR 2119 and RNUR 2451. This course is taken during the fourth semester of the program. It will focus on issues and responsibilities in nursing, implications of the Nurse Practice Act, nursing organizations, continuing education in nursing, current events in nursing, and the transition from nursing student to practicing registered nurse.

## PRACTICAL NURSING

Students in the Practical Nursing program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all PNUR and BIOL courses in the Practical Nursing curriculum with a grade of C or better.

### PNUR 1138 - Practical Nursing I 4.5/7 (8)

Prerequisites: Admission to the Practical Nursing program and BIOL 1564; or both BIOL 2644 and BIOL 2654 (may be taken concurrently). Theory and clinical experience are correlated to provide the student with the opportunity to assist the individual in meeting his/her basic needs through the basic use of the nursing process. In addition to basic needs and the nursing process, emphasis will be placed on therapeutic nursing skills, communication skills, growth and development and the legal and ethical aspects of nursing as they relate to physiologic and safety needs. Man will be viewed as a holistic being. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

### PNUR 1140 - Practical Nursing II 5/10 (10)

Prerequisites: PNUR 1138; PNUR 1241; and BIOL 1564 or both BIOL 2644 and BIOL 2654. Theory and clinical experiences will be correlated as the student studies man's adaptation to major illness states in his/her attempt to attain, regain, or maintain health. The student will expand upon previous learning of the nursing process, therapeutic nursing skills and communication to provide nursing care to individuals throughout the life cycle who are experiencing interferences with physiologic and safety needs.

### PNUR 1241 - Practical Nursing Pharmacology I 1/0 (1)

Prerequisites: Admission to Practical Nursing program; PNUR 1138 (taken concurrently); BIOL 1564 (may be taken concurrently) or both BIOL 2644 and BIOL 2654; and proficiency in basic computational math. The nursing process will be used to teach skills to prepare medications, administer by various routes, and record accurately. Basic mathematical calculations necessary to correctly calculate dosages for a variety of clients will be included. Terminology, abbreviations, and legal implications of drug administration will be emphasized. Basic knowledge of the LPN's responsibilities in IV therapy will be taught. Students must pass this course to participate in the clinical rotation in PNUR 1138.

### PNUR 1262 - Practical Nursing Pharmacology II 2/0 (2)

Prerequisites: PNUR 1140 (taken concurrently); PNUR 1241; and BIOL 1564 or both BIOL 2644 and BIOL 2654. The student will study the administration of medications in relation to the nursing process and the role of drug therapy in the prevention of disease and the promotion of health. Classification of drugs will be studied to give the student knowledge of their actions, interactions, side effects, contraindications, dosages and routes, and nursing implications. Concepts of client assessment, care and teaching will be included with each drug classification group.

### PNUR 1316 - Practical Nursing III 3/6 (6)

Prerequisites: PNUR 1140; PNUR 1262; and BIOL 1564 or both BIOL 2644 and BIOL 2654. The course is designed to prepare the practical nursing student to care for persons during the normal childbearing cycle, children during the neonatal period, and individuals throughout the life cycle. Emphasis is placed on organizing care for a group of clients.

### PNUR 1491 - Practical Nursing Seminar 1/0 (1)

Prerequisite: Practical Nursing advanced certificate. The course is designed to assist graduates of practical nursing programs to prepare for the National Council Licensure Examination for Practical Nurses. Principles and theories relating to medical-surgical nursing, maternal-child nursing, mental health concepts, and pharmacology will be reviewed, utilizing lectures, discussions and testing to simulate the exam experience. This course does not guarantee satisfactory results on the exam. Guidance will be given regarding the method of testing and how to prepare for the examination.

## NURSING ASSISTANT

### PNUR 1438 - Nursing Assistant 4.5/7 (8)

Prerequisite: Appropriate assessment score. The course is designed to prepare individuals to function in the role of nursing assistants under the supervision of a licensed nurse. Students will be prepared to offer basic services relating to the comfort, welfare and safety of persons requiring health care. The course is designed to meet the curriculum requirements of the Illinois Department of Public Health. The KCC Physical Examination form must be completed prior to beginning the clinical experience; forms are available in the Division of Student Services. Each student in this course must have a physical exam, criminal background check and a negative drug screen.

### PNUR 1441 - Alzheimer's & Related Diseases 1/0 (1)

Prerequisite: PNUR 1438 or consent of instructor. This course is designed to prepare the health care worker to care for clients with Alzheimer's and related diseases. This course meets the curriculum requirements of the Illinois Department of Public Health.

## Office Professional & Office Assistant

Office Professional and Office Assistant course descriptions are listed among courses with a BSNS and COSC prefix. These descriptions begin on Page 145 (Business) and Page 150 (Computer Science).

Office Assistant and Office Professional courses are:

BSNS 1312 - Proofreading & Editing  
BSNS 1353 - Administrative Office Procedures  
BSNS 1411 - Keyboarding  
BSNS 2311 - Telephone Techniques  
BSNS 2403 - Office Professional Internship  
COSC 1023 - Intermediate Word  
COSC 1181 - Voice Recognition  
COSC 1352 - Word  
COSC 2033 - Advanced Word

## Orientation

### ORIN 1011 - Job Readiness (Based on demand) 1/0 (1)

This course presents job readiness skills which facilitate obtaining employment. A variety of topics are presented to orient the student to interview techniques, resume development, cover letter and follow-up letter writing, basic job search skills, and job retention. At course end, students will receive a portfolio containing a professionally prepared laser-printed resume, cover letter, and follow-up letter. This course may be taken under the pass/fail grading option. See Pages 192-193.

**ORIN 1501 - College Success Skills** 1/0 (1)

This is a foundational course in active learning strategies and effective study skills that focuses on the learner's role and responsibility in the learning process. The course presents college survival skills which facilitate student success. Topics such as effective note taking, time management, study methods, and test-taking tips are covered.

**ORIN 1503 - First Year College Experience** 3/0 (3)

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 1542 - Strategies for Academic Success** 2/0 (2)

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)

This course is for students who have not yet committed to a major and who want to explore their academic options. Topics will include the major/career decision-making process, including self assessment, majors and career options, and action plans. In addition, students will explore career interests, skills, abilities, and work-related values to develop an informed educational and career plan.

## Paralegal/ Legal Assistant Studies

**PLAS 1103 - Introduction to Paralegal/  
Legal Assistant Studies** 3/0 (3)

Prerequisite: Appropriate WorkKeys® assessment score and ENGL 1613 or concurrent enrollment. This is a survey course introducing students to the paralegal profession. A practical approach is used to explain a paralegal's roles, skills, and responsibilities. The course also emphasizes mastering terms, reviewing basic techniques of legal research and writing, and ethics for paralegals. To continue enrolling in Paralegal/Legal Assistant Studies courses, this course must be completed with a grade of B or better.

**PLAS 1123 - Legal Research & Writing I** 3/0 (3)

Prerequisites: PLAS 1103 with a grade of B or better; ENGL 1613 with a grade of C or better; PLSC 1513; and one of the following: COSC 1352, Microsoft Office Specialist certification, or instructor consent. This course, the first in a two-semester sequence, emphasizes performing legal research in the library and on the computer. The fundamentals of legal analysis and writing, correct citation form, and eliminating mechanical errors are stressed.

**PLAS 1133 - Legal Research & Writing II** 3/0 (3)

Prerequisites: PLAS 1123, PLAS 1213, and BSNS 1653. This course, the second of a two-semester sequence, continues to emphasize performing legal research in the library and on the computer. While the first semester stresses research techniques, this course stresses online research, correct citation form, and eliminating grammatical, spelling, and other writing errors.

**PLAS 1153 - Law Office Management** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course offers a realistic look at the law office environment. Practical information to be covered will include client management, case files, confidentiality, deadlines, computer file access and billable hours.

**PLAS 1213 - Civil Litigation** 3/0 (3)

Prerequisites: PLAS 1103 with a grade of B or better; ENGL 1613 with a grade of C or better; and PLAS 1123 or concurrent enrollment. This course covers both substantive civil law and civil procedure. Special emphasis will be placed on Illinois and federal civil codes. The role of the paralegal in civil litigation, from the client interview through the appeals process, will be addressed.

**PLAS 2113 - Legal Technology** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course gives the paralegal student a thorough overview of technology used in the law office. Students will complete online research assignments and use demonstration models of a variety of legal software applications.

**PLAS 2213 - Real Estate Law** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course provides a comprehensive understanding of the law of real property. Types of ownership, surveys and legal descriptions, and encumbrances are discussed. The course also addresses contracts and related issues; property transfers by deed; real estate finance and mortgages; title to property; and real estate closings. The paralegal's role in these transactions is a foundation of the course.

**PLAS 2223 - Estates, Trusts, & Wills** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course covers the law of the estate planning and probate processes and specifically addresses the role of the paralegal in such transactions. Special emphasis will be placed on Illinois law in the drafting of wills and trusts. The course also addresses the statutory guidelines and court rules that apply to the probate process.

**PLAS 2233 - Criminal Litigation** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment; and PLAS 1213. This course covers both substantive criminal law and criminal procedure. Special emphasis will be placed on Illinois and federal criminal codes. The role of the paralegal in criminal litigation, both from prosecution and defense perspectives, will be addressed.

**PLAS 2253 - Corporate Law** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment. This course covers the law of business organizations, including corporations, partnerships, and sole proprietorships. Information on corporate finance and securities regulations, changes to corporate structure, and the role of a corporate paralegal also are covered.

**PLAS 2263 - Family Law** 3/0 (3)

Prerequisites: PLAS 1133 or concurrent enrollment and one of the following: COSC 1372, Microsoft Office Specialist Certification, or instructor consent. This course provides a detailed review of family law issues in Illinois and the para-

legal's role in addressing these issues. Special emphasis will be placed on current trends in family law and the implications of these trends on family law proceedings in the 21st Judicial Circuit.

**PLAS 2333 - Laws of Evidence 3/0 (3)**

Prerequisite: PLAS 1133 or concurrent enrollment. This course provides a detailed review of the rules of evidence and emphasizes the role and importance of these rules to any legal action. The course specifically emphasizes how the paralegal assists the attorney in recognizing and identifying admissible evidence and the challenges to admissibility of evidence.

**PLAS 2403 - Special Topics in Paralegal Studies 3/0 (3)**

Prerequisites: PLAS 1123, PLAS 1133, and PLAS 2113; or consent of the program coordinator. This course allows the student to apply knowledge of the law to a problem or research topic under the supervision of the program coordinator. A comprehensive capstone project or legal research project will be required at the conclusion of the course.

**PLAS 2413 - Paralegal Internship 3/0 (3)**

Prerequisites: All required PLAS courses or consent of the program coordinator. This course is a culmination of all previous PLAS courses and applies the paralegal skills learned in class to use in a real-life setting. 240 hours of on-site time will be required for three credit hours. The program coordinator will make periodic visits to the site for observation and feedback from the internship provider.

## Paramedic

**Students in the Paramedic Supervision and Emergency Medical Technician programs are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all PMED and PEPC courses in these curriculums with a grade of C or better.**

**PMED 1017 - EMT – Basic 6/3 (7)**

Prerequisite: Appropriate assessment score; the Office of Admissions and Registration must have proof of current CPR certification at the "Healthcare Provider" level; and the student's official high school transcript indicating graduation or GED scores indicating successful completion must be on file. (High school seniors should consult an advisor for requirements.) To sit for the Illinois Department of Public Health EMT-B test, the student must be at least 18 years of age. The course prepares individuals to provide basic emergency care at the scene of an accident or illness and to stabilize and transport the victim to a facility providing emergency medical services. Common injuries and medical emergencies will be studied along with the roles and responsibilities of the Emergency Medical Technician—Basic (EMT-B). Students also will be required to complete a minimum number of hours of hospital clinical and ambulance ride time. Upon satisfactory completion of the course, the student will be eligible to take the state EMT-B test. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**PMED 2115 - Paramedic I 11/4 (15)**

Offered for students associated with Riverside Medical Center. Prerequisite: PMED 1017; BIOL 1804; successful completion of the state certification exam for EMT-B; and proof of current CPR certification at the "Health Care Provider" level. Through clinical and classroom experiences, students will learn 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.

**PMED 2115 - Paramedic I 11/4 (15)**

Offered for students associated with Presence St. Mary's Hospital. Prerequisite: PMED 1017; successful completion of the state certification exam for EMT-B; and proof of current CPR certification at the "Health Care Provider" level. Through clinical and classroom experiences, students will study anatomy and physiology along with the pathophysiology of the cardiac and respiratory systems. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**PMED 2215 - Paramedic II 11/4 (15)**

Offered for students associated with Riverside Medical Center. Prerequisite: PMED 2115. 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 Advanced Life Support units, environmental emergencies, infectious and communicable diseases, psychiatric disorders, and substance abuse.

**PMED 2215 - Paramedic II 11/4 (15)**

Offered for students associated with Presence St. Mary's Hospital. Prerequisite: PMED 2115. A variety of medical emergencies including obstetric and gynecologic, pediatric-neonatal, and trauma will be studied in-depth.

**PMED 2315 - Paramedic III 11/4 (15)**

Offered for students associated with Riverside Medical Center. Prerequisite: PMED 2215. 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.



**PMED 2315 - Paramedic III 11/4 (15)**

Offered for students associated with Presence St. Mary's Hospital. Prerequisite: PMED 2215. Students will focus on practical application of paramedic knowledge and skills with emphasis on critical thinking. Classroom and clinical experiences will cover environmental emergencies, crime scene, terrorism and special situations. Students will be prepped for the state/national exam.

## Philosophy

**PHIL 2513 - Introduction to Philosophy 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. An introduction to the perennial issues of philosophy. Both historical and contemporary approaches may be explored. *IAI: H4 900 Humanities.*

**PHIL 2523 - Ethics 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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 Humanities.*

**PHIL 2533 - Logic 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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 904 Humanities.*

**PHIL 2543 - Death & Dying 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. An examination of the philosophical issues immediately related to death. Principal consideration will be given to whether it is reasonable to believe human beings will survive the death of their bodies. Questions concerning the value of death also will receive attention: Is death bad? What makes killing wrong? Can it be morally permissible to commit suicide? *AAS: Humanities elective.*

**PHIL 2713 - Introduction to Religion 3/0 (3)**

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better. 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. *IAI: H4 905 Humanities.*

## Physical Education

**The college reserves the right to require a physical examination or the written consent of the student's physician prior to allowing a student to participate in certain physical activities classes.**

**PHEC 1611 - Physical Education Activities (Co-ed) 0/2 (1)**

The student will participate in selected physical activities. He or she will develop his or her skill proficiency and will dem-

onstrate understanding of the rules and strategies of games, through both written and physical tests. The college may offer such activities as recreation (provides limited activities), golf, weight training, aerobics, kettlebell training, Latin dance and enrollment in the Fitness Center. These courses may be repeated for credit. Some Physical Education Activities may be taken under the pass/fail grading option, see Pages 192-193. Consult the class schedule or course instructor for which activities may be taken pass/fail.

**PHEC 1621 - Physical Education Activities 0/2 (1)**

See PHEC 1611.

**PHEC 2511 - Physical Education Activities (Co-ed) 0/2 (1)**

See PHEC 1611.

**PHEC 2521 - Physical Education Activities (Co-ed) 0/2 (1)**

See PHEC 1611.

**PHED 1512 - Health Education 2/0 (2)**

A fundamentals course dealing with personal lifestyle choices and health. Information units may include: drugs, sexuality, mental health, physical health, nutrition, environmental issues, aging, consumer education, and death. *AAS: Health education elective.*

**PHED 1521 - Substance Abuse Education 1/0 (1)**

This course is designed to develop within the student the understanding of such hindrances to good health as stress, alcohol and drug addiction, peer pressure and other related behaviors, and environmental factors which contribute to non-productive lifestyles.

**PHED 1713 - Introduction to P.E. and Kinesiology 3/0 (3)**

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 Sport and Recreation 3/0 (3)**

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 1811 - Officiating Men's Basketball 1/0 (1)**

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in men's basketball.

**PHED 1821 - Officiating Women's Basketball (Based on demand) 1/0 (1)**

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in women's basketball.

**PHED 1831 - Officiating Men's Baseball** 1/0 (1)  
**(Based on demand)**  
 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)  
**(Based on demand)**  
 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)  
**(Based on demand)**  
 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)  
**(Based on demand)**  
 This course is designed for the individual who is interested in learning the basics of coaching baseball. The course is designed for the physical education major or minor and will deal with all technical aspects of coaching baseball.

**PHED 1913 - Introduction to Athletic Training** 3/0 (3)  
 This course is designed for the individual who is interested in learning about the profession of athletic training. The course covers basic aspects of sports-related health conditions and training techniques.

**PHED 1942 - First Aid & Emergency Care** 2/0 (2)  
 This course is designed to introduce students to basic first aid and emergency care techniques.

**PHED 1952 - Principles & Problems of Coaching** 2/0 (2)  
 A foundations course placing emphasis on basic coaching principles applied within effective learning techniques and procedures. Practical guidelines, "how to" skills, and behavioral coaching characteristics will be included.

**PHEM 2511 - Physical Education Activities (Men)** 0/2 (1)  
 Intercollegiate basketball, soccer and baseball teams.

**PHEM 2521 - Physical Education Activities (Men)** 0/2 (1)  
 Intercollegiate basketball and baseball teams.

**PHEW 2511 - Physical Education Activities (Women)** 0/2 (1)  
 Intercollegiate volleyball and basketball teams.

**PHEW 2521 - Physical Education Activities (Women)** 0/2 (1)  
 Intercollegiate basketball and softball teams.

## Physical Science

**PSCI 1514 - Introduction to Physical Science** 3/2 (4)  
 Prerequisite: A grade of C or better in either MATH 1113 or MATH 1414 or appropriate assessment score; and a grade of C or better in READ 1484 or appropriate assessment score. This

course is designed to introduce the non-science major to the basic concepts and applications of physics and chemistry. The student will describe and analyze these ideas in the classroom and perform experiments in the laboratory dealing with the verification and/or application of physical laws. *IAI: P1 900L Physical science.*

**PSCI 1524 - Earth Science & Astronomy** 3/2 (4)

Prerequisite: Appropriate assessment score or completion of READ 1484 with a grade of C or better. This course is designed to introduce the non-science major to the basic concepts of the earth sciences and astronomy. The student will describe and analyze the structure, evolution and dynamics of the earth, our solar system, and the universe. In the laboratory, the student will apply this knowledge to the identification of earth materials and the analysis of astronomical phenomena. Some algebra is required in this course. *IAI: P1 905L Physical science.*

## Physical Therapist Assistant

**Students in the Physical Therapist Assistant program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all PHTA courses in this curriculum with a grade of C or better.**

**PHTA 1101 - Introduction to Health Care** 1/0 (1)

Prerequisite: Admission to the Physical Therapist Assistant program. This introductory course focuses on the historical and current issues which influence healthcare and the physical therapy profession. Students will begin to develop an understanding of the role of the physical therapist and physical therapist assistant within the healthcare delivery team, as well as a commitment to the physical therapy profession. Techniques for effective communication and problem solving will be introduced, and an understanding of how each individual learns and functions in a teaching/learning group will be presented. The process for reviewing current professional literature will be demonstrated and practiced.

**PHTA 1115 - PTA Fundamentals I** 3/4 (5)

Prerequisites: Admission to the Physical Therapist Assistant program and BIOL 2644 (or concurrent enrollment). This course provides the study of basic physical therapy concepts and skills, documentation, and a hands-on introduction to 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.

**PHTA 1224 - Kinesiology** 2.5/3 (4)

Prerequisites: BIOL 2654 (or concurrent enrollment), PHTA 1101, and PHTA 1115. 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, 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.



**PHTA 1234 - PTA Fundamentals II** 2/4 (4)

Prerequisites: BIOL 2654 (or concurrent enrollment), PHTA 1101, and PHTA 1115. 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 to be studied include electro-therapeutic modalities; physical agents and mechanical modalities. Students will further develop clinical documentation skills.

**PHTA 2001 - Professional Standards of the PTA** 1/0 (1)

Prerequisites: PHTA 1224 and PHTA 1234, and concurrent enrollment in PHTA 2043 and PHTA 2053. 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.

**PHTA 2043 - Pathology for the PTA** 3/0 (3)

Prerequisites: BIOL 2654, PHTA 1224, PHTA 1234, and concurrent enrollment in PHTA 2001 and PHTA 2053. This 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 study the fundamental basis of these diseases and illnesses and discuss related physical therapy implications. This course may be taught in an on-line or hybrid format.

**PHTA 2053 - Clinical Practicum I** 0/9 (3)

Prerequisites: BIOL 2654 and concurrent enrollment in PHTA 2001 and PHTA 2043. This 200-hour clinical experience is designed to introduce students to the healthcare environment 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 is placed on critical thinking and student self-awareness for ongoing personal and professional development.

**PHTA 2164 - Orthopedics for the PTA** 2.5/3 (4)

Prerequisites: PHTA 2043 and PHTA 2053. This course will require 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; as well as 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.

**PHTA 2175 - PTA Fundamentals III** 3/4 (5)

Prerequisites: PHTA 2043 and PHTA 2053. 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.

**PHTA 2185 - PTA Fundamentals IV** 3/4 (5)

Prerequisites: PHTA 2043 and PHTA 2053. This course requires students to apply previously learned concepts and skills to selected cardiac, vascular, pulmonary, and integumentary conditions. 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; aerobic conditioning; breathing and coughing 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.

**PHTA 2293 - PTA Fundamentals V** 2/2 (3)

Prerequisites: PHTA 2164, PHTA 2175, and PHTA 2185. 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.

**PHTA 2224 - Clinical Practicum II** 0/12 (4)

Prerequisite: Concurrent enrollment in PHTA 2293. 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 physical therapy 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.

**PHTA 2234 - Clinical Practicum III** 0/12 (4)

Prerequisites: PHTA 2224 and concurrent enrollment in PHTA 2293. 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 the student to practice the advanced skills and interventions in a 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.

**PHTA 2201 - Current Issues in PT Practice** 1/0 (1)

Prerequisites: Concurrent enrollment in PHTA 2293, PHTA 2224, and PHTA 2234. 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.

## Physics

**PHYS 1514 - General Physics I**  
(Based on demand) 3/2 (4)

Prerequisites: MATH 1803 and MATH 1814 or equivalent; appropriate assessment score or ENGL 1413, all with a grade of C or better. The student will explain the basic theories of classical mechanics, simple harmonic motion, and heat and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. Algebra is required for this course. *IAI: P1 900L Physical science.*

**PHYS 1524 - General Physics II**  
(Based on demand) 3/2 (4)

Prerequisite: PHYS 1514 with a grade of C or better. The student will explain the basic theories of electricity, magnetism, atomic and nuclear physics, special relativity, and optics and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. Algebra is required for this course. *AAS: Physical science (laboratory science) elective.*

**PHYS 2614 - Physics I** 3/3 (4)

Prerequisite: MATH 2515 with a grade of C or better or concurrent enrollment. 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 Physical Science.*

**PHYS 2624 - Physics II** 3/3 (4)

Prerequisites: PHYS 2614 and MATH 2515, both with a grade of C or better. The student will explain the basic theories of heat, electricity, and magnetism and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements results. *AAS: Physical science (laboratory science) elective.*

**PHYS 2634 - Physics III** 3/2 (4)

Prerequisite: PHYS 2624 with a grade of C or better. The student will explain the basic theories of atomic/nuclear physics, special relativity, and optics and will apply these ideas to the math-

ematical 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.*

## Political Science

**PLSC 1513 - American Government** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. The student will describe and analyze the basic principles of the U.S. Constitution, the role of voters, political parties, campaigns, and the structure and processes of the three branches of the national government. (This course satisfies the U.S. Constitution requirements for graduation.) *IAI: S5 900 Social and behavioral science.*

**PLSC 1523 - State & Local Government**  
(Based on demand) 3/0 (3)

Prerequisite: PLSC 1513. The student will describe and analyze the role of state and local governments in the American Union. He or she will describe the differences in the branches of various state governments and in the structures of local governments and the problems of conflicting local jurisdictions. (This course satisfies the Illinois Constitution requirement for graduation.) *IAI: S5 902 Social and behavioral science.*

**PLSC 1553 - Comparative Government**  
(Based on demand) 3/0 (3)

The student will compare and contrast the problems, political institutions, and political processes of countries throughout the world. He or she will examine in detail the similarities and differences of the political systems of Great Britain, France, Germany, and Russia.

**PLSC 2613 - Introduction to International Relations** 3/0 (3)

Prerequisite: Appropriate assessment score or concurrent enrollment in ENGL 1413. This course introduces students to the study of international relations as a broad sphere of international human interaction with subcategories of international organizations, politics, law, economics, security affairs, and development. Emphasis will be placed on an understanding of power, legitimacy, morality, and welfare through a study of contemporary theory and practice in international relations. *IAI: S5 904N Social and behavioral science.*

## Psychology

The Educational Psychology course, EDUC 2613, is listed under Education. See Page 154.

**PSYC 1813 - Introduction to Psychology** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. This course consists of a survey of the major topics in psychology; analysis of psychological research; intelligence; memory and thinking; the biological basis of behavior; emotions; perception and sensation; motivation; wellness and stress; theories of personality; heredity and learning; developmental psychology; social

psychology; abnormal psychology (including therapy and treatment); and states of consciousness. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *IAI: S6 900 Social and behavioral science.*

**PSYC 2513 - Abnormal Psychology 3/0 (3)**

Prerequisite: PSYC 1813. This course will cover the major topics of abnormal behavior: diagnosis, assessment, theories of abnormal behavior, classification (types) of abnormal behavior, methods of treatment, and prevention. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective. IAI: PSY 905 Psychology.*

**PSYC 2553 - Lifespan Developmental Psychology 3/0 (3)**

Prerequisite: PSYC 1813. 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 Social and behavioral science.*

**PSYC 2563 - Alcoholism (Based on demand) 3/0 (3)**

Prerequisite: PSYC 1813 or SOCY 2513. An interdisciplinary approach will be employed to study the physiological, legal, medical, sociological, and psychological aspects of alcoholism, which has been described as the major social and medical problem in the country. The interaction between alcohol and other psychoactive drugs will be stressed. The course includes the knowledge and skills which can be applied by professionals and/or by an interested person, including family members, to effect early intervention. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective.*

**PSYC 2573 - Adulthood and Aging 3/0 (3)**

Prerequisite: PSYC 1813. The student will investigate the biological, cognitive, and psychosocial factors from early adulthood through old age. Topics will include 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; death and dying; and bereavement. *IAI: S6 905 Social and behavioral sciences.*

**PSYC 2773 - Social Psychology 3/0 (3)**

Prerequisite: PSYC 1813. This course focuses on the scientific study of social factors which influence individual and group behavior. It includes social perception, social interaction, and social influence. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. *AAS: Social and behavioral science elective. IAI: S8 900 Social and behavioral science.*

## Radiography

**Students in the Radiography program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns completion of all XRAY and BIOL courses in the Radiography curriculum with a grade of C or better.**

**XRAY 1014 - Introduction to Radiography 4/0 (4)**

Prerequisite: Admission to Radiography program. The student will learn and have an understanding of radiographic history, radiographic room terminology, equipment, physics, radiation biology, and protection. The student will be exposed to basic patient care, medical ethics, medical-legal consequences and program regulations. The student will explore the radiology departments of area hospitals through a half-day orientation. A Health Care Provider CPR certification is required before completion of this course.

**XRAY 1033 - Radiologic Anatomy & Positioning I 3/0 (3)**

Prerequisites: XRAY 1014, BIOL 2644 (BIOL 2644 may be taken concurrently) and concurrent enrollment in XRAY 1202 and XRAY 1316. This course is designed to provide the student precise and detailed information on the various positions of the chest, abdomen, upper and lower extremities, and upper and lower gastrointestinal system. A carefully correlated instruction in anatomy will precede each unit. Knowledge of the anatomy is essential to enable the student to understand the importance of routine positions as well as a basis for future understanding of many more specialized procedures.

**XRAY 1042 - Radiographic Quality 2/0 (2)**

Prerequisites: XRAY 1316, XRAY 1033, and XRAY 1202; and concurrent enrollment in XRAY 1326, XRAY 1222 and XRAY 1053. The student will become acquainted with the complex and highly technical area of radiographic quality. The student will gain a better understanding of the principles of his/her previous clinical and classroom studies as they affect darkroom procedures and methods, film processing, film quality, film and screen formulations, factors influencing radiographic quality, conditions influencing exposure factors, technical conversions of radiographic factors (mAs, SID, Grids, and kVp), and formulating radiographic techniques.

**XRAY 1053 - Radiographic Anatomy & Positioning II 3/0 (3)**

Prerequisites: XRAY 1316, XRAY 1202, XRAY 1033, and BIOL 2654 (BIOL 2654 may be taken concurrently). This course is a continuation of XRAY 1033 and requires concurrent enrollment in XRAY 1326, XRAY 1222, and XRAY 1042. It is designed to provide the student precise and detailed information on the various positions of the gallbladder, urinary system, cranium, sella turcica and petrous bones, facial bones, zygomatic arches, optic foramen, mandible, TMJ, sinuses, temporal bones of the skull and face, spine to include cervical, thoracic, lumbar, sacrum and coccyx, and ribs to include sternum and mammary glands.

**XRAY 1202 - Clinical Procedures I 0/4 (2)**

Prerequisites: XRAY 1014 and concurrent enrollment in XRAY 1033 and 1316. This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity will consist of instructor demonstration and student return demonstration designed to develop skills necessary for the beginning radiography student to perform future clinical assignments. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**XRAY 1222 - Clinical Procedures II 0/4 (2)**

Prerequisites: XRAY 1202, XRAY 1033, and XRAY 1316 and concurrent enrollment in XRAY 1053, XRAY 1326, XRAY 1042. This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity is a continuation of XRAY 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.

**XRAY 1316 - Clinical I 0/18 (6)**

Prerequisites: XRAY 1014 and concurrent enrollment in XRAY 1033 and 1202. Students will observe/participate in programmed clinical experiences within the radiology departments at area hospitals. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**XRAY 1326 - Clinical II 0/18 (6)**

Prerequisites: XRAY 1316, XRAY 1033, XRAY 1202; and concurrent enrollment in XRAY 1053, XRAY 1042 and XRAY 1222. Students will continue to observe/participate in programmed clinical experiences within the radiology departments at area hospitals.

**XRAY 1333 - Clinical III 0/9 (3)**

Prerequisites: XRAY 1326, XRAY 1053, XRAY 1042, XRAY 1222; and concurrent enrollment in XRAY 2311 and XRAY 2222. Students will participate in programmed clinical experiences within the radiology departments of area hospitals.

**XRAY 1346 - Clinical IV 0/18 (6)**

Prerequisites: XRAY 1333, XRAY 2311, XRAY 2222; and concurrent enrollment in XRAY 2103. Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals, dealing with advanced radiographic procedures.

**XRAY 1356 - Clinical V 0/18 (6)**

Prerequisites: XRAY 1346, XRAY 2103; and concurrent enrollment in XRAY 2125. Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals dealing with difficult exams, surgery and special procedures. Students will be exposed to the diagnostic tools of computer tomography, nuclear medicine, radiation therapy, ultrasound and MRI.

**XRAY 2103 - Advanced Radiologic Technology I 4/0 (4)**

Prerequisites: XRAY 1333, XRAY 2222, XRAY 2312; and concurrent enrollment in XRAY 1346. The student will be acquainted with the complex, specialized, and highly technical field of advanced radiologic technology. The student will gain a better understanding of the principles of his/her previous classroom and clinical studies as they affect: advanced techniques and positioning, special procedures, radiologic departmental administration and the medical-legal aspects of working in a department of radiology. The student also will have a complete review of the fundamentals of X-ray physics and will be exposed to new regulations in radiation safety and advanced techniques governing radiation protection.

**XRAY 2125 - Advanced Radiologic Technology II 5/0 (5)**

Prerequisites: XRAY 1346, XRAY 2103, and concurrent enrollment in XRAY 1356. This course is designed to give the student a comprehensive review of radiography. The student will cover a vast amount of material – some new, but most in the form of review with emphasis in the areas most needed.

**XRAY 2222 - Clinical Procedures III 1/2 (2)**

Prerequisites: XRAY 1042, XRAY 1053, and XRAY 1326 and concurrent enrollment in XRAY 2312 and XRAY 1333. 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.

**XRAY 2312 - Survey of Radiographic Pathology 2/0 (2)**

Prerequisites: BIOL 2644, BIOL 2654, XRAY 1326, XRAY 1053, XRAY 1042, XRAY 1222; and concurrent enrollment in XRAY 1333 and XRAY 2222. This course will acquaint the student with certain changes that occur in the disease process and with injury and their applications to radiography. An understanding of these should enable the student to: handle seriously injured or ill patients more intelligently, produce more informative radiographs, be a more competent member of the health care team, obtain a greater satisfaction from his/her work, and be able to recognize basic radiographic pathology on a finished radiograph.

## Reading

**READ 0984 - Preparation for College Reading I (4)**

Prerequisite: Appropriate reading assessment score. The student will work with word attack techniques, briefly reviewing consonant and vowel sounds. General spelling principles and vocabulary development using prefixes, suffixes, combining forms and context clues are important aspects of the course. Individual learning styles will be identified and reinforced. Study skills, including time management, note taking, study habits and test-taking techniques will be emphasized. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**READ 0994 - Preparation for College Reading II (4)**

Prerequisite: A grade of C or better in READ 0984 or appropriate reading assessment score. The student will identify the subject matter, recognize the main idea, discern fact from opinion, locate supporting details, and recognize general statements from specific statements. Individual learning styles and study skills introduced in READ 0984 will be reviewed and expanded. Use of the dictionary, thesaurus, and other reference sources will be emphasized, as well as using the Learning Resource Center and on-line resources. *This course is designed to prepare students for college-level coursework. See Page 138 under "Course numbering system."*

**READ 1484 - Introduction to College Reading (4)**

Prerequisite: ENGL 0956 with a grade of C or better, or READ 0994 with a grade of C or better, or appropriate reading assessment score. The student will develop strategies for effective comprehension of passages from essays to text chapters to books. Content will comprise a variety of reading formats, including social science, science, business, and technical. Emphasis will be on improving study skills, reading rate, flexibility and critical reading skills. Grades in this course will be calculated into student grade point averages.

## Respiratory Therapist

**Students in the Respiratory Therapist program are advised to consult the Code of Campus Affairs and Regulations, section 11.4, Page 195. This regulation concerns the completion of all RESP, BIOL, and PSCI courses in the Respiratory Therapist curriculum with a grade of C or better.**

**RESP 1113 - Respiratory Physiology 3/0 (3)**

Prerequisites: Admission to the Respiratory Therapist program, BIOL 1564, and PSCI 1514 (BIOL 1564 and PSCI 1514 may be taken concurrently). An in-depth study of the cardiovascular and pulmonary systems. The student will learn the mechanics and the neuromuscular control of ventilation. The student also will become familiar with the transport of oxygen and carbon dioxide via the blood.

**RESP 1224 - Clinical I 0/12 (4)**

Prerequisites: RESP 1113 and RESP 1331; BIOL 1564 or PSCI 1514. The student will participate in respiratory therapy situations emphasizing patient assessment, oxygen therapy, bronchial hygiene skills, and aerosol medications. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

**RESP 1324 - Respiratory Procedures I 4/4 (4)**

Prerequisites: Admission to the Respiratory Therapist program, BIOL 1564, and PSCI 1514 (BIOL 1564 and PSCI 1514 may be taken concurrently). This course provides students with an introduction to respiratory care and the basic skills and equipment associated with this health care field. The respiratory skills that will be learned are respiratory assessment, humidity and aerosol therapy, medical gas therapy and professional behavior. Function, application, and maintenance of common respiratory equipment will be covered. Emphasis will be on production, storage, and delivery of medical gases, humidifiers, nebulizers, and oxygen appliances.

**RESP 1331 - Respiratory Skills I 2/1 (1)**

Prerequisites: RESP 1113 and RESP 1324. This course emphasizes hands-on learning experiences with respiratory equipment and procedures. The didactic portion of this material was presented in RESP 1324. Students will practice and demonstrate competency of the skills associated with this information.

**RESP 1445 - Respiratory Procedures III 5/0 (5)**

Prerequisites: RESP 1331, BIOL 1564, and PSCI 1514. This course will provide the student with an in-depth understanding of airway pharmacology and a general knowledge of the most

common drugs used in the care of cardiopulmonary patients. The student will be instructed in the proper protective procedures both for the patients and themselves. This includes a general understanding of clinical microbiology as well as specific skills in a variety of infection control procedures.

**RESP 1458 - Intro to Respiratory Critical Care 7/2 (8)**

Prerequisite: RESP 1331. 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.

**RESP 2213 - Clinical Medicine 3/0 (3)**

Prerequisites: RESP 1224, RESP 1445, and RESP 2433. This course is designed to provide students with the basic knowledge and understanding to assess and treat patients with respiratory disease.

**RESP 2225 - Clinical II 0/15 (5)**

Prerequisites: RESP 1224, RESP 1445, and RESP 2433. Increased proficiency in skills and knowledge covered in RESP 1224 will be expected of students in this course. Airway management, arterial blood gases, noninvasive ventilation and mechanical ventilation will be stressed.

**RESP 2245 - Clinical III 0/15 (5)**

Prerequisites: RESP 2453. The student will study and work in a clinical setting for 16 hours per week to gain knowledge and experience. Emphasis will be in the following respiratory areas: management of the neonate and pediatric patient, practice in the home setting, practice in skilled, sub-acute care, long-term mechanical ventilation settings, ECG, stress and sleep testing, and critical care.

**RESP 2353 - Cardiopulmonary Procedures 3/0 (3)**

Prerequisites: RESP 2453; or consent of instructor. This course will provide the student with the information to interpret basic cardiac monitoring and drug interventions for treatment of arrhythmias. Current "Advanced Cardiac Life Support" (ACLS) guidelines will be introduced. This course also will introduce the respiratory therapy student to opportunities in areas other than the acute care setting. It will include home care, nutrition for the pulmonary patient, pulmonary rehabilitation, cardiopulmonary stress testing, and sleep and breathing disorders.

**RESP 2411 - Professional Skills 1/0 (1)**

Prerequisite: RESP 1224, RESP 1435, RESP 1445 and RESP 2433. This course will stress the non-technical skills expected of a respiratory therapist. Verbal and written communication skills will be stressed.

**RESP 2433 - Respiratory Procedures IV 3/0 (3)**

Prerequisites: RESP 1435 and RESP 1331. The student will be introduced to acid-base balance factors which affect the pH and a clinical approach to interpretation of arterial blood gases. Applying blood gas values to patient care will be emphasized.

**RESP 2445 - Respiratory Procedures V** 4/2 (5)

Prerequisite: RESP 1224, RESP 1445, and RESP 2433. This course includes assessment of the critically ill, and in-depth study of airway management and mechanical ventilation. The lab portion of the course will reinforce material presented in lecture and will require the student to demonstrate competency in the technical skills expected for each topic.

**RESP 2453 - Respiratory Procedures VI** 3/0 (3)

Prerequisite: RESP 2212, RESP 2225, RESP 2411, and RESP 2445. Hemodynamic monitoring and management of the critically ill patient will be studied. An overview of the neonate and pediatric patient will be presented with emphasis on the treatment and management of those with cardiopulmonary disease. Advanced pulmonary function testing and the interpretation of the test results, bronchoscopy and chest tubes also will be covered.

**RESP 2483 - Respiratory Seminar** 3/0 (3)

Prerequisites: RESP 2453. This course will provide a comprehensive review of all material presented in the program to prepare the student for the National Board for Respiratory Care credentialing exams. Some of the material will be new. The clinical simulation exams will be stressed as well as test-taking skills. The NBRC Entry-Level and Advanced-Level Self Assessment Exams will be administered. Computer-based "mock" board exams must be passed before the student is eligible to complete the course.

## Social Science

**SOSC 1533 - International Studies in the Social Sciences (Based on demand)** 1/6 (3)

Students will travel to international/regional locations that may vary from year to year to study selected topics or current issues in the social or behavioral sciences (anthropology, economics, geography, history, political science, psychology). The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include, but are not limited to, field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of three credit hours can be used toward a degree or certificate.

**SOSC 1543 - The Ascent of Man (Based on demand)** 3/0 (3)

This interdisciplinary course examines some major events in human cultural evolution. The course traces the development of human creativity, particularly as it has been expressed through scientific discoveries. The processes of thought and imagination which are involved in various attempts made by man to analyze and understand the nature of the universe and of himself are emphasized.

## Social Work

**SOCW 2523 - Introduction to Social Work** 3/0 (3)

Prerequisite: PSYC 1813 or SOCY 2513 or ANTH 1713 or experience in the field. The student will explore the principles, techniques, and educational requirements for professional practice.

The philosophy and values of the profession will be emphasized. The fields of social work practice and their relationship to the other helping professions will be studied.

## Sociology

**SOCY 1611 - Introduction to Volunteerism** 1/0 (1)

This course is intended to give students a theoretical background in volunteerism and service learning. Materials will cover the history of volunteerism and voluntary organizations, along with the role of volunteerism in democracy. The course will place the students' respective service projects in a social context and facilitate learning about issues relevant to their service area.

**SOCY 1621 - Internship in the Social Sciences** 0/5 (1)

Prerequisite: SOCY 1611 or concurrent enrollment. This course will provide participation in a work experience in an area of the social and behavioral sciences under supervision of both the college and the volunteer site supervisor. Internship objectives will be identified for each student.

**SOCY 2513 - Sociology** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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. *IAI: S7 900 Social and behavioral science.*

**SOCY 2523 - Contemporary Social Problems** 3/0 (3)

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713. The course will present concepts and methods of sociology and will require an analysis of current issues. The student will learn to select appropriate data from personal experience, journalistic sources, and sociological materials in order to critique and analyze issues. *IAI: S7 901 Social and behavioral science.*

**SOCY 2543 - Race & Ethnic Relations** 3/0 (3)

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713. This course is an analysis of racial, ethnic and religious groups using the sociological perspective. Students will become familiar with and analyze current issues and social problems related to race and ethnicity. *IAI: S7 903D Social and behavioral science.*

**SOCY 2553 - Marriage & The Family** 3/0 (3)

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713. This course examines the changing nature of the family in America. It considers how mates are selected, the nature of relationships within marriage, and the process and effects of ending or altering the marital situation. *IAI: S7 902 Social and behavioral science.*

## Spanish

**Native speakers of Spanish should consult the department for further information.**

**SPAN 1503 - Basic Spanish** 3/0 (3)

The student will be introduced to the basics of the Spanish language with emphasis on essential speaking and listening skills.

The student will learn the fundamentals of idiomatic vocabulary, basic grammar and syntax, and introductory cultural traditions. This course is not intended to be part of the Spanish language sequence. It is a stand-alone course. It is an excellent supplement to the regular Spanish sequence of SPAN 1514 and SPAN 1524 since it gives additional practice in basic conversational patterns. Students who choose to take the regular sequence can take this course prior to, concurrently with, or following SPAN 1514 and/or SPAN 1524. *AAS: Humanities elective.*

**SPAN 1514 - Elementary Spanish I** 4/0 (4)

Prerequisite: ENGL 1413 or appropriate assessment score. This is a comprehensive elementary course including: grammar, oral and written composition, oral practice, and cultural studies. One research project and one oral presentation will be required. *AAS: Humanities elective.*

**SPAN 1524 - Elementary Spanish II** 4/0 (4)

Prerequisites: SPAN 1514. This course is a continuation of SPAN 1514 with introduction of the preterite and subjunctive verbs along with emphasis on reading. A research project and oral presentation will be required.

**SPAN 2514 - Intermediate Spanish I (Based on demand)** 4/0 (4)

Prerequisite: SPAN 1524. This course provides the advanced student a general review of Spanish grammar and structure with an underpinning of Spanish culture. Sentence structure and verb usage along with other elements of grammar study will be the focus. The customs and traditions of the Spanish people will supply the themes for written work. A research paper and oral presentation will be required.

**SPAN 2524 - Intermediate Spanish II (Based on demand)** 4/0 (4)

Prerequisite: SPAN 1514. 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 Humanities.*

**SPAN 2713 - Advanced Communication in Spanish (Based on demand)** 3/0 (3)

Prerequisite: SPAN 2514. This course is designed to give intensive practice in communicating in Spanish. The course provides opportunities to improve listening, speaking, and writing abilities.

## Speech

**SPCH 1553 - Introductory Speech** 3/0 (3)

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. 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. *IAI: C2 900 Communications.*

**SPCH 1563 - Interpersonal Communication** 3/0 (3)

The student will study components of face-to-face interaction between individuals and in groups. Relationship skills will be explored, analyzed, and practiced. Among the topics covered are the communication process, verbal and nonverbal communication, cooperation and conflict management. Communication

principles will be applied to a variety of settings including family and work situations. *AAS: Humanities elective.*

## Supply Chain Management

Course descriptions are listed under Transportation.

## Sustainability

**SUST 1013 - Sustainable Resource Management I** 3/0 (3)

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 career options in sustainable resource management.

**SUST 1023 - Sustainable Resource Management II** 3/0 (3)

Prerequisite: SUS 1013. The student will be engaged in the practice of sustainable resource management at the community and business levels. Building on the learning outcomes of SUS 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.

## Tower Construction & Maintenance

**TOWR 1111 – Tower Erection Basics (Based on demand)** (Variable, up to 1.5)

This course will teach and expose the student to the basic techniques and standards necessary to erect the most common communication towers, utilizing industry standards applicable to basic tower erection.

**TOWR 1121 – Emergency Medical Response (Based on demand)** (Variable, up to 1.5)

This course is designed to meet the requirements of OSHA 1910.1030, the bloodborne pathogens standard and the knowledge and psychomotor skills to recognize emergencies at the worksite and give first aid.

**TOWR 1131 – OSHA 10-Hour (Based on demand)** (Variable, up to 1.5)

This course as prescribed by OSHA, provides safety training to workers in the construction industry in basic hazards they are normally faced with. This course meets the requirement for the OSHA 1926.21 standard for the construction industry.

**TOWR 1141 – RF Safety & Hazard Signage (Based on demand)** (Variable, up to 1.5)

This course will familiarize the issues associated with signage and signal hazards and safety. The student will become familiar with the recommended signage to be utilized on most communications related job sites and equipment to assure personnel and equipment safety. In addition, students will be shown the hazards associated working with radio frequency and microwave signals and how to be protected.

**TOWR 1152 – Haz-Woper**  
(Based on demand) (Variable, up to 1.5)

This course is design for the tower erector who may, from time to time, be working at a job site where the ground is contaminated, or where hazardous materials or special wastes may have previously been handled or stored, and to which he or she may now become exposed.

**TOWR 1162 – Tower Rescue & Competent Climber**  
(Based on demand) (Variable, up to 1.5)

This course will provide students with skills needed to properly use restraint systems and address tower rescues.

**TOWR 1171 – Rigging & Ropes**  
(Based on demand) (Variable, up to 1.5)

This course provides rigging standards, uses and applications for slings, shackles, and hooks to workers in the construction industry in order to impart the most efficient and safe methods to use.

**TOWR 1181 – Authorized Climber**  
(Based on demand) (Variable, up to 1.5)

This is an introductory course designed to allow the student to develop the basic skills necessary for safe tower work. This course will address a variety of subject areas including regulatory safety standards, equipment commonly used, engineering controls, or practice controls, and return demonstrations. Upon completion, the authorized climber will be able to demonstrate knowledge, understanding, and application of the equipment used, as well as safe practices while working on the tower.

## Theater

**THEA 1813 - Introduction to Drama** 3/0 (3)  
(Based on demand)

The student will be introduced to basic techniques of acting. He or she will participate in improvisations and present practice scenes in class to develop abilities in character analysis and creation, stage movement, and voice and body control. The student also will be introduced to technical elements of play production. *AAS: Humanities elective.*

**THEA 1823 - Intermediate Drama** 3/0 (3)  
(Based on demand)

Prerequisite: THEA 1813. The student will continue to develop the acting skills presented in THEA 1813. He or she will present practice scenes in class to develop a greater understanding of characterization, stage composition and movement, and to apply techniques of various modern and historical styles of acting and production.

### Theatre Practicum

The student will acquire practical experience by working in theatrical productions. He/she will choose the area in which he/she wishes to gain experience during each semester: (a) acting, directing, and stage management, (b) set design and construction, lighting and sound, (c) costuming and makeup, (d) publicity and program construction. The student may repeat this course for a maximum of four semester hours credit choosing a different area during each enrollment. Each enrollment awards one credit hour.

**THEA 1941 - Acting, Directing, Stage Management** 0/3 (1)

**THEA 1951 - Set Design & Construction** 0/3 (1)

**THEA 1961 - Costuming & Makeup** 0/3 (1)

**THEA 1971 - Publicity & Program Construction** 0/3 (1)

## Transportation

**TWDL 1003 - Transportation & Physical Distribution** 3/0 (3)

This course studies the fundamental roles and importance of transportation in companies and society. The course evaluates the complex environment in which transportation services are provided and discusses how to adapt to a fast-paced and rapidly changing industry. Specific topics include overview of transportation, supply chain, the economy, traditional modes of transportation, special carriers, global transportation, economic and operating characteristics of each mode, cost, prices, carrier strategy and information management.

**TWDL 1103 - Introduction to Supply Chain Management** 3/0 (3)

This course covers the basics of supply chain management, which includes all activities in the flow of materials from the supplier to the consumer. Such activities include the supply chain concept, inventory and warehouse management, physical distribution, order management, materials handling, capacity management, just-in-time manufacturing and total quality management.

**TWDL 1113 - Certified Logistics Associate 2/2 (3)**

This course provides students with core competencies and the foundational knowledge they 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)

This course focuses on the practices of international trade professionals. It is designed to form a sound foundation and understanding of the major factors affecting the global marketplace. Students will build exporting and importing skills and an understanding of the methods and procedures of importing and exporting products. All of the major concepts and terminology of international trade will be addressed through hands-on activities and topic papers. Emphasis will be on practical details, and case histories will be studied.

**TWDL 1223 - Certified Logistics Technician 2/2 (3)**

Prerequisites: TWDL1113. This course provides students with core competencies and the mid-level technical knowledge needed to understand supply chain logistics. Learning materi-



als 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).

**TWDL 1303 - Principles of Operations Management** 3/0 (3)

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping costs as low as possible. This course provides detailed operations management study. The major areas covered include integrated product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning.

**TWDL 1402 - Transportation & Cargo Security** 3/0 (2)

This course examines relevant facets of maritime, land, pipeline, and air transportation security related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation.

## **Welding Technology**

**WELD 1114 - Basic Welding** 2/4 (4)

The student will be able to perform basic welding skills using the oxyacetylene and shielded metal arc processes. The student also will be able to explain the principles of shielded metal arc welding and oxyacetylene, cutting, welding, and brazing. Basic tools must be supplied by the student.

**WELD 1124 - Advanced Arc Welding** 2/4 (4)

Prerequisite: WELD 1114. The student will be able to explain the principles of design of weldments, weldability of metals, welding defects, weld testing and inspection, and preheating and post-heating. The student also will weld various joint designs in the vertical and overhead projections using a variety of electrodes.

**WELD 1263 - Metallurgy & Heat Treatment** 3/0 (3)

The student will describe the physical properties of various metals and alloys, the classification of ferrous and non-ferrous steel, the effect of alloying elements, and the results of heat treatment.

**WELD 2044 - Pipe Welding** 2/4 (4)

Prerequisites: WELD 1114 and WELD 1124. The student will be able to explain the principles of ASME and API pipe welding and the ASME and API pipe welding codes. The student will develop skills enabling him or her to take the ASME and API pipe welding certification test.

**WELD 2062 - Fillet Weld Special Problems** 0/4 (2)

Prerequisite: WELD 1124 or consent of instructor. The student will practice and take two of the four American Welding Society 1F, 2F, 3F, and/or 4F Qualification Tests. The student will be guided through this procedure by the AWS handout and the instructor.

**WELD 2072 - Groove Weld Special Problems** 0/4 (2)

This course prepares students to take any/all of the American Welding Society Fillet Welder Qualification Tests (1G, 2G, 3G, 4G).

**WELD 2124 - Tungsten Inert Gas Welding** 2/4 (4)

The student will be able to explain the principles of TIG welding, TIG power supplies and joint preparation. The student also will weld various joint designs in the flat, horizontal, vertical, and overhead positions using the TIG processes.

**WELD 2172 - Pipe WELD Special Problems** 0/4 (2)

Prerequisite: WELD 2044 or consent of instructor. 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.

**WELD 2224 - Metallic Inert Gas Welding** 2/4 (4)

Upon course completion, the student will be able to explain the principles of MIG welding, MIG power supplies, and MIG joint preparation. The student also will weld various joint designs in the flat, horizontal, vertical, and overhead positions using the MIG process.

## **X-ray**

Course descriptions are listed under Radiography, beginning on Page 179.

# Course Fees

## Course no. Title and fee

- AGHT 1254 - Basic Soils – 30  
AGRC 1624 - Soil Science – \$50  
AGRC 1704 - Animal Science – \$50  
AGRC 1724 - Plant Science – \$50
- AIRC 1014 - Fundamentals of Air Conditioning – \$80  
AIRC 1023 - Controls and Circuitry for HVAC – \$30  
AIRC 1114 - Domestic Refrigeration – \$80  
AIRC 1124 - Commercial Refrigeration – \$80  
AIRC 1214 - Heating Plants – \$75  
AIRC 1222 - Heat Pumps – \$65  
AIRC 1313 - Air Handling – \$60  
AIRC 1422 - Installation Skills – \$150  
AIRC 2222 - Geothermal Systems – \$25
- ARTS 1503 - Basic Drawing – \$20  
ARTS 1513 - Two Dimensional Design – \$15  
ARTS 1553 - Art Appreciation – \$20  
ARTS 1603 - Drawing II – \$20  
ARTS 1813 - Three-Dimensional Design – \$25  
ARTS 1833 - Art for Elementary Teachers – \$12  
ARTS 2513 - Painting – \$20  
ARTS 2523 - Painting II – \$20  
ARTS 2533 - Ceramics I – \$25  
ARTS 2553 - Photography – \$50  
ARTS 2563 - Photography II – \$50  
ARTS 2573 - Introduction to Printmaking – \$20  
ARTS 2583 - Color Photography – \$50  
ARTS 2613 - Figure Drawing – \$20  
ARTS 2623 - Figure Drawing II – \$20  
ARTS 2713 - Introduction to Sculpture – \$25
- AUTO 1021 - Service Shop Operations I – \$15  
AUTO 1064 - Internal Combustion Engines – \$60  
AUTO 1073 - Ignition & Electrical Systems I – \$40  
AUTO 1123 - Ignition & Electrical Systems II – \$40  
AUTO 1143 - Brakes – \$35  
AUTO 1213 - Manual Transmissions & Drivelines – \$35  
AUTO 1223 - Automatic Transmissions – \$75  
AUTO 2013 - Computerized Engine Controls I – \$30  
AUTO 2206 - Engine Diagnosis & Overhaul – \$75  
AUTO 2233 - Heating & Air Conditioning – \$45  
AUTO 2243 - Alignment, Steering & Suspension – \$30  
AUTO 2252 - Service Shop Operations II – \$20
- BIOL 1504 - Principles of Biology – \$20  
BIOL 1514 - General Biology I – \$20  
BIOL 1524 - General Biology II – \$20  
BIOL 1534 - Human Biology – \$20  
BIOL 1564 - Intro to Anatomy & Physiology – \$20  
BIOL 1584 - Environmental Biology – \$20  
BIOL 1614 - General Zoology – \$20  
BIOL 1714 - General Botany – \$20  
BIOL 2644 - Anatomy & Physiology I – \$25  
BIOL 2654 - Anatomy & Physiology II – \$25  
BIOL 2714 - Microbiology – \$40  
BIOL 2803 - Gross Human Anatomy – \$60
- BSNS 1353 - Administrative Office Procedures – \$25  
BSNS 1411 - Keyboarding – \$10
- BSNS 1603 - Business Communications – \$10  
BSNS 2514 - Business Statistics – \$15
- CDEV 2533 - Early Childhood Curriculum Development – \$15
- CHEM 1504 - Basic Chemistry – \$30  
CHEM 1514 - General Chemistry I – \$30  
CHEM 1524 - General Chemistry II – \$30  
CHEM 2614 - Quantitative Analysis – \$30  
CHEM 2714 - Organic Chemistry I – \$30  
CHEM 2724 - Organic Chemistry II – \$30
- CNST 1423 - Construction Materials & Methods – \$40  
CNST 2423 - Concrete Structures & Foundations – \$20
- COSC 1023 - Intermediate Word – \$25  
COSC 1152 - Introduction to Windows – \$25  
COSC 1172 - Introduction to the Internet – \$25  
COSC 1181 - Voice Recognition – \$25  
COSC 1341 - PowerPoint – \$25  
COSC 1352 - Word – \$25  
COSC 1362 - Access – \$25  
COSC 1372 - Excel – \$25  
COSC 1382 - Microsoft Office Suite Integration – \$25  
COSC 1392 - Microsoft Outlook – \$25  
COSC 1513 - Introduction to Information Processing – \$25  
COSC 2033 - Advanced Word – \$25  
COSC 2513 - Introduction to Computer Science – \$25  
COSC 2613 - Computer Programming for Science & Engineering – \$25
- DRFT 2114 - AutoCAD I – \$30  
DRFT 2124 - AutoCAD II – \$30  
DRFT 2134 - AutoCAD III – \$30  
DRFT 2164 - Mechanical Drafting with Inventor – \$30  
DRFT 2414 - Architectural Drafting with Revit – \$30
- DSGN 1113 - Digital Photography – \$10  
DSGN 1123 - Introduction to Web Design – \$10  
DSGN 1133 - Package Design – \$10  
DSGN 1213 - Photoshop Digital Imaging – \$10  
DSGN 1223 - Digital Motion Graphics – \$10  
DSGN 1233 - Document Design – \$10  
DSGN 1243 - Computer Illustration – \$10
- EDUC 1501 - Preparing for the IBST/TAP – \$10
- ELTR 1024 - Basic Circuit Analysis – \$25  
ELTR 1034 - Fluid Power – \$30  
ELTR 1044 - Semiconductor Electronics – \$25  
ELTR 1064 - Fundamentals of Electricity – \$25  
ELTR 1114 - Digital Fundamentals – \$25  
ELTR 1174 - National Electric Code & Wiring Methods – \$40  
ELTR 1402 - Industrial Safety – \$110  
ELTR 2074 - DC & AC Rotating Machines & Drive Trains – \$25  
ELTR 2162 - Selected Studies I – \$15  
ELTR 2172 - Selected Studies II – \$15  
ELTR 2182 - Special Projects I – \$15  
ELTR 2192 - Special Projects II – \$15  
ELTR 2314 - Intro to Solar-Thermal Technology – \$50  
ELTR 2324 - Intro to Small-Wind Energy Tech – \$100

ELTR 2334 - Intro to Solar-Photovoltaic Tech – \$100  
ELTR 2414 - Industrial Motor Control – \$30  
ELTR 2444 - Industrial Programmable Controllers &  
Robotics – \$25  
ELTR 2454 - Industrial Instrumentation – \$25  
ELTR 2464 - Process Control – \$25  
ELTR 2474 - Advanced Programmable Controllers – \$25

ENGL 1413 - Fundamentals of Writing – \$5  
ENGL 1613 - English I – \$5  
ENGL 1623 - English II – \$5  
ENGL 2813 - Creative Writing – \$5

ENGR 1513 - Engineering Design Graphics/CAD – \$35

ENGY 1013 - Intro to Energy Auditing – \$35  
ENGY 1203 - Mechanical & Envelope Evaluation – \$35  
ENGY 2103 - Indoor Air Analysis – \$35  
ENGY 2203 - Building & Energy Analysis – \$35

HLTH 1343 - ICD-10-CM/PCS – \$25  
HLTH 1353 - Basic CPT Coding – \$25  
HLTH 1363 - Insurance Procedures – \$25  
HLTH 1404 - Phlebotomy Techniques – \$40  
HLTH 1412 - Phlebotomy Techniques Practicum – \$20  
HLTH 1492 - Coding Practicum – \$25  
HLTH 2123 - Pathophysiology for Health Careers – \$25  
HLTH 2134 - Clinical Procedures – \$25  
HLTH 2144 - Pharmacology for Health Careers – \$75

HORT 1014 - Fundamentals of Horticulture – \$30  
HORT 1023 - Plant Propagation – \$30  
HORT 1124 - Horticulture Mechanics – \$30  
HORT 1133 - Plant Diseases & Insects – \$30  
HORT 1144 - Landscape Plants – \$30  
HORT 1154 - Landscape Layout & Design – \$30  
HORT 1173 - Greenhouse Operations – \$30  
HORT 1234 - Turf Management – \$30  
HORT 1514 - Introduction to Horticulture Science – \$50  
HORT 2423 - Horticulture Internship Experience – \$25

HUMS 1513 - Introduction to Humanities – \$15  
HUMS 1813 - African-American Cultural Expression – \$15  
HUMS 1833 - Hispanic/Latino Culture – \$15

JOUR 1653 - Introduction to Journalism – \$10  
JOUR 1683 - Introduction to Radio Production – \$10

LAWF 2733 - Private Security – \$60

MAFT 1102 - Manufacturing Forklift – \$20  
MAFT 1112 - Intro to Manufacturing & Safety – \$210  
MAFT 1222 - Quality and Measurement – \$210  
MAFT 1232 - Manufacturing Processes – \$180  
MAFT 1312 - Intro to Manufacturing Maintenance – \$180

MASG 1101 - Introduction to Massage Therapy – \$20  
MASG 1114 - Introduction to Massage Techniques – \$20  
MASG 1123 - Muscles of the Body – \$20  
MASG 1132 - Pathology for the Bodyworker – \$20  
MASG 1143 - Complimentary and Wellness – \$20  
MASG 1154 - Kinesiology for the Bodyworker – \$20  
MASG 1164 - Massage Techniques and Variation – \$20

MASG 1174 - Therapeutic Massage Techniques – \$20  
MASG 1181 - Exam Preparation for Massage – \$20  
MASG 1202 - Massage Therapy Clinic I – \$40  
MASG 1212 - Case Study – \$20  
MASG 1232 - Massage Therapy Clinic II – \$40  
MASG 2102 - Independent Study – \$20

MATH 1774 - Statistics – \$15

MCHN 1214 - Machine Tool I – \$50  
MCHN 1224 - Machine Tool II – \$50  
MCHN 1234 - Machine Tool III – \$50  
MCHN 1432 - Millwright – \$15  
MCHN 1442 - Rigging – \$15  
MCHN 1452 - Lubrication – \$15  
MCHN 2314 - Fundamentals of CNC Machining &  
Programming – \$50

MEDT 1043 - Medical Laboratory Assistant Skills II – \$35  
MEDT 1114 - Urinalysis & Body Fluids – \$40  
MEDT 1124 - Hematology & Coagulation – \$50  
MEDT 1415 - Physiologic Systems – \$35  
MEDT 2044 - Clinical Microbiology – \$60  
MEDT 2124 - Serology & Blood Banking – \$55  
MEDT 2214 - Clinical Chemistry – \$50  
MEDT 2316 - Clinical Practicum I – \$35  
MEDT 2326 - Clinical Practicum II – \$35

ORIN 1601 - Career Exploration – \$10

PHEC 1611 - Physical Education Activities (Co-ed) – \$5  
PHEC 1611 - Golf – \$10  
PHEC 1611 - Physical Fitness – \$20  
PHEC 1621 - Physical Education Activities – \$5  
PHEC 1621 - Golf – \$10  
PHEC 1621 - Physical Fitness – \$20  
PHEC 2511 - Physical Education Coed – \$5  
PHEC 2521 - Physical Education Coed – \$5

PHTA 1101 - Introduction to Health Care – \$25  
PHTA 1115 - PTA Fundamentals I – \$167  
PHTA 1224 - Kinesiology – \$115  
PHTA 1234 - PTA Fundamentals II – \$167  
PHTA 2001 - Professional Standards of the PTA – \$25  
PHTA 2043 - Pathology for the PTA – \$25  
PHTA 2053 - Clinical Practicum I – \$100  
PHTA 2164 - Orthopedics for the PTA – \$125  
PHTA 2175 - PTA Fundamentals III – \$130  
PHTA 2185 - PTA Fundamentals IV – \$130  
PHTA 2201 - Current Issues in PT Practice – \$100  
PHTA 2224 - Clinical Practicum II – \$110  
PHTA 2234 - Clinical Practicum III – \$110  
PHTA 2293 - PTA Fundamentals V – \$175

PHYS 1514 - General Physics I – \$30  
PHYS 1524 - General Physics II – \$30  
PHYS 2614 - Physics I – \$30  
PHYS 2624 - Physics II – \$30  
PHYS 2634 - Physics III – \$30

PLAS 1103 - Introduction to Paralegal/Legal Assistant  
Studies – \$25  
PLAS 1123 - Legal Research & Writing I – \$25

PLAS 1133 - Legal Research & Writing II – \$25  
PLAS 1153 - Law Office Management – \$25  
PLAS 1213 - Civil Litigation – \$25  
PLAS 2113 - Legal Technology – \$25  
PLAS 2213 - Real Estate Law – \$25  
PLAS 2223 - Estates, Trusts & Wills – \$25  
PLAS 2233 - Criminal Litigation – \$25  
PLAS 2253 - Corporate Law – \$25  
PLAS 2263 - Family Law – \$25  
PLAS 2333 - Laws of Evidence – \$25  
PLAS 2403 - Special Topics in Paralegal Studies – \$25  
PLAS 2413 - Paralegal Internship – \$25

PMED 1017 - Emergency Medical Technician Basic – \$50  
PMED 2115 - Paramedic I – \$200  
PMED 2215 - Paramedic II – \$200  
PMED 2315 - Paramedic III – \$200

PNUR 1138 - Practical Nursing I – \$130  
PNUR 1140 - Practical Nursing II – \$138  
PNUR 1241 - Practical Nursing Pharmacology I – \$125  
PNUR 1262 - Practical Nursing Pharmacology II – \$50  
PNUR 1316 - Practical Nursing III – \$115  
PNUR 1438 - Nursing Assistant – \$75

PSCI 1514 - Introduction to Physical Science – \$25  
PSCI 1524 - Earth Science & Astronomy – \$25

RESP 1224 - Clinical I – \$70  
RESP 1324 - Respiratory Procedures I – \$175  
RESP 1331 - Respiratory Skills I – \$200  
RESP 1435 - Respiratory Procedures II – \$100  
RESP 2225 - Clinical II – \$70  
RESP 2245 - Clinical III – \$70  
RESP 2445 - Respiratory Procedures V – \$120  
RESP 2453 - Respiratory Procedures VI – \$25  
RESP 2483 - Respiratory Seminar – \$240

RNUR 1106 - Introduction to Nursing – \$165  
RNUR 1129 - Nursing - Adult & Child I – \$177  
RNUR 1152 - Introduction to Pharmacology – \$20  
RNUR 2119 - Nursing - Adult & Child II – \$201  
RNUR 2124 - Nursing - Adult & Child III – \$60  
RNUR 2138 - Nursing - Adult & Child IV – \$177  
RNUR 2443 - Concepts of Clinical Pharmacology – \$27

THEA 1813 - Introduction to Drama – \$15

TWDL 1113 - Certified Logistics Associate – \$230  
TWDL 1223 - Certified Logistics Technician – \$230

WELD 1114 - Basic Welding – \$75  
WELD 1124 - Advanced Arc Welding – \$75  
WELD 2044 - Pipe Welding – \$75  
WELD 2062 - Fillet Weld Special Problems – \$30  
WELD 2072 - Groove Weld Special Problems – \$30  
WELD 2124 - Tungsten Inert Gas Welding – \$75  
WELD 2172 - Pipe Weld Special Problems – \$30  
WELD 2224 - Metallic Inert Gas Welding – \$75

XRAY 1014 - Introduction to Radiography – \$40  
XRAY 1042 - Radiographic Quality – \$72  
XRAY 1202 - Clinical Procedures I – \$112  
XRAY 1222 - Clinical Procedures II – \$112

XRAY 1316 - Clinical I – \$144  
XRAY 1326 - Clinical II – \$144  
XRAY 1333 - Clinical III – \$60  
XRAY 1346 - Clinical IV – \$60  
XRAY 1356 - Clinical V – \$60  
XRAY 2103 - Advanced Radiologic Technology I – \$70  
XRAY 2125 - Advanced Radiologic Technology II – \$113  
XRAY 2222 - Clinical Procedures III – \$161

### Testing fees:

Proctor (per hour) – \$12  
ACT COMPASS re-test - (for second attempt within four years) – \$10  
ACT COMPASS remote testing fee – \$25  
ACT COMPASS score release fee – \$5  
Myers Briggs test – \$20  
CAI test – \$8  
A2 health careers entrance exam, per attempt – \$35

### Other fees:

Reissue diploma – \$25  
Transcript – \$3  
Transcript (same day or online) – \$5  
Student ID card first replacement – \$5  
Student ID card additional replacement – \$10  
International student application fee – \$250  
In-country student transfer fee – \$65



## ***Code of Campus Affairs & Regulations***

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The Code of Campus Affairs and Regulations applies to College Credit Division students. It applies to Continuing Education students where specified by an asterisk (\*).

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### 1.0\* **Application**

- 1.1\* Kankakee Community College students are responsible for knowing and abiding by the Code of Campus Affairs and Regulations.
- 1.2\* The current code of Campus Affairs and Regulations does not apply retroactively to situations/conditions which occurred when a previous edition was in force.

### 2.0\* **Admissions**

- 2.1\* High school graduates and non-graduates whose class has graduated are eligible for admission. Admission to the college will be consistent with Section 103-17 of the Illinois Public Community College Act.
- 2.2\* Admission to KCC does not guarantee enrollment in specific courses or programs. Students requesting admission to specific courses or programs must meet the criteria for those programs and courses. Only high school graduates, home school high school graduates, and General Educational Development (GED) certificate holders are eligible for regular admission to degree programs requiring 16 credit hours or more.

- (a) Students requesting admission to transfer programs should have qualifications similar to those established by state universities for comparable programs. Students accepted on a provisional basis with deficiencies as defined by Public Act 86-0954 may be admitted to transfer programs by completing the number of transfer-level semester hours specified in the admission requirements for baccalaureate-transfer programs with a grade point average (GPA) of 2.0 or better. Students must submit assessment scores as proof of qualification and for academic advisement and placement. Transfer students exempted from assessment requirements will meet the admissions records obligation. Go to <http://www.kcc.edu/admissions> for more information.

2.3\* 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.

2.4 The Admissions form must be submitted to the Office of Admissions and Registration.

2.5 Applicants planning to enroll:

- (a) Must request the high school last attended to send an official transcript directly to the college. Students also may submit an earned GED\* in place of their high school transcript, but they must complete college administered testing for placement purposes.

\*GED may not meet specific program requirements where a high school prerequisite course and transcript verification is required.

- (b) Official transcripts of previously attended colleges or universities must be on file for coursework evaluations needed for graduations.

- (c) 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/health](http://www.kcc.edu/health) programs/.

- (d) Before enrolling, international applicants must submit TOEFL (Test of English as a Foreign Language) scores as evidence of English language proficiency and evidence demonstrating the ability to meet financial obligations. Special admissions packets are available in Student Services or online at [www.kcc.edu](http://www.kcc.edu) under Admissions and Registration. International students may be required to submit their transcripts from foreign colleges to an approved member of the National Association of Credential Evaluation Services (NACES) to complete a course by course transcript evaluation.

- (e) General Educational Development (GED) certificate holders must request an official copy of GED test scores be placed in their admission files.

- (f) To receive a certificate requiring 15 credit hours or fewer, students are not required to provide transcripts demonstrating high school graduation or GED completion.

- (g) Transfer students seeking a degree/certificate who have previously earned an associate degree or higher are not required to provide a high school transcript

- to meet records requirements. Official college transcripts are required to verify the degree before the high school transcript requirement will be waived.
- 2.6\* 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.
- 2.7 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.
- 2.8 Students will be initially classified in a curriculum based on their Admissions Form and the criteria for the requested program.
- 2.9 High school students enrolling in general courses:
- High school students 16 and older must provide a letter of recommendation from their high school advisors or principals and request that their high school transcripts be sent directly to the KCC Office of Admissions and Registration. College and Career Readiness tuition waivers satisfy these requirements.
  - Students under 16 years of age are required to meet with the dean of student development to review their appropriate enrollment in classes. Students must be eligible for high school before they are considered for admissions.
  - \*Students wishing to enroll in continuing education classes may enroll in courses or programs specifically designed for this age group.
- 2.10 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 dean of student development for consideration, recommendation, and action. The dean of student development 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 or reduce a student's grade 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 dean of student development to locate the parent/guardian and document the incident. Every effort will be made to locate the child's parents/guardians before contacting the Department of Children and Family Services (DCFS).
- 4.0\* **Credit, Grades and Grade Points**
- 4.1\* KCC uses the semester hour system. The academic year consists of two semesters (fall and spring) and a summer term.
- 4.2\* Class standing is determined by the total number of hours earned by a student. The classification follows:
- 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 | = 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:
- Multiply the hours of credit in each course by the grade point value of the grade earned.
  - 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.)
  - 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 dean of instruction. These written approvals must be obtained by the student and presented to the Office of Admissions and Registration prior to the mid-point of the course. Audits are not permitted for Fitness Center enrollments.

4.12\* Courses dropped before the end of the refund policy period, as designated in the official college schedule, will not be included on a student's permanent record. A course withdrawal completed after the end of the refund policy period but before the end of the withdrawal period for that specific course will be recorded as a W grade.

4.13\* The last date for withdrawal from a course(s) is dependent upon the length of the course as established on the following basis:

- (a) 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:

(a) Spring semester course: The last day of the following fall semester.

(b) Summer session course: The last day of the following fall semester.

(c) Fall semester course: The last day of the following spring semester.

4.14 Students who need to withdraw from all classes after the deadline (due to special circumstances such as health emergency, employment issues, or family crisis) can appeal to the dean of student development. All appeals will require supporting documentation. See withdrawal deadlines above. KCCConnect (<http://connect.kcc.edu>) and the registration statement 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 associate 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.

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 from computation of their KCC GPAs if they satisfy the following conditions:

- (a) The student must have re-enrolled at KCC after a lapse of two calendar years or longer since being enrolled in a credit division course at KCC.
- (b) The student must have completed a minimum of 12 semester hours of credit division coursework at KCC since enrolling after the lapse. These additional semester hours must apply to his/her current curriculum, and the student must have earned a grade of C or better in each course. Proficiency credit and transfer credit do not apply.

If the petition is granted, the original grade(s) will remain on the transcript, and an “X” will appear next to the deleted grade(s) which no longer will be used to compute the KCC GPA.

This forgiveness policy may be used only once by a student and does not apply to non-credit division courses such as 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 Attempted | Minimum Cumulative Grade Point Average |
|--------------------------|--|
| 1-15                     | No Minimum                             |
| 16-30                    | 1.5                                    |
| 31-45                    | 1.75                                   |
| more than 45             | 2.0                                    |

6.2 A student who is informed of academic warning must have a conference with an advisor before he/she may register again, and he/she may be restricted as to the number of hours enrolled.

6.3 Students who have received academic warnings will be allowed to finalize registration by payment of tuition and fees for the next term/semester but will be institutionally withdrawn if they are academically suspended prior to the start of the next term or semester.

6.4 A student will be suspended for academic reasons if at the end of a term/semester the student:

- (a) has been on academic warning at the start of the current term/semester and remains on academic warning at the end of that term/semester; and
- (b) does not attain a semester GPA of at least 2.0 during that term/semester and would remain on academic warning at the end of that term/semester.

6.5 Students may enroll in 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.

7.3 Students academically suspended twice from KCC are eligible for readmission after two semesters. The summer term does not apply to the suspension period.

7.4 Students academically suspended more than twice from KCC must petition the Academic Appeals Committee for readmission following a one-year suspension and

- 7.5 appear in person at the next committee meeting.  
Students suspended for disciplinary reasons from KCC must send a written request to the dean of student development to be considered for readmission.
- 7.6 Students readmitted following academic suspension may be allowed a limited academic load during the first term/semester of their readmission.

## 8.0 Credit by Examination

8.1 A maximum of one-fourth of the credit for a degree or certificate may be earned by proficiency or other recognized test instrument.

8.2 For the College Level Examination Program (CLEP), college credits may be granted for tests completed.

Credit will be awarded to specific equivalent courses based upon the recommended standard by CLEP and the college's recommended credit.

8.3 For the Advanced Placement (AP) examination, college credit may be granted for tests which are completed with a score of three (3) or higher. Credit will be awarded for specific equivalent courses.

8.4 Credit earned through proficiency examinations will be added to the total credit and entered on the student transcript as Credit by Proficiency, "PR."

8.5 Proficiency Examination Procedures:

- (a) A student who has an Admissions Form on file at KCC is eligible to petition for a proficiency examination. A student may not sit for a proficiency examination to earn credit for a course in which he/she already has received a grade, nor may he/she register for credit in a course for which proficiency credit has previously been received. Exceptions to the policy related to health career programs requirements must be approved by the registrar. Furthermore, a student may not receive proficiency credit for a course when he/she has completed a higher level course in the same discipline, as determined by the appropriate division 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 division chairperson/program director to determine eligibility and obtain the necessary petition.
- (b) A student desiring general information about a proficiency exam may contact the appropriate division 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.
- (c) 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 scheduled within 10 class days of payment of the fee.
- (d) The division associate dean/program director or his/her designate is responsible for administering and scoring the examination.
- (e) Prior to the examination, the faculty member administering the examination will provide the student with the following:
  1. The course objectives.

2. The name of the text and learning materials used in the course.

3. A description of the type of proficiency test to be given.

(f) The results of the exam will be transmitted to the Office of Admissions and Registration, which will inform the student in writing of the results.

(g) If a student wishes to take proficiency examinations for course(s) in which he/she is presently enrolled, he/she must complete the examination(s) prior to the mid-term date.

If a student successfully passes the proficiency examination(s), he/she must complete a withdrawal in Student Services prior to the mid-term of the course(s) to avoid receiving a grade for that enrollment. A refund will only be given during the designated refund date for the course.

(h) A student may be required to pass an exam for health career and/or occupational programs to prove competency in certain coursework 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.

(i) A student may take a proficiency examination for a course only one time.

## 9.0 Credit Granted for Work Completed While in the United States Armed Forces

9.1 Students who have served in the U.S. Armed Forces will be granted applicable college credit which applies to their program upon presentation of appropriate official military transcripts to the office of Admissions and Registration.

All evaluations of credit will be made on the basis of recommendations issued by the American Council on Education in its Guide to the Educational Experiences in the Armed Services. Credit will be awarded for courses completed and not for the Military Occupational Skill (MOS).

## 10.0 Acceptance and Evaluation of Transfer Credits

10.1 Credit earned at Council on Higher Education Accreditation (CHEA) recognized colleges or universities which are **regionally accredited** (i.e. Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges) will be accepted for transfer.

The National Home Study Council, Career College Association, (i.e., Association of Independent Colleges and Schools, and Accrediting Commission on Trade and Technical Schools) are not recognized for 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 required courses that are designated by the appropriate prefix for their program with a minimum grade of C.  
 If students perform below a "C" level in a health career course which is a prerequisite for an advanced health career course, they must repeat the course. The repeated course must be completed with a C or better grade before enrolling in the advanced course.  
 Courses with a BIOL or PSCI prefix that are included in a health career curriculum must be completed with a minimum grade of C. If a student who has been accepted to a health career program has performed below a "C" level in a BIOL or a PSCI course which is a prerequisite for the next health career course in the curriculum, the student is not eligible to continue in the program. For information about readmission procedures, see the program director.  
 Beginning with the first day of class in a course with a health career program prefix, the student must complete required courses for a certificate program within one (1) academic year or an associate degree within two (2) years unless otherwise approved by the appropriate program director.
- 11.5 Graduates of KCC must satisfy the following residency requirements:
- (a) To obtain a degree, a student must either earn the first 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.
- (d) 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 dean of student development, 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 dean of student development. Students are afforded the following rights with respect to their education records. These rights include:
- 1) The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit a written request that identify the record(s) they wish to inspect to the Office of Admissions and Registration. The college will make the arrangements for access and notify the student of the time and place where the records may be inspected. The college shall respond to reasonable requests for explanations and interpretations of the records.
- 2) The right to request the amendment of the 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 dean of student development regarding the request for amendment. Additional information will be provided to the student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information (not “Directory Information”) contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. An exception to the disclosure statement without student consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the college has a contract to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the college. Also exempt are officials of other colleges, universities, or schools in which the student intends to enroll; and in compliance with a judicial order or subpoena, provided the student is informed before the information is released.

FERPA also gives certain rights to parents regarding their children’s educational records. Parents of legally dependent students have the right to inspect the records even without the student’s written permission. A parent may prove that a student is dependent by producing official copies of the current year’s federal income tax return which identifies the student as a dependent for income tax purposes.

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.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

- 12.2\* KCC hereby designates the following categories of student information as public or “Directory Information”: name, address, telephone number, enrollment status (full- or part-time), dates of attendance, most recent institution attended, major field of study, awards, honors, degrees conferred (including dates), past and present participation in officially recognized sports and activi-

ties, 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/](http://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 and complete KCC’s New Student Orientation.

## 15.0\* **Change of Schedule**

15.1\* Students wishing to add or drop a class or withdraw from the college must complete a Change of Schedule form, including the required signatures. The form is available in Student Services and at [www.kcc.edu/admissions](http://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\* **Code of Conduct**

16.1\* KCC is an educational institution with a collegiate environment and thus has an obligation to adopt rules and regulations that both respect and protect the rights of the student and the campus community. Security measures include use of surveillance cameras to document violations.

The following Code of Conduct for students and visitors is enforced to prevent conduct which adversely affects the pursuit of educational goals. The Code of Conduct applies on KCC property as well as off-campus including extension class locations, clinical, lab settings, and in online formats (where applicable).

By committing any of the actions listed, the student/visitor is subject to immediate disciplinary action including – but not limited to – being asked to leave the classroom, computer area, resource location, or the college premises. Faculty members have the right to require that a student leave the class and not return until a meeting occurs with the dean of student development. All violations are subject to official college disciplinary actions including suspension and expulsion. A direct threat to the health and safety of the college or its students/staff will be grounds for immediate expulsion. Some violations are subject to state and/or local police action.

The following are prohibited:

- (a) Providing false information. Violation includes knowingly furnishing false information to the institution, forging, altering or using the college's documents or instruments of identification with intent to defraud.
- (b) Obstruction of college business and activities. Violation includes obstruction or disruption of any operation of the college, including, but not limited to teaching, testing, classroom settings, college activities, public service functions, and operation of the physical facilities of the college.
- (c) Inappropriate conduct/behavior. Violation includes abusive language and other conduct which is not respectful of others and/or the college. Disruptive activities, misuse of furniture or other property, and inappropriate behavior (includes classrooms, activities, and common areas) are violations.
- (d) Abuse/assault/harassment, infringement upon the rights of others. Violation includes engaging in sexual misconduct, making threats of harm, including abusive language, using any form of physical aggression or displaying threatening behaviors toward any person on the campus, at any college-sponsored activity, or through any electronic format.

(e) Bullying – Violation includes physical, verbal, electronic, written or video bullying which threatens the mental or physical health or safety of an individual or group.

(f) Sexual assault – Violation includes domestic violence, dating violence, or stalking. Domestic violence means asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Dating violence is violence by a person who has been in a romantic or intimate relationship with the victim, as gauged by the type, frequency, and duration of the relationship. Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others' safety, or to suffer substantial emotional distress.

(g) Destruction of property. Violation includes damaging college property or another individual's property.

(h) Failure to comply with college officials. Violation includes failure to comply with any request by college officials in the performance of their duties, including failure to produce a KCC student ID or state-issued photo ID.

(i) Failure to comply with state law. Violation includes not complying with any of the laws of Illinois or its political subdivisions.

(j) Possession, use or distribution of alcohol and illegal substances. Violation includes the possession, use, or distribution of alcoholic beverages or illegal substances (unless authorized by the college for approved college functions).

(k) Illicit drugs and controlled substances. In accordance with local, state, and federal laws, violation includes the use, unlawful manufacture, sale, possession, or distribution of illicit drugs and controlled substances.

Anyone suspected, in the judgment of KCC faculty/administrators/security, to be under the influence of drugs, alcohol or other behavior-altering substances may be tested without notice according to board-approved procedures. Violation also includes failure to comply with college procedure for testing.

(l) Weapons. No individual shall possess, carry, or have control of a firearm either on his/her person or in his/her vehicle on any property owned or otherwise controlled by the college. Violation includes possessing or using firearms, explosive devices or any other devices classified as a weapon by the state of Illinois. Instruments used to simulate such weapons in acts that endanger or tend to endanger any person shall be considered weapons. Individuals possessing a valid license to carry a concealed firearm may store his/her concealed weapon within a secure case or a locked container out of plain view within their vehicle or stored within the vehicle's trunk. Subject to board approval, firearm use or possession may be permitted where such use or possession is part of a course curriculum or training program. Sworn

police officers, including members of the KCC Police Department, are authorized to carry firearms in accordance with state law and their police department regulations.

- (m) Failure to meet debts and obligations. Violation includes not meeting all financial obligations to the college. Note: the registered student is responsible for his/her own financial obligations. KCCConnect (<http://connect.kcc.edu>) and the registration statement include important details on withdrawal deadlines.
- (n) Abuse of computer technology. Use of campus equipment and facilities is a privilege, and violation of this privilege includes inappropriately use of computers, accessing pornographic materials on computer equipment or other similar abuses and infringements.
- (o) Motorized vehicle noncompliance. Violation includes not complying with college rules regarding the use of motorized vehicles.
- (p) Inappropriate attire. Violation includes wearing clothing which is disruptive to the learning environment.
- (q) Disruptive use of electronic devices. Violation includes use of cell phones, pagers, and other devices which disrupts the learning environment. Students and visitors are expected to exercise good judgment and to de-activate such devices any time it may be a disruption.
- (r) Inappropriate classroom behavior. Violation includes failing to follow classroom or program rules established by instructional staff.
- (s) Gambling. Violation includes betting on the outcome of a game, contest, or other event or activity; playing games of chance or skill (such as cards, dice, or coin-tossing, etc.) for money or other stakes.
- (t) Solicitation. Violation includes soliciting without approval from the department of Student Services.
- (u) Tobacco use. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, the college will maintain a tobacco-free environment. The use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in college buildings or on college premises without exception, at events on college premises, or in college-owned, rented or leased vehicles, is prohibited. For the purpose of this policy, "tobacco" is defined to include 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. All persons on any college site for whatever purpose are expected to comply with this policy.
- (v) Unauthorized use or possession of keys. Violation includes the unauthorized possession, duplication or use of keys to any college premises or possessing unauthorized keys at college sponsored or supervised functions.
- (w) Fire safety violations. Violation includes tampering with fire safety equipment, setting or causing unauthorized fires, or calling in or setting off false fire alarms.

- (x) Theft. Violations include tampering with, and/or damage to, college property or property of a college community member or possessing stolen property.
- 16.2 An academic community is based on the assumption of mutual integrity shared by its students and faculty. Violations of the athletic or programmatic code of conduct will result in disciplinary action. The following violations of this assumption disrupt the teaching and learning environment and tarnish the public image of the college. Violations will result in disciplinary action by the college against the student.
- (a) Cheating: Using or attempting to use unauthorized materials, information, or study aids during any academic exercise or examination.
  - (b) Plagiarism: Representing the words or ideas of another as one's own. Plagiarism includes claiming credit for assignments completed by someone else.
  - (c) Fabrication: Falsifying or inventing information or citations in any academic requirement, such as a term paper.
  - (d) Cooperative Learning Violation: Claiming credit for group assignments without making a significant contribution.
  - (e) Team Testing Violation: Participation in team testing without meeting the specific requirement of an instructor, e.g. failure to participate in the study group for the required amount of time outside of class.
  - (f) Misuse of Materials: Abuse or unauthorized possession of academic materials or removing an article that other students are required to read from the Learning Resource Center or any other location.
  - (g) Misrepresentation: Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the requirements of an assignment or course.
  - (h) Multiple Submissions: Submitting the same assignment to two or more instructors. If he or she believes that he/she can complete an assignment that meets the requirements of two or more instructors, he/she should obtain prior approval from all instructors involved.
  - (i) Facilitation of Academic Dishonesty: Helping or permitting another student to violate any provision of this code.
  - (j) Clinical site violations: Unprofessional behavior or unsafe practices.

16.3 The college prohibits the sexual harassment of and discrimination toward students, staff, and campus visitors.

16.4 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.

### 17.0\* **Reporting a Concern**

17.1\* Each higher education institution is required to develop and implement a Campus Threat Assessment Team to address behavior that could pose a threat to the campus community or facility. Students and employees of the college are usually the first to notice when a member of the community is distressed or behaving in a potentially dangerous or disruptive manner.

In an emergency: Call 911, or KCC security at 815-802-8190, or 5555 from any campus phone, or utilize a security phone in the parking lot. Non-emergency referrals: email bit@kcc.edu; phone the associate dean of student development at 815-802-8524; or phone 815-802-8199 or 815-802-8195.

All concerns and reports are confidential.

For more information on behavioral intervention and threat assessment procedures at KCC, see Page 200 in this catalog.

## 18.0\* **Discipline Procedures**

18.1 Through the student judicial process, KCC may impose disciplinary action for a student found guilty of violating the college's Code of Conduct. Every effort will be taken to advise and guide the student to more appropriate behavior. The dean of student development (or delegate) and campus security personnel will combine efforts to enforce the college's Code of Conduct.

18.2 When a student is suspected of violating the Code of Conduct, the following investigative procedures will be followed:

(a) College personnel and student directly involved or who witnessed the incident should submit written statements to the dean of student development as soon as possible following the incident.

(b) The student will be contacted by the dean of student development to discuss the alleged incident and the reports received and filed by campus security. The student will be asked to write a statement at the end of this discussion. Students may be asked to leave campus until an investigation is conducted which cannot exceed three (3) school days. Note: Many instances of reported misconduct will be handled immediately.

(c) At the conclusion of the investigation, the dean of student development will schedule a meeting with the student, summarize the investigation and render a decision. All sanctions will be delivered by mail.

18.3 In accordance with college policy for student due process, a student has the right to appeal the decision by requesting in writing to the dean of student development that a judicial hearing be conducted by the Discipline Council. This request must be received within five (5) days of receipt of the letter of notification. Members of the Discipline Council will be the vice president for instructional and student success, one administrator appointed by the president, two faculty members appointed by the Instructional Program Administrators Committee, and two students appointed by the Student Advisory Council; with no one serving who has a direct interest in the case. The dean of student development shall have the right to appoint members from each area in such cases where availability of recommended members presents scheduling challenges.

18.4 Upon written request of a hearing, the dean of student development will convene a hearing of the Discipline Council.

18.5 If the student requests a hearing before the Discipline Council, he or she must appear in person and is entitled to present a defense, call witnesses, and be represented by counsel. Counsel will be allowed to advise the student, but cannot speak on the student's behalf. If the

student fails to appear before the Discipline Council, the hearing will be held in the student's absence; the student waives the right to appeal if not present at the hearing. The student will be assumed to have entered a claim of "Not in Violation" to each cited regulation, but will have forfeited the opportunity to present any information and/or witnesses on their behalf. No student shall be found to have violated the code solely because he/she failed to appear before the council.

18.6 The hearing process is as follows: During the hearing the dean of student development presents the facts of the case, allegations brought against the student, and summarizes the judicial sanction issued. The student is given the opportunity to respond to the council, providing a summary response to allegations as reported to the council by the dean of student development. The student is allowed to bring witnesses who can speak to the specific incident or who can provide verifiable information pertaining to the incident.

18.7 The council is invited to ask questions of the dean, the student involved, and the witnesses and Campus Security personnel. The student is released from the hearing to allow the council to deliberate and render a decision. The student is informed in writing of the decision of the Discipline Council by the dean of student development, within seven (7) days of the rendered decision.

18.8 The student has the right to appeal the decision of the Discipline Council to the president of the college in writing within 10 (ten) days of the decision. The student has the right to appeal the decision of the president to the board of trustees by giving written notice within 10 (ten) days.

18.9 The dean may impose appropriate penalties regarding student violations that include:

(a) Suspension for one week to two years.

(b) Restricted enrollment;

(c) Restricted advisement;

(d) Restriction from campus and college activities; or

(e) Any other penalty judged to be appropriate for the particular offense.

## 19.0\* **State and District Resident**

(a) To be classified as a resident of the district, one must have occupied a dwelling in the community college district for 30 days immediately prior to the beginning of the term/semester and must demonstrate district residency by providing a high school transcript, a drivers license, a voter's registration card, or other requested documentation.

(b) Residents of a contiguous community college district whose "home" high school, due to consolidation of high school districts, is within KCC's district will be considered in-district residents for purposes of tuition assessment and admission to programs.

(c) Individuals who do not reside in district 520 but work at least 35 hours or more a week within the district are eligible for in-district tuition. Students will be asked to provide proof of employment by submitting a signed affidavit from their in-district employer on company letterhead stating they are employed for 35 hours or more per week.

- (d) Students owning property within the district will be assessed in-district tuition if acceptable documentation is provided.
- 19.1\* Other Provisions
- (a) Students who fail to meet the 30-day requirement prior to enrollment may not satisfy the requirement while enrolled in consecutive terms as a student.
- (b) Students who move to Illinois from outside the state or from other parts of Illinois to the district with a verifiable interest of establishing a permanent residence and without the primary intent of attending a community college may be exempted from the 30-day requirement for establishing state and/or district residency.
- 19.2\* For the college's purposes of determining residency, an adult student is a person 18 years of age or older, and a "minor" student is a student under 18 years of age. Nonresident status will be assigned to those students who do not meet the requirements for resident status other than those exceptions clearly indicated in the following regulations.
- 19.3\* Residency determination  
Evidence for determination of residence status of each applicant for admission to the college is to be submitted to the Office of Admissions and Registration at the time of application for admission. A student may be reclassified at any time by the college upon the basis of additional or changed information. Student residency will be reviewed each semester/term of enrollment. However, if the student is classified in error as a resident student, the change in tuition will be applicable for the semester or term in which the reclassification occurs; if the student is classified in error as a nonresident, the change in tuition will be applicable to the term in which the reclassification occurs, provided the student has filed a written request for a review with the Office of Admissions and Registration in accordance with these regulations.  
Definition of Terminology:  
To the extent that the terms "bona fide residence," "independent," "dependent," and "emancipated" are not defined in these regulations, definitions will be determined 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.
- 19.4\* Procedure for review of residency status and/or tuition assessment:  
A student who takes exception to the residency status assigned and/or tuition assessed will pay the tuition assessed, but may file a claim in writing to the Office of Admissions and Registration for a reconsideration of residency status and/or an adjustment of the tuition assessed. For purposes of admission, the written claim must be filed within 20 (twenty) calendar days from the start of the term/semester.
- 19.5\* Married student:  
A nonresidential student who is a citizen of the United States of America or who holds permanent resident, "Refugee-Parolee," or "Conditional Entrant" status with the United States Immigration and Naturalization

Service, whether male or female, or a minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish resident status will be classified as a resident.

- 19.6\* Persons not citizens of the United States:  
A person who is not a citizen of the United States of America, to be considered a resident must have permanent resident status at least 30 days prior to enrollment.
- 19.7\* Armed Forces personnel:  
A student on active duty in the Armed Forces of the United States who resides in the district will be assessed in-district tuition along with his/her dependents.
- 19.8\* If a student is utilizing benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variation of that act, then the college shall deem that person as an in-district resident for tuition purposes.
- 19.9\* Full-time KCC staff members and their dependents will be treated as in-district residents.
- 20.0\* **Petition and Appeal**
- 20.1\* Whenever students believe that application of these policies in their individual case is unfair or inappropriate, they may petition for review and consideration by the Academic Appeals Committee (AAC). A written petition signed by an advisor must be submitted to Student Services which will forward it to the AAC. The student may be asked to appear before the committee. The decision of the committee is final.
- 20.2\* The student and other involved personnel will be notified in writing by the chairperson of the Academic Appeals Committee as to the action taken on the appeal.
- 20.3\* All official action relative to a student appeal must be in writing, and copies of correspondence will be filed with the Office of Admissions and Registration.
- 20.4\* The Academic Appeals Committee is composed of instructional program administrators, student services advisors, and faculty members.

## Behavioral intervention and threat assessment

KCC is concerned about the care, welfare, safety and security of everyone and is committed to providing an environment in which individuals are free to work, learn and teach without threats of intimidation and harm. The Campus Threat Assessment policy follows Illinois mandate Title 29: Emergency Services, Disasters, and Civil Defense, Section 305.80, Campus Threat Assessment Team (Behavioral Intervention Team).

Each higher education institution is required to develop and implement a Campus Threat Assessment Team to address behavior that could pose a threat to the campus community or facility. Students and employees of the college are usually the first to notice when a member of the community is distressed or behaving in a potentially dangerous or disruptive manner.

The goal of the Behavioral Intervention Team is to promote a safe environment for all students and staff. The team encourages members of the campus community to report behaviors that are concerning. This action enables intervention, support, and quick connections to appropriate resources. The team includes personnel from faculty, campus security, counseling, disability services, health care administration, and student services and human resources. The Kankakee Police Department is involved as appropriate. The



team also provides education about services at the college and in the community, including mental health services, crisis management and services for victims.

The college offers information sessions to students and employees on “Identifying Red Flag Behaviors” throughout the semester.

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 Kankakee Police Department as appropriate.

The Behavioral Intervention Team (BIT) 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.

## Discrimination/ sexual harassment

As prohibited by applicable state and federal laws and regulations, Kankakee Community College does not condone discrimination or sexual harassment by any employee against students. Students suspecting instances of discrimination or sexual harassment should contact the dean of student development or the Affirmative Action officer to report such events and to be advised as to college policy regarding these issues. The dean of student development or the Affirmative Action officer can provide students with a copy of the college’s “Administrative Procedures for Student Complaints and Grievances of Discrimination and Sexual Harassment.”

## Formal student complaint policy

Kankakee Community College is required to compile and share formal student complaint information with its regional accreditation agency. KCC is accredited by The Higher Learning Commission and is a member of the North Central Association.

For the purpose of this reporting requirement, KCC considers as formal complaints only those which are written complaints/appeals/grievances from enrolled students mailed or delivered to the offices of an associate dean/program director, the vice president for instructional and student success, the dean of student development, and/or the president. Records of student complaints shared with NCA representatives will not mention by name any individual in a complaint/appeal grievance.

Student complaint records are not otherwise considered public records to which non-KCC individuals or organizations have access.

A student who wishes to file a formal complaint/appeal/grievance regarding an issue pertaining to enrollment, attendance, or provision of services at Kankakee Community College shall first meet with the program division associate dean/director to obtain the proper forms and be advised on the proper appeal process to be followed and the person with whom the process should begin.

## 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](http://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; 815-802-8450. TTY users in Illinois may contact the office by phoning Illinois Relay at 711. Outside of Illinois, the toll-free number is 800-526-0844.

To accommodate the needs of disabled students, KCC provides that any student who has a physical disability that prevents him or her from accessing a classroom for a particular course shall have the right to petition the coordinator of Disability Services to have the meeting place relocated.

## Sexual misconduct policy

In compliance with the 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 Services 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 16.0 in the Code of Campus Affairs and Regulations in this college catalog.

### 4. Rights of due process:

Rights of due process for employees and/or students are addressed in the student Discipline Procedures and the college's Personnel Policies and Procedures Handbook.

### 5. Policy review:

This policy and the program of implementation will be reviewed biennially. The policy is subject to change without notice, however, as federal regulations or court orders require.

### 6. Dissemination of policy and rules:

- (a) Copies of the college's Drug and Alcohol-Free Learning and Working Environment Policy are available to all students and employees.
- (b) Failure of an employee or student to receive a copy of the Drug and Alcohol-Free Learning and Working Environment Policy will not constitute a defense for violations of the college's policy and rules.

### 7. Drug awareness program:

The college will institute and maintain a drug awareness program to inform employees and students about:

- (a) the dangers of drug and alcohol abuse;
- (b) the college's policy of maintaining a drug and alcohol-free learning and working environment;
- (c) any available drug counseling rehabilitation and student or employee assistance programs; and
- (d) the penalties that may be imposed on employees and students for drug abuse and alcohol violations.

The college's policy/program administrator is the dean of student development, Room L20F, or his/her designee.

### 8. Legal sanctions:

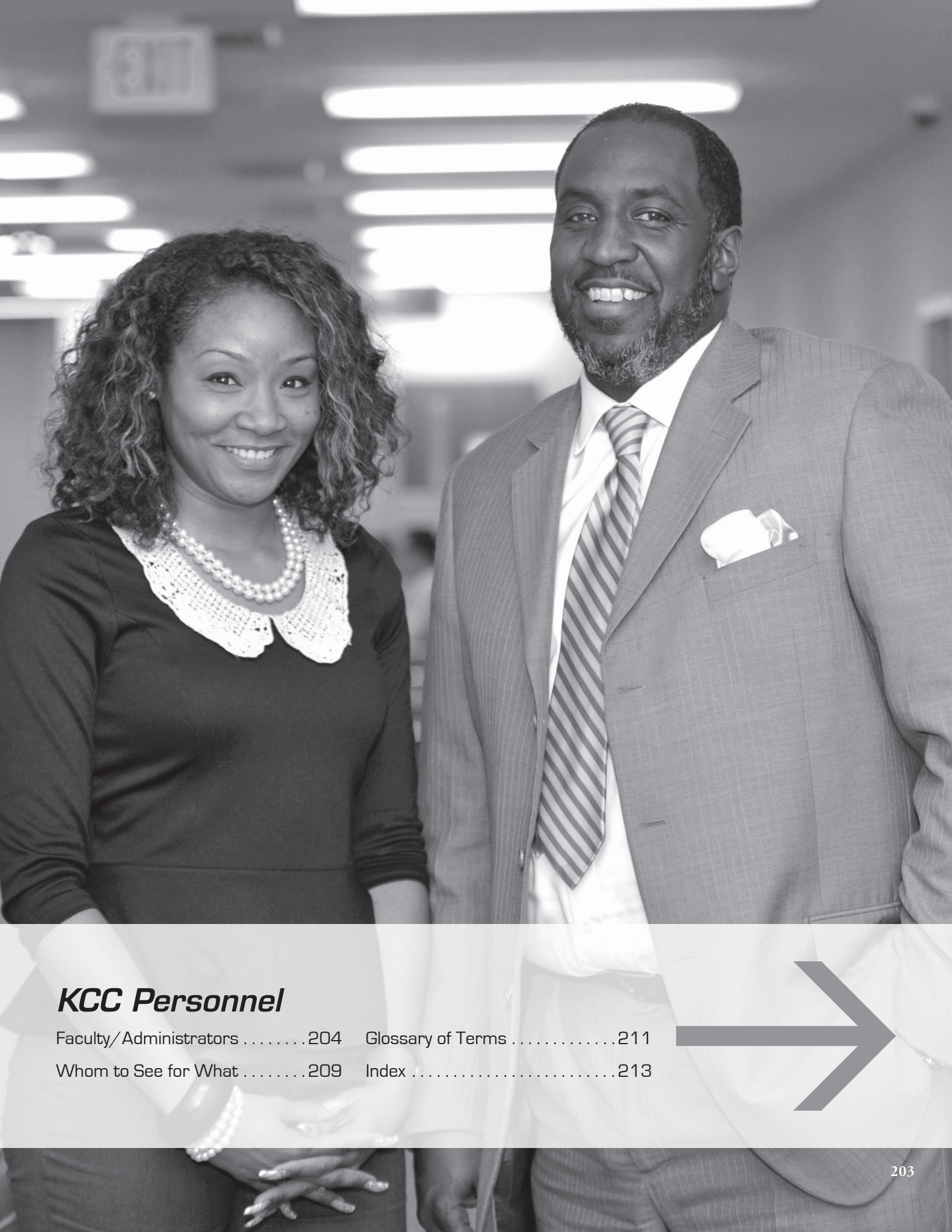
Some drug/alcohol offenses are misdemeanors while others are felonies. In either case, the sentence may include imprisonment. Convictions for the unauthorized manufacture, delivery, trafficking and possession of a controlled substance range from a Class I felony to a Class X felony. The penalties depend 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.



## ***KCC Personnel***

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# Faculty/Administrators

**Deisy Anderson** – Humanities and Social Sciences Division  
B.A. Illinois State University  
B.A. University of Illinois  
M.A. Illinois State University  
Ph.D. University of Illinois

**Eddie Anderson Jr.** – Coordinator, Learning Services  
A.A. Lansing Community College  
B.A. Siena Heights University  
M.A. Western Michigan University

**Mark Anderson** – Coordinator, Manufacturing Training  
B.B.A. Olivet Nazarene University

**JuTun Andrews-King** – Health Careers Division  
A.D.N. Kankakee Community College  
B.S.N. Indiana Wesleyan University  
M.S.N. Olivet Nazarene University

**John Avendano** – President  
A.S. Waubensee Community College  
B.S. Northern Illinois University  
M.S. Northern Illinois University  
Ph.D. Illinois State University

**John Babich** – Business/Technology Division  
B.S.C. DePaul University  
M.B.A. Lewis University  
C.P.A., state of Illinois

**Karen Becker**, Assistant Director, Learning Resource Center  
B.A. Southern Illinois University  
M.A.L.A. University of Columbia

**Linda Berg** – Health Careers Division  
A.A.S. Purdue University  
B.S.N. Purdue University  
M.S.N. Governors State University

**Sheila Bernard**, Health Careers Division  
A.A.S. Kankakee Community College  
A.A. Kankakee Community College

**Jacqueline Billings**, Health Careers Division  
A.S. Joliet Junior College  
B.S. Purdue Calumet University

**Jennifer Blanchette** – Health Careers Division  
A.A.S. Kankakee Community College  
B.A. Governors State University  
D.P.T. University of Findlay

**John Bordeau** – Business/Technology Division  
B.S. Northern Michigan University  
M.S. Northern Michigan University

**Kazia Boseo** – Coordinator/Academic Advisor, Student Services  
B.S. Illinois State University  
M.A. Argosy University

**Kim Brands** – Health Careers Division  
B.S.N. Olivet Nazarene University

**Denise Burklow** – Coordinator, Student Services  
B.S. Olivet Nazarene University

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

**David Cagle** – Director, Human Resources  
B.S. Illinois State University  
M.B.A. Olivet Nazarene University

**Sheri Cagle** – Associate Dean, Health Careers Division  
B.S. Olivet Nazarene University  
M.S. Saint Xavier University

**Michael Caparula** – Mathematics, Science and Engineering Division  
B.S. Western Illinois University  
M.Ed. University of Illinois

**Paul Carlson** – Associate Dean, Business/Technology Division  
B.S. Southern Illinois University – Carbondale  
Ed.M. University of Illinois

**Oshunda Carpenter Williams** – Coordinator, Admissions and Recruitment  
A.A. Ferris State University  
B.A. Wayne State University  
M.A. Governors State University

**Cynthia Clapp** – Professor Emeritus, Health Careers Division  
B.S.N. Northern Illinois University  
M.S.N. Aurora University

**Dennis Clark** – Director, Fitness Center; Head Coach  
B.S. Eastern Illinois University

**Jonathon Cohen** – Mathematics, Science and Engineering Division  
B.S. Benedictine University  
M.A.E. Benedictine University  
D.C. National University of Health Sciences

**Jonathan Coke** – Business Development Coordinator, WKCC

**Novalla Coleman** – Academic Advisor Student Services  
A.A.S. Robert Morris University  
B.A. National-Louis University  
M.Ed. National-Louis University  
M.S. Capella University

**Kristine Condon** – Business/Technology Division; Continuing Education and Career Services  
B.A. Illinois Wesleyan University  
M.Ed. Loyola University

**Tracy Conner** – Librarian, Learning Resource Center  
B.A. Carthage College  
M.S. University of Illinois

**Charles Cooke** – Business/Technology Division  
B.S. Wheeling Jesuit University

**Frederick Cooper**, Mathematics, Science and Engineering Division  
B.S. Clemson University  
M.S. College of Charleston  
Ph.D. Clemson University

**Margaret Cooper** – Assistant Dean, Adult and Community Education  
B.A. Illinois State University

**Mendy Corbett** – Health Careers Division  
A.A.S. Kankakee Community College  
B.S. University of St. Francis  
M.S. University of St. Francis

**Jessica Corbus** – Health Careers Division  
B.S. Northern Illinois University  
M.O.L. Olivet Nazarene University

**Ken Crite** – Coordinator, Small Business Development Center  
B.S. Jarvis Christian College

**Michael Curtis** – Business/Technology Division  
B.A. West Liberty State College  
J.D. Duquesne University

**Linsey Cuti** – Humanities and Social Sciences Division  
B.A. Illinois State University  
M.A. Governors State University  
Ph.D. Illinois State University

- Trisha Dandurand** – Humanities and Social Sciences Division  
B.A. DePaul University  
M.A. DePaul University
- Cierra Davis** – Assistant Director, TRiO Talent Search  
B.S. Eastern Illinois University  
M.A. Olivet Nazarene University
- Mary Decker** – Coordinator, Iroquois County Satellite Center  
B.S. Eastern Illinois University  
M.A. Sangamon State University
- Donnie Denson** – Coordinator  
Athletic Facilities, Intramurals; Head Coach  
B.A. Eureka College
- Steven DePasquale** – Humanities and Social Sciences Division  
A.A.S. Kankakee Community College  
B.S. Illinois State University  
M.A. Illinois State University
- Kim DeYoung** – Health Careers Division  
B.S.N. Olivet Nazarene University  
M.S. Ball State University
- Brenda Dressler** – Coordinator, Business Services  
B.S. Franklin University
- Kelly Edwards** – Health Careers Division  
A.A.S. Kankakee Community College  
B.S.N. Olivet Nazarene University
- Roger Ehmpeke** – Coordinator, Web Content and Design  
B.A. Columbia College – Chicago
- Rick Elliott** – Coordinator  
Administrative Information Systems  
A.A.S. Kankakee Community College
- Ruth Fabbro** – Mathematics, Science and Engineering Division  
B.A. Concordia College  
A.M. University of Michigan
- Jennifer Flowers** – Mathematics, Science and Engineering Division  
B.S. Illinois State University
- Glenda Forneris** – Health Careers Division  
B.S. Northern Illinois University  
M.H.S. Governors State University
- April Frye** – Coordinator, Physical Plant Department
- Laura Gardner** – Coordinator, Student Life and Development  
A.A. Kankakee Community College  
A.A. Kankakee Community College  
B.S. Olivet Nazarene University
- Vicki Gardner** – Vice President, Finance and Administration  
A.A.S. Kankakee Community College  
B.S. Olivet Nazarene University  
M.B.A. Olivet Nazarene University
- Jessica Greminger** – Mathematics, Science and Engineering Division  
B.S. Lewis University Chicago  
Ph.D. Loyola University Chicago
- Jennifer Hammond** – Coordinator, Youth Program Services  
A.A.S. Kankakee Community College  
B.A. Governors State University  
M.A. Governors State University
- Kimberlee Harpin** – Director, Learning Services  
A.A.S. Kankakee Community College  
B.A. Governors State University  
Ed.M. University of Illinois
- Dan Harris** – Coordinator, Parent Training Initiative/  
Donated Funds Initiative Projects  
B.A. Roosevelt University
- Amy Harwood** – Mathematics, Science and Engineering Division  
B.A. Eastern Illinois University  
M.A. Eastern Illinois University
- Jamal Hawkins** – Director, Upward Bound and TRiO Talent Search  
B.A. University of Wisconsin-Eau Claire  
M.A. Governors State University
- Kellee Hayes** – Director of Nursing, Health Careers Division  
A.A.S. Kankakee Community College  
B.S. Olivet Nazarene University  
M.S. Olivet Nazarene University
- Frances Hebert** – Mathematics, Science and Engineering Division  
A.A.S. Kankakee Community College  
B.S. Olivet Nazarene University  
M.A. DePaul University
- David Hermann** – Director/Registrar, Student Services  
B.S. Illinois State University  
M.A. Governors State University
- Prosper Hevi** – Business/Technology Division  
B.A. University of Ghana  
M.S. George Washington University  
M.A. University of Windsor
- Bernice Hinrich** – Health Careers Division  
A.S. Kankakee Community College  
B.S.N. Chamberlain College of Nursing  
M.S.N. Chamberlain College of Nursing
- Andrea Hogan** – Coordinator, Scholarships & Donor Relations  
B.A. Eastern Illinois University
- Debra Hoyer-Denson** – Assistant Director  
Continuing Education and Career Services  
B.S. Eureka College  
M.Ed. University of Illinois
- Jennifer Huggins** – Humanities and Social Sciences Division  
B.S. Illinois State University  
M.S. Illinois State University
- Cathi Hughes** – Lab Coordinator, Mathematics, Science and Engineering Division
- Robin Hustedt** – Humanities and Social Sciences Division  
B.S. Illinois State University  
M.A.E. Olivet Nazarene University
- Albert Jacobson** – Dean  
Environmental and Institutional Sustainability  
B.A. Rutgers, The State University of New Jersey  
Ph.D. Washington University
- Kelli Jandura** – Health Careers Division  
A.A.S. Kankakee Community College  
B.S. University of St. Francis  
M.S. University of St. Francis
- Jean Janssen** – Humanities and Social Sciences Division  
B.F.A. Illinois State University  
M.A. Governors State University
- Darla Jepson** – Health Careers Division  
A.A.S. Kankakee Community College  
B.S. College of St. Francis

- Carrie Jones** – Mathematics, Science and Engineering Division  
B.A. University of Denver  
M.S. University of Chicago  
Ph.D. University of Chicago
- Craig Keigher** – Director, Instructional Technology and Faculty Development  
B.S. Southern Illinois University – Edwardsville  
M.B.A. Southern Illinois University – Edwardsville
- Rob Kenney** – Coordinator, Facility Construction & Building Maintenance
- Sherry Kinzler** – Coordinator/Interpreter, Learning Services  
B.A. Columbia College
- Scott Kistler** – Humanities and Social Sciences Division  
B.A. University of Illinois  
M.A. University of California-Riverside
- Patrick Klette** – Business/Technology Division  
A.A.S. Kankakee Community College  
B.S. Southern Illinois University  
M.S. Illinois State University
- Roger Koerner** – Business/Technology Division
- Mary Kyrouac** – Health Careers Division  
B.S.N. Thornton Community College  
M.S.N. Olivet Nazarene University
- Susan LaMore** – Coordinator  
Transfer Services and Student Scholar Programs  
A.A. Kankakee Community College  
B.S. Olivet Nazarene University
- Mark Lanting** – Associate Dean  
Humanities and Social Sciences Division  
B.A. Governors State University  
M.A. Governors State University
- Kristen Larson** – Mathematics, Science and Engineering Division  
B.S. Purdue University Calumet  
M.S. Purdue University Calumet
- Cory Lewis** – Humanities and Social Sciences Division  
B.A. University of Tennessee–Knoxville  
M.A. East Tennessee University
- Robert Ling** – Mathematics, Science and Engineering Division  
B.S. Northern Michigan University  
M.A. Northern Michigan University
- Kari Livesey** – Business/Technology Division  
B.S. Eastern Illinois University  
M.S. Erikson Institute
- Delithia Love** – Coordinator, TRiO Student Support Services  
A.A.S. Lincoln College  
B.A. Governors State University
- Vicki Magee** – Director, Institutional Research  
B.A. University of Illinois–Springfield  
M.A. University of Illinois–Springfield  
Ed.M. Harvard University  
Ed.D. Harvard University
- Kenneth Mager** – Mathematics, Science and Engineering Division  
B.S. Illinois State University  
M.S. Eastern Illinois University  
M.S. Montana State University  
Ed.S. University of Florida
- Virginia Makepeace** – Mathematics, Science, and Engineering Division  
B.S. Kansas State University  
M.S. Kansas State University  
M.S. University of North Dakota
- Louis W. Mansfield** – Business/Technology Division  
B.S. Wayne State University  
M.B.A. Wayne State University
- Jennifer Martin** – Project Coordinator, Business/Technology Division  
B.S. Ball State University
- George Mateja** – Coordinator, Grounds and Horticulture Management  
A.A.S. Joliet Junior College
- Rexann McKinley** – Humanities and Social Sciences Division  
B.A. Governors State University  
M.A. Governors State University
- Michael Miller** – Mathematics, Science and Engineering Division  
B.S. University of Illinois  
B.S. Bemidji State University  
M.S. University of Illinois
- E. Dwayne Musick** – Academic Advisor, Student Services  
A.A.S. Morehead State University  
B.S. Morehead State University  
M.A. Eastern Kentucky University
- Bruce Myers** – Mathematics, Science and Engineering Division  
B.S. University of Minnesota  
M.A. Eastern Illinois University
- Kelly Myers** – Executive Director, KCC Foundation  
B.A. University of St. Francis  
M.L.D. North Central College
- Beth Nunley** – Director, Financial Affairs  
A.A. Joliet Junior College  
B.S. Governors State University  
C.P.A. State of Illinois
- Michael O'Connor** – Director  
Information Technology Services  
B.A. Aurora University
- Katelynn Ohrt** – Director, Horticulture & Agriculture Programs  
B.S. University of Illinois
- Nancy Ozee** – Health Careers Division  
B.A. Augustana College  
M.B.A. Olivet Nazarene University
- Jennifer Pecora** – Humanities and Social Sciences Division  
B.A. Utah State University  
M.A. Brigham Young University
- Ted Petersen** – Director, Athletics  
B.S. Eastern Illinois University
- Debbie Podwika** – Humanities and Social Sciences Division  
B.S. Western Illinois University  
M.A. Roosevelt University  
C.S.M. Governors State University
- Amy Porter** – Humanities and Social Sciences Division  
B.S. Illinois State University  
M.S. Illinois State University
- Mary Posing** – Assistant Dean  
Continuing Education and Career Services  
A.L.S. Kankakee Community College  
B.S. Northern Illinois University  
M.A. Governors State University
- Todd Post** – Coordinator/ Academic Advisor; Head Coach  
A.S. Danville Area Community College  
B.A. Illinois Benedictine College

- Meredith Purcell** – Director, Advisement Services  
B.S. St. Cloud State University  
M.S. Northern Illinois University
- Monica Quinlan** – Coordinator, Institutional Research  
B.S. Western Illinois University  
M.S. Capella University
- Stephanie Rayman** – Health Careers Division  
A.A.S. Kankakee Community College  
M.S.N. Olivet Nazarene University
- Jessica Reardanz** – Humanities and Social Sciences Division  
B.S. Illinois State University  
M.A. Olivet Nazarene University
- Anne Reilly** – Health Careers Division  
A.A. Kankakee Community College  
B.S.N. Lewis University
- Deborah Renville** – Humanities and Social Sciences Division  
A.A.S. Joliet Junior College  
B.A. Governors State University  
M.A. Governors State University
- Jennifer Rogers** – Health Careers Division  
B.S.N. Olivet Nazarene University  
M.S.N. Olivet Nazarene University
- Sudipta Roy** – Mathematics, Science and Engineering Division  
M.S. University of Calcutta  
M.B.A. Governors State University  
Ph.D. Indira Gandhi Institute of Development Research
- Kari Sargeant** – Director, Marketing and Public Relations  
B.S. Southern Illinois University – Carbondale  
M.B.A. Southern Illinois University – Carbondale
- Allyson Saxton** – Coordinator, Livingston County  
Workforce Services  
B.S. Northern Illinois University  
M.S. University of Phoenix
- Elise Schultz** – Academic Advisor, Student Services  
B.A. Florida Atlantic University  
M.A. & Ed. University of Toledo
- Nancy Schunke** – Coordinator, Marketing  
A.A. Kankakee Community College  
B.S. Southern Illinois University
- Gary Sien** – Coordinator, Fitness Center; Head Coach  
B.A. Trinity International University
- Ellen Skelly** – Coordinator, Publications  
B.S. Northern Illinois University
- Emily Skelly** – Counselor/Academic Advisor  
Career Development Services  
B.S. Illinois State University  
M.A. Olivet Nazarene University
- Kathryn Skerrett** – Academic Advisor, Student Services  
B.A. Governors State University  
M.A. Governors State University
- Chelise Slowik** – Humanities and Social Sciences Division  
B.A. Olivet Nazarene University  
M.S. Southwest Baptist University  
M.A. Governors State University
- Cynthia Smith** – Health Careers Division  
B.A. National-Lewis University  
M.S. National-Louis University
- Keisha Smith** – Coordinator, Upward Bound Support Services  
B.S. Northern Illinois University  
M.M. University of Phoenix
- Richard Soderquist** – Director, Facilities and Campus Safety  
A.A. Thornton Community College  
B.F.A. School of the Art Institute of Chicago  
M.B.A. DeVry University
- Laurel Soper** – Coordinator, Web Technology and Digital  
Media  
A.A.S. Kankakee Community College  
B.S. Olivet Nazarene University
- Dennis Sorensen** – Vice President  
Instructional and Student Success  
A.A. Kankakee Community College  
B.S. Illinois State University  
M.S. University of Illinois  
M.A. Governors State University
- Kendra Souligne** – Coordinator, Financial Aid  
B.A. University of Illinois at Urbana-Champaign
- Chris Spracklin** – Business/Technology Division  
A.O.S. WyoTech
- Eric Springer** – Coordinator  
Public Safety and Campus Operations
- Julian Springer** – Coordinator, Athletic Academic Programs  
and Head Coach  
B.S. Southern Illinois University  
M.A. Central Michigan University  
M.S. Jackson State University
- Yuri Starik** – Business/Technology Division  
B.S. Donetsk National Technical University  
M.S. Donetsk National Technical University  
Ph.D. Kharkiv State Polytechnic University
- Mary Steichen** – Humanities and Social Sciences Division  
A.A. Spoon River College  
B.A. Western Illinois University  
M.A. Western Illinois University
- Catherine Steinhoff** – Health Careers Division  
A.G.S. Macomb Community College
- Cari Stevenson** – Humanities and Social Sciences Division  
B.A. Illinois Wesleyan University  
M.S. Illinois State University
- Mark Stevenson** – Business/Technology Division  
B.S. Southern Illinois University
- Akilah Stewart** – Coordinator, TRiO Talent Search  
B.S. Grambling State University
- Penelope Stickney** – Humanities and Social Sciences Division  
B.A. William Woods University  
M.Ed. Nazareth College
- Rosalind Strange** – Health Careers Division  
A.A.S. Kankakee Community College  
B.S. University of Illinois at Chicago
- Helen Streicher** – Humanities and Social Sciences Division  
B.A. Olivet Nazarene University  
M.A. Olivet Nazarene University
- Deanna Thompson** – Director, Financial Aid  
A.A. Joliet Junior College  
B.S. Governors State University
- Dana Washington** – Director, Workforce Services  
B.S. Shorter College  
M.B.A. Olivet Nazarene University

**Julia Waskosky** – Dean, Student Development  
A.L.S. Kankakee Community College  
B.S. Olivet Nazarene University  
M.B.A. Olivet Nazarene University

**Allen Weaver** – Coordinator, GED/Adult Education  
B.A. Eastern Illinois University

**Lisa Weaver** – Assistant Director, Youth Program Services  
B.A. Eastern Nazarene College

**Kenneth West** – Humanities and Social Sciences Division  
A.S. Brigham Young University, Idaho  
B.A. Brigham Young University, Utah  
M.A. Yale University

**Melissa Weston** – Mathematics, Science and Engineering  
Division  
A.A. Crowder College  
B.S.E. Missouri Southern State College  
M.S. Pittsburg State University  
Ph.D. University of Missouri

**Tim Wilhelm** – Business/Technology Division  
A.A.S. Kankakee Community College  
B.S.Ed. Kent State University

**John Willard** – Coordinator  
Continuing Education and Career Services  
Certification, National Ironworkers Apprenticeship and Training

**James Wosz** – Coordinator, Network System  
B.S. DeVry University

**Brian Yeoman** – Assistant Director  
Physical Plant Department

**Christine Young** – Assistant Director, Upward Bound  
B.S. University of Wisconsin  
M.Ed. University of Illinois  
Ed.D. University of Illinois

**Lindsey Zerbian** – Academic Advisor, Student Services  
B.A. North Central College  
M.S.E. Northern Illinois University



# Whom to See for What

For answers to your questions, here's who to call. KCC's website, [www.kcc.edu](http://www.kcc.edu), has in-depth information as well.

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

## Academic regulations

Any advisor, Student Services  
815-802-8500

## Activities program

Coordinator of Student Life, Student Services  
815-802-8628

## Address changes/local address/permanent address change

Student Services  
815-802-8529

## Admission requirements

Any advisor, Student Services  
815-802-8500

## Adult & Community Education Instruction

815-802-8300

## Advisement

Student Services  
815-802-8500

## Alumni

Foundation  
815-802-8251

## Athletics

815-802-8600

## Baccalaureate Scholars

Student Services  
815-802-8208

## Bookstore

815-802-8590

## Campus facilities use

Business Office  
815-802-8120

## Canceled classes – Inclement weather

[www.kcc.edu](http://www.kcc.edu) and [facebook.com/kankakeecommunitycollege](https://www.facebook.com/kankakeecommunitycollege) will have announcements. Also see [kcc.edu](http://kcc.edu) “Emergency Notifications” page.

## Career planning

Includes CAI & MBTI tests  
Career Services  
815-802-8584

## Catalogs

Student Services  
815-802-8500

## Change of major or program

Any advisor, Student Services  
815-802-8500

## Change of schedule

Any advisor, Student Services  
815-802-8500

## Child Development Center

815-802-8505

## Class schedules

[www.kcc.edu/schedule](http://www.kcc.edu/schedule)  
Student Services  
815-802-8500

## Club information

Coordinator of Student Life, Student Services  
815-802-8628

## Continuing Education and Career Services

815-802-8200

## Dropping/adding classes

Any advisor, Student Services  
815-802-8500

## Dual Enrollment/Dual Credit/Early College

Coordinator of Recruitment Services  
815-802-8508

## Education and Employment Center

Kankakee Workforce Services  
815-802-8963

## English as a Second Language (ESL)

Adult and Community Education  
815-802-8300

## Evaluation of courses for credit

Office of Admissions and Registration, Student Services  
815-802-8520

## Financial aid

815-802-8550

## Fitness Center

Ice Valley Centre  
815-802-8610

## Food Service

Vice president for Finance and Administration  
815-802-8130

## Foundation

Executive director  
815-802-8250

## GED – General Educational Development certificate classes and pretesting

Adult and Community Education  
815-802-8304

## GED – Testing

Testing Services  
815-802-8530

## General information

College Center receptionist  
815-802-8100

## Grade reports

Student Services  
815-802-8523

## Graduation petition/requirements

Admissions and Registration, Student Services  
815-802-8523

## G.I. Bill, veterans' benefits, Illinois Veterans Scholarship

Financial Aid, Student Services  
815-802-8557

## I.D. cards

Learning Resource Center  
815-802-8400

## Illinois Virtual Campus

[www.ivc.uillinois.edu/about](http://www.ivc.uillinois.edu/about)

## Incomplete grades

Instructor for appropriate class

**Learning Resource Center (Library)**

815-802-8400

**Learning Services Department**

815-802-8450

**Lost and Found**College Center receptionist  
815-802-8100**Orientation**Student Services  
815-802-8500**Out-of-district authorization**Admissions and Registration, Student Services  
815-802-8523**Parking regulations**Dean of Student Development, Student Services  
815-802-8510**Preregistration**Any advisor, Student Services  
815-802-8500**Proficiency examination**

Appropriate division associate dean

**Registration procedures**Student Services  
815-802-8500**Repeating a course**Admissions and Registration, Student Services  
815-802-8523**Safety regulations/issues**Coordinator of Public Safety and Campus Operations  
815-802-8195**Scholarships**

815-802-8250

**Self-paced computer studies**Business Division, Continuing Education and Career Services  
815-802-8650**Social activities**Coordinator of Student Life, Student Services  
815-802-8628**Disability Services**

815-802-8632

**Student employment/Work Study Program**Financial Aid, Student Services  
815-802-8550**Student government**Coordinator of Student Life, Student Services  
Student Advisory Council (SAC)  
Members of SAC  
815-802-8628**Student petitions for any purpose**Any advisor, Student Services  
815-802-8500**Testing program**(ACT, COMPASS, GED, NATCEP, proctoring, correspondence)  
Student Services  
815-802-8530**Testing Services**Student Services  
815-802-8530**Textbooks, course supplies**Hammes Bookstore  
815-802-8590**Transcript of grades and credits request**Office of Admissions and Registration,  
Student Services  
815-802-8527**Transfer information**Coordinator of Transfer Services, Student Services  
815-802-8208**TRiO Student Support Services**Learning Services  
815-802-8472**TRiO Talent Search**Student Services  
815-802-8570**Tuition payments and refunds**Accounting, Business Affairs  
815-802-8140**Tutoring services**Learning Assistance Center  
815-802-8474**TRiO Upward Bound**Student Services  
815-802-8560**Veterans opportunities**Financial Aid, Student Services  
815-802-8550**Withdrawal from classes**Admissions and Registration, Student Services  
815-802-8500**Workforce Investment Act**Workforce Services  
815-802-8963**Youth Program Services**Adult Education  
815-802-8268

# Glossary of terms

**academic placement:** Unless direct from a high school which provides an ACT score, most entering credit students are required to take institutional placement tests which determine knowledge in basic reading, writing and math or provide formal documentation of basic learning skills. The KCC assessment test is COMPASS.

**academic calendar:** Important dates for each semester; e.g., registration, when classes begin, withdrawal deadlines, holidays and exams.

**academic advisor:** KCC staff member who assists students in planning course work to complete their academic goals.

**area of concentration:** Courses that create a foundation for an intended major or electives to meet credit-hour requirements for a degree.

**associate degree:** Various types are offered at KCC including Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Associate in Arts in Teaching (A.A.T.), Associate in Engineering Science (A.E.S.), Associate in Fine Arts (A.F.A.), and Associate in General Studies (A.G.S.).

**articulated course:** A course that meets the requirements for a specific course or elective credit at a four-year college or university. This term could also apply to a high school course that meets the requirements of a specific college course.

**attendance policy:** The number of absences permitted will vary from class to class.

**audit:** Taking a class to benefit from experience without receiving a grade or college credit. The cost of auditing a course is the same as that charged for enrolling for credit. Special registration procedures apply.

**certificates:** Certificates and advanced certificates are awarded to students who complete specific requirements in career education certificate programs.

**chargeback:** Partial tuition assistance for residents who want to enroll in an occupational degree or certificate program at another college for a program that is not offered at KCC.

**cooperative agreement:** The understanding between KCC and other community colleges that residents can pay in-district rates when enrolled in programs named under the agreement.

**credit by examination:** Course credit awarded to students demonstrating knowledge through proficiency exams.

**credit hour:** The unit used to quantitatively measure courses. The number of credits assigned to a course is usually determined by the number of in-class hours per week and the number of weeks per session.

**degree:** Awarded to a student who has completed all requirements for a program of study.

**developmental course work:** Provides the knowledge of basic reading, writing, and mathematical skills that are necessary for success in the course or program of study chosen by the student. Developmental courses often do not meet graduation requirements.

**disciplinary action:** Students who fail to comply with KCC policies, regulations, and rules will be subject to disciplinary action, which may include dismissal from the college.

**district:** The communities within the geographic boundaries of the college.

**division associate 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, writing and math are required for most credit-seeking students whose ACT scores were not sent directly from their high school. The scores are used to determine placement into appropriate levels of course work.

**prerequisite:** A course or courses that must be completed before taking another.

**probation (disciplinary):** Students who fail to comply with college rules and regulations will be subject to disciplinary action, including dismissal from the college. Disciplinary hearings are conducted.

**refund:** A student who officially withdraws from any class may be refunded the course tuition, depending on when withdrawal is made.

**registration:** The process of completing forms and steps necessary to enroll in classes.

**repeating a course:** Students may repeat courses in which they have received D and/or F grades but may not receive credit for the courses more than once. Only the most recent of the two grades will be used in computing the grade point average. This policy pertains to courses taken and repeated at KCC.

**schedule (class):** A publication providing a complete listing of dates and times for courses offered for a semester.

**schedule (student):** A listing of times, days and locations of a student's courses.

**selective admission programs:** Programs that have restrictive or competitive enrollment requirements.

**semester:** The period when courses are conducted. KCC has fall and spring semesters and a summer term.

**semester hour:** See credit hour.

**short-term loan:** Agreement to delay a portion of your balance due to the college for a specified time period. Apply for this loan at the Office of Financial Aid.

**standards of academic progress:** Standards that identify students' expected progress in terms of credits earned and time elapsed.

**syllabus or syllabi (plural):** An outline of the learning outcomes (and related course and instructor information) and requirements for a specific course.

**transcripts:** Documents which are forwarded to persons or agencies for their use in reviewing the academic performance of the student. An official transcript is a legal document which contains an official signature, date of issuance and college seal. An unofficial transcript has no signature, date, or seal and is intended for reference or advising purposes only.

**transfer credit:** Credit that has been earned at another accredited college or university which is applied to the student's KCC record.

**tuition:** Cost of 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.

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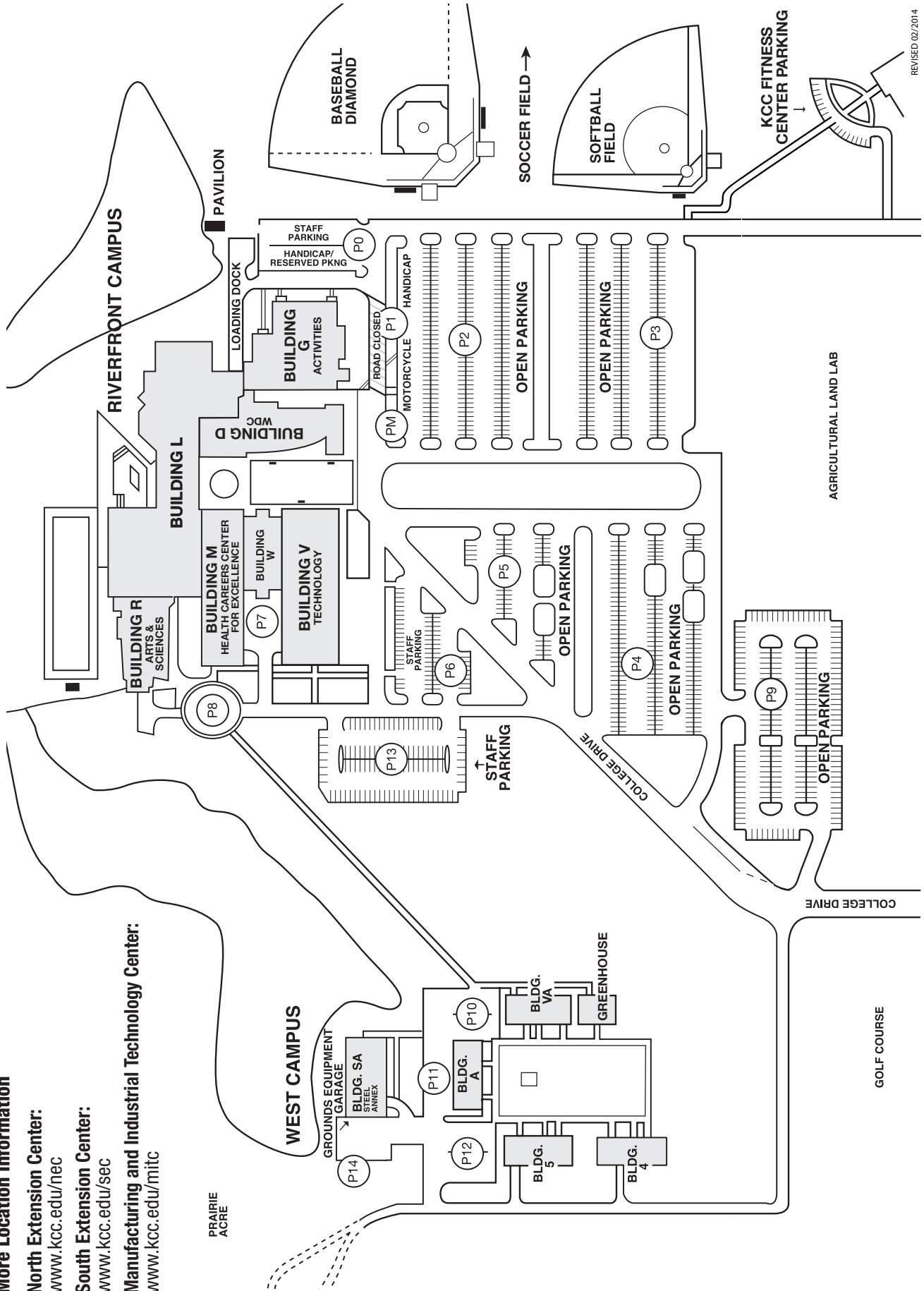


**More Location Information**

**North Extension Center:**  
www.kcc.edu/nec

**South Extension Center:**  
www.kcc.edu/sec

**Manufacturing and Industrial Technology Center:**  
www.kcc.edu/mitc



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100 College Drive • Kankakee, IL 60901  
p. 815.802.8100 • f. 815.802.8101 • [www.kcc.edu](http://www.kcc.edu)