

2016-17  
**Catalog**  
Kankakee Community College



# ***2016-17 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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# 2016-17 Academic Catalog

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

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

For the most current information about KCC, visit [www.kcc.edu](http://www.kcc.edu).

## About this catalog

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

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

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

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

On the front cover: 2016 KCC graduate, Shavez Rosenthal.  
On the back cover (left to right): KCC students Leo Jaramillo, Kerri Skiles and Dylan Warren.

## 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.

# Academic Calendar

Following are select dates from the academic calendar. For additional dates, refer to the complete calendar at [www.kcc.edu/calendar](http://www.kcc.edu/calendar).

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

## SUMMER 2016

May 16 – Adult education classes begin.  
May 20-22 – College closed.  
May 23 – Six-week session begins.  
\*May 27-30 – Memorial Day weekend – college closed.  
June 4-5 – College closed.  
June 6 – Eight-week summer session courses begin.  
June 10-12 – College closed.  
June 17-19 – College closed. ACT testing and Driver Improvement Program will be held.  
June 24-26 – College closed.  
\*July 1-4 – Independence Day weekend. College closed.  
July 9-10 – College closed.  
July 15-17 – College closed.  
July 22-24 – College closed.  
July 29-31 – College closed.

## FALL 2016

Aug. 22 – Credit division fall semester begins.  
Aug. 22 – Adult Education classes begin.  
\*Sept. 3-5 – Labor Day weekend. College closed.  
\*Nov. 11 – Veterans Day. No classes. College is open until 5 p.m.  
Nov. 23 – Thanksgiving break. College closes at 5 p.m.  
\*Nov. 24-27 – Thanksgiving break. College closed.  
Dec. 20 – College is open until 5 p.m.  
Dec. 21 – College offices close at noon.  
Dec. 22 - Jan. 2 – Winter break. College closed.

## SPRING 2017

Jan. 9 – Credit division spring semester begins.  
Jan. 9 – Adult Education classes begin.  
\*Jan. 16 – Dr. Martin Luther King, Jr. Day. College closed.  
\*Feb. 20 – President's Day – no classes. College is open until 5 p.m.  
\*March 6-10 – Spring break. No classes. College is open until 5 p.m.  
\*March 11 – College closed.

## SUMMER 2017, TENTATIVE

May 15 – Adult Education classes begin.  
May 19-21 – College closed.  
May 22 – Six-week session begins.  
May 26-29 – Memorial Day weekend. College closed.  
June 3-4 – College closed.  
June 5 – Eight-week summer session begins.  
June 9-11 – College closed.  
June 16-18 – College closed. ACT testing and Driver Improvement Program will be held.  
June 23-25 – College closed.  
\*July 1-4 – Independence Day weekend. College closed.  
July 8-9 – College closed.  
July 14-16 – College closed.  
July 21-23 – College closed.  
July 28-30 – College closed.

## 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/aqip](http://www.kcc.edu/aqip). Online documents include KCC's Systems Portfolios, HLC Feedback and Compliance Reports, descriptions of AQIP Action Projects, continuous quality improvement efforts, and more.

Additional information about accreditation is available from 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).

## Board of Trustees

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

Jerald W. Hoekstra of St. Anne serves as board chair; he has been a trustee since 1991. Bradley W. 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; Cathy Boicken of Bourbonnais, 2015; Todd A. Widholm of Clifton, 2010; and Bill Orr of Reddick, 2014.

Annually, the Student Advisory Council appoints a student representative to the board to represent student interests. The student representative for 2015-16 is Alphie Ambrose of Bourbonnais. Claire Chaplinski serves as legal counsel. KCC's president is John Avendano.

For board meeting agendas and minutes, visit [www.kcc.edu/board](http://www.kcc.edu/board).

## Commencement

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

## 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.

## Historical Background

Kankakee Community College was organized in October 1966 and the first classes were held in September 1968. Today, the college has a Riverfront Campus in Kankakee, extension centers in Bradley and Watseka, and a Manufacturing and Industrial Technology Center in Kankakee. KCC serves as an educational, vocational, and recreational center for residents of Community College District 520, an area encompassing all or part of Kankakee, Iroquois, Ford, Grundy, Livingston, and Will counties and serving a population of approximately 150,000.

A complete college history is at [www.kcc.edu/history](http://www.kcc.edu/history).

## Philosophy and Mission

KCC is committed to one mission: Enhancing quality of life through learning.

KCC is dedicated to providing quality, comprehensive educational programs and services in a fiscally responsible manner. KCC offers a supportive environment for lifelong learning for the development of the individual and the community. KCC 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.

## Community College District 520

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

High schools served by KCC District 520 include:

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

## Locations

KCC serves the residents of District 520 at a number of locations. Maps and directions to KCC's main campus and extension centers can be found at [www.kcc.edu/directions](http://www.kcc.edu/directions).

## Riverfront Campus

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. Visit [www.kcc.edu/riverfront](http://www.kcc.edu/riverfront) for more information.

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.

## South Extension Center

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. Visit [www.kcc.edu/sec](http://www.kcc.edu/sec) for more information.

## North Extension Center

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. Kankakee Workforce Services offices also are at this location. Visit [www.kcc.edu/nec](http://www.kcc.edu/nec) for more information.

## Manufacturing and Industrial Technology Center

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. Visit [www.kcc.edu/mitc](http://www.kcc.edu/mitc) for more information.

## College Center

The College Center, located on the first floor of the Riverfront Campus 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.

**Cavalier Corner** –The lower-level of the College Center has been converted into a student recreational area called Cavalier Corner. It features gathering spaces for socializing, air hockey, ping pong, and foosball, plus an unbeatable view of the riverfront. Stop by to relax, gather with friends, or de-stress with some recreational fun.

## Parking/Traffic Information

Permits are not needed to park in non-designated lots at KCC. There are special parking areas for disabled persons, temporarily disabled, motorcycles and bicycles. Speed limit in parking lot is 15 mph. and is posted on college roadways. Violators are subject to fines in accordance with state law.

Copies of KCC's parking regulations and maps are available in Student Services. Complete information also is at [www.kcc.edu/parking](http://www.kcc.edu/parking).

## Fitness Center

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

More information is at [www.kcc.edu/fitnesscenter](http://www.kcc.edu/fitnesscenter).

## Student Right-to-Know Act

The federal Student Right-to-Know Act requires institutions to compile and make available to current and prospective students information on the completion or graduation rate of certificate- or degree-seeking, full-time students at the institution. This information is part of the consumer information at [www.kcc.edu/consumerinfo](http://www.kcc.edu/consumerinfo).

## 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. Alumni membership fees benefit the Alumni Scholarship fund. Annually, a KCC alumni is recognized as the John M. Fulton Distinguished Alumni. New graduates receive their first year free when they join. Learn more about the Alumni Association at [www.kcc.edu/alumni](http://www.kcc.edu/alumni).

## Who to Contact

For answers to your questions, here's who to call. Visit [www.kcc.edu/whotocontact](http://www.kcc.edu/whotocontact) for details on college departments and services.

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

**Adult & Community Education Instruction**  
815-802-8300 **Advisement/Student Services**  
815-802-8500

**Alumni**  
Foundation  
815-802-8251

**Bookstore**  
815-802-8590

**Continuing Education and Career Services**  
815-802-8200

**Kankakee Workforce Services/WIOA**  
815-802-8963

**Library**  
815-802-8400

**Testing Services**  
815-802-8530

## Glossary of terms

**academic placement:** Unless direct from a high school which provides an ACT 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 ACT 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. Students enrolling in an English or math course, or six credit hours or more must have ACT Compass, ACT and/or ASSET scores on file.

**prerequisite:** A course or courses that must be completed before taking another.

**probation (disciplinary):** Students who fail to comply with college rules and regulations will be subject to disciplinary action, including dismissal from the college. Disciplinary hearings are conducted.

**refund:** A student who officially withdraws from any class may be refunded the course tuition, depending on when withdrawal is made.

**registration:** The process of completing forms and steps necessary to enroll in classes.

**repeating a course:** Students may repeat courses in which they have received D and/or F grades but may not receive credit for the courses more than once. Only the most recent of the two grades will be used in computing the grade point average. This policy pertains to courses taken and repeated at KCC.

**schedule (class):** A publication providing a complete listing of dates and times for courses offered for a semester.

**schedule (student):** A listing of times, days and locations of a student's courses.

**selective admission programs:** Programs that have restrictive or competitive enrollment requirements.

**semester:** The period when courses are conducted. KCC has fall and spring semesters and a summer term.

**semester hour:** See credit hour.

**short-term loan:** Agreement to delay a portion of your balance due to the college for a specified time period. Apply for this loan at the Office of Financial Aid.

**standards of academic progress:** Standards that identify students' expected progress in terms of credits earned and time elapsed.

**syllabus or syllabi (plural):** An outline of the learning outcomes (and related course and instructor information) and requirements for a specific course.

**transcripts:** Documents which are forwarded to persons or agencies for their use in reviewing the academic performance of the student. An official transcript is a legal document which contains an official signature, date of issuance and college seal. An unofficial transcript has no signature, date, or seal and is intended for reference or advising purposes only.

**transfer credit:** Credit that has been earned at another accredited college or university which is applied to the student's KCC record.

**tuition:** Cost of enrollment based on the number of semester hours enrolled and residency status.

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

# Faculty/Administrators

**Deisy Anderson** – Professor, 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

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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  
M.B.A. Olivet Nazarene University

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A.D.N. Kankakee Community College  
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M.Ed. National-Louis University  
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M.Ed. Loyola University  
Ed.D. National Louis University

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M.S. University of Illinois

**Charles Cooke** – Professor/Program Coordinator, Business/Technology Division  
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**Frederick Cooper** – Associate Dean; Mathematics, Science and Engineering Division  
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M.S. College of Charleston  
Ph.D. Clemson University

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M.S. University of St. Francis

**Jessica Corbus** – Professor/Program Director, Health Careers Division  
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M.O.L. Olivet Nazarene University

**Ken Crite** – Coordinator, Small Business Development Center  
B.S. Jarvis Christian College

**Linsey Cuti** – Professor, Humanities and Social Sciences Division  
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Ph.D. Illinois State University

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# Admissions & Registration

The Office of Admissions and Registration provides assistance to students registering for college credit and continuing education courses. In addition, it assists students transferring to four-year colleges and processes GED records, changes in schedules, student petitions, transcript requests, transfer credit evaluations, military credit evaluations, graduation transactions and requests for interpretation of academic records. For more information, visit [www.kcc.edu/admissions](http://www.kcc.edu/admissions).

## Admissions

It is the college's policy to accept all students for admission; however, some programs have additional admission requirements.

Degree/certificate-seeking students are expected to have a high school diploma or the equivalent of a high school diploma (GED). Completion of the equivalent of a high school diploma in a home school setting also is acceptable.

Students enrolling in transfer programs should read information about minimum admission requirements (Illinois Public Act 86-0954) on Transfer Admission Requirements (p. 25).

Students are encouraged to meet with an advisor for more information on completing the assessment standardized placement Accuplacer test. The scores are used for advising purposes and are required for placement in some classes. Admission to KCC may be affected for selective programs. For more information, visit [www.kcc.edu/testing-services](http://www.kcc.edu/testing-services). If the applicant has taken the American College Testing (ACT) examination, he or she may request that a copy of the results be sent directly to KCC's Office of Admissions and Registration. These scores do not affect admission to KCC but may be used for advising and placement.

A Social Security number will be requested, though it is not required, to process Admissions Forms of all KCC students in both the College Credit Division and the Continuing Education Division. Once received, your Social Security number (SSN) will be replaced by a random seven digit ID number, which will be your college ID number. Your SSN will not be used for internal college business. Failure to provide an accurate SSN may have tax implications. College Credit Division applicants must submit a completed Admissions Form to the Office of Admissions and Registration. Students may be required to file for readmission to the college if they have not taken a class at KCC within the last three years.

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

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

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

## Full- and Part-Time Enrollment

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

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

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

Students should consult a KCC advisor regarding individual circumstances.

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

## Earning College Credit for Prior Learning

Students or prospective students seeking credit for prior learning may contact an advisor in Student Services for additional information and proper procedures for requesting an evaluation. More information is at [www.kcc.edu/priorlearning](http://www.kcc.edu/priorlearning).

## Registration

Registration for all classes are available online through KCCConnect, in person at either KCC's at the Riverfront Campus or the Harold and Jean Miner South Extension Center. Offices are closed most Fridays in May, June and July.

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

For more information, visit [www.kcc.edu/registration](http://www.kcc.edu/registration).

## Course Withdrawal Policy

When it is necessary to withdraw from a course or from the college, a student may do so without receiving a punitive grade any time before the respective withdrawal deadline for each course section, as found on the registration statement, which is available through KCCConnect.

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

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

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

## Course Cancellations

In most cases, if fewer than 12 students enroll in a course, the course will be canceled. The college will make every attempt to notify students of cancellations before the first meeting of the class. Tuition and fees will be refunded to students whose courses have been canceled due to insufficient enrollment or the unavailability of qualified instructors. If the student transfers to another class, the tuition may be applied to the new course. Canceled classes are posted in Student Services.

## Auditing Classes

KCC does allow students to audit classes.

Auditing allows a student to acquire knowledge in a subject without the pressure of getting a grade. However, students must meet course prerequisites and are expected to complete all course requirements. Auditing is especially helpful to students who prefer to explore a particular course in a non-graded situation. No credit is earned for audited courses and the courses do not count toward a student's enrollment status.

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

## Alternate Credit Option

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

## Repeating Courses

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

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

## 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. Developmental 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. Click here (p. 131) 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.



# Tuition, Financial Aid & Scholarships

## Tuition

KCC's tuition for College Credit Division courses effective summer 2016 is \$129 per credit hour for KCC district residents, plus fees of \$13 per credit hour. Out-of-district Illinois resident tuition is \$309.72 per credit hour and tuition for out-of-state residents is \$597.60 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/).

## Payment of Tuition

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

All student tuition, fees, obligations and fines are paid in the Accounting Office at the Riverfront campus.

Complete information on payments and payment options is at [www.kcc.edu/payinfo](http://www.kcc.edu/payinfo).

## Additional Fees

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

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

## Refunds

Tuition refunds for credit division courses are based on the date of withdrawal. If the final day for a refund falls on a weekend or a date when the college is closed, the refund deadline is the following business day.

## Course withdrawals

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

Course refund dates are listed on your registration statement, viewable by logging into KCCConnect and choosing My Registration Statement.

## Course cancellation

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

## Financial Aid

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

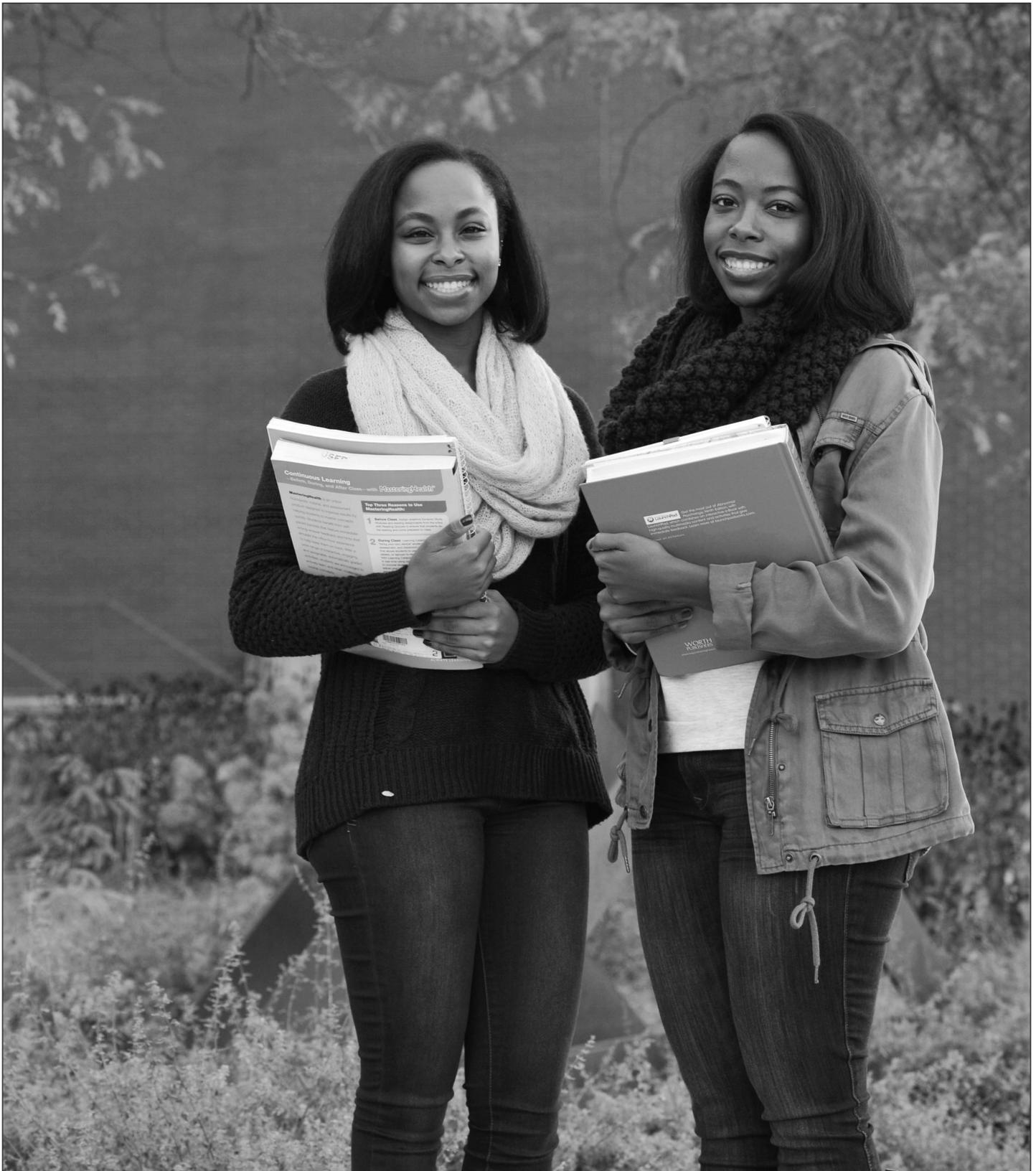
The first step for any student seeking financial aid is to complete a Free Application for Federal Student Aid (FAFSA). The application is available online at [www.fafsa.gov](http://www.fafsa.gov).

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

Visit [www.kcc.edu/financialaid](http://www.kcc.edu/financialaid) for complete details on financial aid.

## Foundation Scholarship Program

The KCC Foundation raises monetary and in-kind gifts to increase access to education and to enhance opportunities for the surrounding community. The Foundation funds scholarships that assist students with tuition, books and fees. For a full list of scholarships and more information, visit [www.kcc.edu/scholarships](http://www.kcc.edu/scholarships).



# Services

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

Our 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 a college service can do so through [www.kcc.edu/candidcomments](http://www.kcc.edu/candidcomments).

## Academic Advisement

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

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

Advisement services include:

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

Complete information is at [www.kcc.edu/advising](http://www.kcc.edu/advising).

## Master Academic Plan

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

## New Student Orientation

A vital part of entering college is completing an orientation. KCC requires all new degree or certificate seeking students to complete new student orientation before registering for their second semester.

## 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. More information is at [www.kcc.edu/disabilityservices](http://www.kcc.edu/disabilityservices).

## Harold and Jean Miner Memorial Library

KCC students and staff are encouraged to use the extensive services and facilities available in the Harold and Jean Miner Memorial Library.

The library has a both a digital and physical presence, including periodicals, journals, books on CD, electronic recordings, curriculum-based monographs. Through using interlibrary loans, students and faculty have borrowing privileges from libraries throughout Illinois and the world. Also, staff provides bibliographic and research assistance in using electronic and printed library materials.

To access complete library information, visit [www.kcc.edu/library](http://www.kcc.edu/library).

## Identification Cards

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

## Kankakee Workforce Services

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

## 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.

## Young Adult Program Services

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

## Hammes Bookstore

The Hammes Bookstore sells required textbooks and school supplies. All book purchases require a KCC student ID and class schedule. Textbooks and other course materials also can be ordered online at [www.kankakee.bkstr.com](http://www.kankakee.bkstr.com). The bookstore purchases select used textbooks at a percentage of the original cost during buyback days at the end of each semester. Greeting cards, gift items, KCC clothing and gift certificates also are available. Complete bookstore information is at [www.kcc.edu/bookstore](http://www.kcc.edu/bookstore).

## Student Life

A variety of clubs and organizations are open for students to join (or create) at KCC. They are a great way to get involved, meet people, and enrich the community. Student clubs and organizations have a number of purposes including social, educational and recreational. The Student Advisory Council is the student government, and it represents the interests of the KCC student body to the college administration.

A complete list of organizations and more information is at [www.kcc.edu/studentlife](http://www.kcc.edu/studentlife).

## Athletics

The KCC Cavaliers play in the following sports:

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

Home games are played in the George H. Ryan Activities Center or on the college's athletic fields.

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

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

More information is at [www.kcc.edu/athletics](http://www.kcc.edu/athletics).

## Student Opportunities

### 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. Students selected as Baccalaureate Scholars have their tuition and fees waived, plus they receive a book stipend.

Complete information on the program is at [www.kcc.edu/scholars](http://www.kcc.edu/scholars).

## Dual Enrollment/Credit Programs

KCC offers two main ways for students to earn college credit before graduating from high school.

Through earning Dual Credit, high school students to earn both college credit and high school credit by taking approved KCC courses. The KCC Foundation offers a variety of scholarships for students in this program.

The Early College Program allows qualified high school seniors to enroll at KCC full-time during their senior year of high school. The classes apply toward both a high school diploma and a college degree.

Details and admissions requirements for Dual Enrollment and Dual Credit are at [www.kcc.edu/dualenrollment](http://www.kcc.edu/dualenrollment).

## TRIO Programs

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

The TRIO Student Support Services program assists low-income, first-generation or disabled students who seek to earn an associate degree and transfer to a four-year institution to complete a baccalaureate degree. More information is at [www.kcc.edu/trio](http://www.kcc.edu/trio).

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

The TRIO Talent Search program assists low-income and/or first generation college-bound students in grades six through 12. Services include academic and career counseling, college visits, tutoring and life skills services, financial aid presentations, information about college admissions requirements and available scholarships, and exposure to cultural events. More information is at [www.kcc.edu/triotalentsearch](http://www.kcc.edu/triotalentsearch).

## Testing Services

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

For detailed information on testing availability, the tests offered, locations, appointment and fee information (when applicable), visit [www.kcc.edu/testingservices](http://www.kcc.edu/testingservices).

## Transfer Services

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

By using MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org), students can see how their courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

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

## Tutoring Services

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

Tutoring schedules, subjects and information on helpful are available at [www.kcc.edu/tutoring](http://www.kcc.edu/tutoring).

# Study Abroad Program

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

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

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| ARTS 2833 | American Art 1945-Present            | 3 Credits |
| ARTS 2903 | Spanish Art History                  | 3 Credits |
| ENGL 1853 | Introduction to Shakespeare          | 3 Credits |
| ENGL 2713 | Intl Survey of Brit Lit I            | 3 Credits |
| ENGL 2533 | Survey of British Lit II             | 3 Credits |
| FREN 2702 | Communication in French              | 2 Credits |
| GERM 1502 | German Conversation I                | 2 Credits |
| GERM 1514 | Elementary German                    | 4 Credits |
| GERM 1524 | Intermediate German                  | 4 Credits |
| HIST 1613 | Austrian Civilization                | 3 Credits |
| HIST 2543 | British History I                    | 3 Credits |
| HIST 2553 | British History II                   | 3 Credits |
| HIST 2613 | Modern Britain                       | 3 Credits |
| HIST 2633 | Middle Ages                          | 3 Credits |
| HIST 2643 | US History 1933-1950                 | 3 Credits |
| HIST 2903 | History of Spain                     | 3 Credits |
| HUMS 1534 | Int'l Studies in the Humanities      | 4 Credits |
| HUMS 2903 | The Three Cultures of Spain          | 3 Credits |
| PLSC 1723 | European Politics                    | 3 Credits |
| SOSC 1533 | Int'l Studies in the Social Sciences | 3 Credits |
| SPAN 2533 | Introduction to Mexican Culture      | 3 Credits |



# Program Requirements

## 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.

1. Communication
2. Mathematics
3. Life and Physical Sciences
4. Humanities and Fine Arts
5. Social and Behavioral Sciences

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

## Illinois Articulation Initiative

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

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

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) for the latest information on IAI requirements and to see how courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## General Education Core

The IAI General Education Core requirements are outlined here. An IAI course number followed by: L designates a laboratory course; N designates a non-Western culture course; and D designates a diversity course.

The General Education Core courses also are identified by code at the end of the individual course descriptions. Those codes have the letters "IAI" followed by Communications, Mathematics, Fine Arts, Physical Science, Humanities, Humanities/Fine Arts, Social and Behavioral Science or Life Science.

## Major-Specific Courses

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

A notation is included at the end of course descriptions for IAI Major-Specific courses.

# IAI General Education Core Requirements

Through the Illinois Articulation Initiative (p. 26), the following requirements are for all students who enter a KCC transfer program in summer 1998 and thereafter. Individual programs/study plans may vary slightly from these general requirements.

## Communications (9 credit hours)

Three courses. There is a two-course sequence in writing and one course in oral communications. ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

## Laboratory Science (8 credit hours)

### Life science

|           |                       |           |
|-----------|-----------------------|-----------|
| BIOL 1504 | Principles of Biology | 4 Credits |
| BIOL 1514 | General Biology I     | 4 Credits |
| BIOL 1534 | Human Biology         | 4 Credits |
| BIOL 1584 | Environmental Biology | 4 Credits |

### Physical science

|           |                                  |           |
|-----------|----------------------------------|-----------|
| CHEM 1514 | General Chemistry I              | 4 Credits |
| PHYS 1514 | General Physics I                | 4 Credits |
| PHYS 2614 | Physics I                        | 4 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| PSCI 1524 | Earth Science & Astronomy        | 4 Credits |

## Mathematics (3-6 credit hours)

### One or two courses.

|           |  |           |
|-----------|--|-----------|
| BSNS 2514 | Business Statistics                    | 4 Credits |
| MATH 1704 | Contemporary Mathematics               | 4 Credits |
| MATH 1713 | Finite Mathematics                     | 3 Credits |
| MATH 1774 | Statistics                             | 4 Credits |
| MATH 1834 | Calculus for Business & Social Science | 4 Credits |
| MATH 2515 | Calculus & Analytic Geometry I         | 5 Credits |
| MATH 2524 | Calculus & Analytic Geometry II        | 4 Credits |
| MATH 2534 | Calculus and Analytic Geometry III     | 4 Credits |
| MATH 1623 | Math for Elementary Teachers II        | 3 Credits |

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

## Humanities (9 credit hours)

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary category. In course description IAI codes, note those ending with "D" or "N" may meet the non-Western culture or diversity requirement of some majors.

### General Humanities

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| ENGL 1713 | Introduction to Poetry               | 3 Credits |
| ENGL 1743 | Introduction to Literature           | 3 Credits |
| ENGL 1853 | Introduction to Shakespeare          | 3 Credits |
| ENGL 2553 | Children's Literature                | 3 Credits |
| ENGL 2613 | Ancient & Medieval World Literature  | 3 Credits |
| ENGL 2623 | Modern World Literature              | 3 Credits |
| ENGL 2723 | Amer Literature Up to 1865           | 3 Credits |
| ENGL 2733 | American Literature From 1865        | 3 Credits |
| HIST 1513 | Western Civilization to 1648         | 3 Credits |
| HIST 1533 | Western Civilization 1648 to Present | 3 Credits |
| HIST 1643 | Middle East History 600 to Present   | 3 Credits |
| HUMS 2613 | World Religions                      | 3 Credits |
| PHIL 2513 | Introduction to Philosophy           | 3 Credits |
| PHIL 2523 | Ethics                               | 3 Credits |
| PHIL 2533 | Logic                                | 3 Credits |
| PHIL 2713 | Introduction to Religion             | 3 Credits |
| SPAN 2524 | Intermediate Spanish II              | 4 Credits |

### Fine arts

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ARTS 1553 | Art Appreciation                    | 3 Credits |
| ARTS 1613 | Survey of Art-Caves to Cathedrals   | 3 Credits |
| ARTS 1623 | Survey of Art-Renaissance to Rococo | 3 Credits |
| ARTS 1633 | Survey of Art-1800 to Present       | 3 Credits |
| ARTS 1643 | Non-Western Art                     | 3 Credits |
| ENGL 1723 | Introduction to Film Study          | 3 Credits |
| MUSC 1513 | Music Appreciation                  | 3 Credits |
| MUSC 1623 | World Music                         | 3 Credits |

### Interdisciplinary

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| HUMS 1513 | Introduction to Humanities           | 3 Credits |
| HUMS 1553 | Intro to Women's & Gender Studies    | 3 Credits |
| HUMS 1813 | African-American Cultural Expression | 3 Credits |
| HUMS 1853 | Arts and Culture of the Middle East  | 3 Credits |

## Social and Behavioral Science (9 credit hours)

Three courses from at least two different prefixes. In course descriptions, courses with an IAI code ending in “D” or “N” may meet the non-Western culture or diversity requirement of some majors.

|           |   |           |
|-----------|---|-----------|
| ANTH 1713 | Introduction to Anthropology            | 3 Credits |
| ECON 1543 | Principles of Economics                 | 3 Credits |
| ECON 1553 | Principles of Macroeconomics            | 3 Credits |
| ECON 1563 | Principles of Microeconomics            | 3 Credits |
| GEOG 1513 | World Regional Geography                | 3 Credits |
| HIST 2513 | History of the US to 1877               | 3 Credits |
| HIST 2523 | History of the U.S. 1877 to Present     | 3 Credits |
| HIST 2533 | Latin American History                  | 3 Credits |
| PLSC 1513 | American Government                     | 3 Credits |
| PLSC 1523 | State and Local Government              | 3 Credits |
| PLSC 2613 | Introduction to International Relations | 3 Credits |
| PSYC 1813 | Introduction to Psychology              | 3 Credits |
| PSYC 2553 | Lifespan Developmental Psychology       | 3 Credits |
| PSYC 2573 | Adulthood and Aging                     | 3 Credits |
| PSYC 2773 | Social Psychology                       | 3 Credits |
| SOCY 2513 | Sociology                               | 3 Credits |
| SOCY 2523 | Contemporary Social Problems            | 3 Credits |
| SOCY 2543 | Racial and Ethnic Relations             | 3 Credits |
| SOCY 2553 | Marriage and the Family                 | 3 Credits |

## Transfer Programs

Students can begin the first two years of study for virtually any bachelor's degree program at KCC.

The transfer programs and plans of study 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. The recommendations, identified through the Illinois Articulation Initiative (IAI), are meant for students who are undecided about their intended transfer institution. The recommended courses build upon the IAI general education core curriculum by identifying prerequisite courses and courses in the major that students may need to complete to transfer as a junior.

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

Students planning to transfer should refer to the Illinois Articulation Initiative (IAI) general education requirements.

## Transfer Program Information

- To satisfy requirements for a transfer degree, the first digit in the KCC course number must be a 1 or a 2, and the second digit must be either a 5, 6, 7, 8, or 9.
- Non-specific electives can be any course with a transfer number, including those without an Illinois Articulation Initiative code (see details below).
- The maximum number of physical education activity credits which can be applied to an associate in arts or associate in science degree is four (4) for non-physical education majors and seven for physical education majors.
- Exceptions to all degree requirements must be approved by petitioning the Graduate Review Committee.
- Up to 8 credit hours of non-transfer level coursework may be applied toward a transfer program if the student can document that his/her institution will accept the credit(s). Consult your transfer advisor for more information.
- It is the responsibility of the student intending to transfer to a baccalaureate college/university to familiarize him/herself with admissions and lower division requirements of the particular institution. Resources for many senior institutions are available at [www.kcc.edu/transfer/](http://www.kcc.edu/transfer/).





# Plan of Study in Agriculture, AS

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                      |           |
|-----------|----------------------|-----------|
| CHEM 1524 | General Chemistry II | 4 Credits |
|-----------|----------------------|-----------|

### Choose two

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| AGRC 1624 | Soil Science                         | 4 Credits |
| AGRC 1704 | Animal Science                       | 4 Credits |
| AGRC 1724 | Plant Science                        | 4 Credits |
| HORT 1513 | Introduction to Horticulture Science | 3 Credits |

### Credit hours: 11-12

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

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

### Credit hours: 9

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

|           |                     |           |
|-----------|---------------------|-----------|
| CHEM 1514 | General Chemistry I | 4 Credits |
| BIOL 1514 | General Biology I   | 4 Credits |

### Credit hours: 8

### Mathematics

#### Choose two

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

### Credit hours: 7-8

### Humanities

Two courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

### Credit hours: 6

### Social and behavioral science

#### Choose two

Choose two courses, with different course prefixes.

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

### Credit hours: 6

### Electives

Choose courses from any transfer-level elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Notes: Credit hours may come from additional agriculture major courses. COSC 1513 and CHEM 1524 are recommended. A maximum of four credit hours can come from physical education activity courses.

### Credit hours: 17

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Art, AFA

## ARTS.AFA.B24

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

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

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

### Program Requirements

#### Major courses

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

#### Electives

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

#### Credit hours: 24

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

### Humanities

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| HIST 1513 | Western Civilization to 1648         | 3 Credits |
| OR        |                                      |           |
| HIST 1533 | Western Civilization 1648 to Present | 3 Credits |
|           |                                      |           |
|           | Humanities course                    | 3 Credits |

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

#### Choose three

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

#### Credit hours: 15

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

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

#### Credit hours: 9

ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View laboratory Science Course options (p. 27)

#### Credit hours: 8

### Mathematics

#### Choose one

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

#### Credit hours: 3-5

### Social and behavioral science

Two courses from different prefixes.

View Social and Behavioral Science Course options (p. 28)

#### Credit hours: 6

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 65</b> |
|---------------------------------|



# Plan of Study in Aviation, AA

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

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

**Credit hours: 14**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

|           |                                    |           |
|-----------|------------------------------------|-----------|
| ECON 1553 | Principles of Macroeconomics       | 3 Credits |
| ECON 1563 | Principles of Microeconomics       | 3 Credits |
|           | Social & Behavioral Science course | 3 Credits |

**Credit hours: 9**

View Social and behavioral science course options (p. 28)

### Electives

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

**Credit hours: 12**

Note: A maximum of four credit hours can come from physical education activity courses. Consult your transfer university to determine appropriate electives.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study Biological Sciences, AS

## Program Overview

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

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Laboratory Science

|           |                     |           |
|-----------|---------------------|-----------|
| BIOL 1514 | General Biology I   | 4 Credits |
| CHEM 1514 | General Chemistry I | 4 Credits |

**Credit hours: 8**

### Major Courses

|           |                      |           |
|-----------|----------------------|-----------|
| BIOL 1524 | General Biology II   | 4 Credits |
| CHEM 1524 | General Chemistry II | 4 Credits |
| CHEM 2714 | Organic Chemistry I  | 4 Credits |
| CHEM 2724 | Organic Chemistry II | 4 Credits |

**Credit hours: 16**

### Supporting Course

|           |                   |           |
|-----------|-------------------|-----------|
| PHYS 1514 | General Physics I | 4 Credits |
| OR        |                   |           |
| PHYS 2614 | Physics I         | 4 Credits |

**Credit hours: 4**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

## Mathematics

|           |                                 |           |
|-----------|---------------------------------|-----------|
| MATH 1774 | Statistics                      | 4 Credits |
| AND       |                                 |           |
| MATH 2515 | Calculus & Analytic Geometry I  | 5 Credits |
| OR        |                                 |           |
| MATH 2515 | Calculus & Analytic Geometry I  | 5 Credits |
| AND       |                                 |           |
| MATH 2524 | Calculus & Analytic Geometry II | 4 Credits |

**Credit hours: 9**

## Humanities

Choose two Humanities courses, with one from general humanities and one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 6**

## Social and Behavioral Science

Choose two social and behavioral courses from two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 6**

## Electives

Choose from any transfer-level elective area; either PHYS 1524 or PHYS 2624 is recommended; either MATH 1774 or MATH 2524 is recommended. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number.

**Notes:** A maximum of four (4) credit hours can come from physical education activity courses. 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.

**Credit hours: 6**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Business, AS

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

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

**Credit hours: 14**

### Supporting courses

|           |                                |           |
|-----------|--------------------------------|-----------|
| BSNS 1553 | Introduction to Business       | 3 Credits |
| BSNS 1653 | Business Law                   | 3 Credits |
| OR        |                                |           |
| BSNS 1663 | Legal & Social Env of Business | 3 Credits |
| ECON 1563 | Principles of Microeconomics   | 3 Credits |

**Credit hours: 9**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

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

**Credit Hours: 7-8**

### Humanities

Two courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. PHIL 2523 is strongly recommended.

View Humanities course options (p. 27)

**Credit hours: 6**

### Social and behavioral science

|           |                              |           |
|-----------|------------------------------|-----------|
| PSYC 1813 | Introduction to Psychology   | 3 Credits |
| OR        |                              |           |
| SOCY 2513 | Sociology                    | 3 Credits |
| OR        |                              |           |
| ECON 1553 | Principles of Macroeconomics | 3 Credits |

**Credit hours: 6**

### Electives

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

**Credit hours: 5**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Chemistry, AS

## Program Overview

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

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                      |           |
|-----------|----------------------|-----------|
| CHEM 1514 | General Chemistry I  | 4 Credits |
| CHEM 1524 | General Chemistry II | 4 Credits |
| CHEM 2714 | Organic Chemistry I  | 4 Credits |
| CHEM 2724 | Organic Chemistry II | 4 Credits |

**Credit hours: 16**

### Supporting courses

|           |             |           |
|-----------|-------------|-----------|
| PHYS 2624 | Physics II  | 4 Credits |
| PHYS 2634 | Physics III | 4 Credits |

**Credit hours: 8**

### Laboratory Science

|           |                   |           |
|-----------|-------------------|-----------|
| PHYS 2614 | Physics I         | 4 Credits |
| BIOL 1514 | General Biology I | 4 Credits |

**Credit hours: 8**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Mathematics

|           |                                 |           |
|-----------|---------------------------------|-----------|
| MATH 2515 | Calculus & Analytic Geometry I  | 5 Credits |
| MATH 2524 | Calculus & Analytic Geometry II | 4 Credits |

**Credit hours: 9**

### Humanities

Two humanities courses, with one from general humanities and one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 6**

### Social and behavioral science

Two social and behavioral sciences courses from at least two different prefixes.

View Social and Behavioral Science course options (p. 28)

**Credit hours: 6**

### Electives

Choose from any transfer-level elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Math 2534 is strongly recommended.

**Credit hours: 2**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Criminal Justice, AA

## Program Overview

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

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 2723 | Introduction to Corrections      | 3 Credits |
| LAWF 2513 | Criminology                      | 3 Credits |
| LAWF 1753 | Juvenile Delinquency             | 3 Credits |

### Additional Supportive Courses

|           |  |           |
|-----------|--|-----------|
| LAWF 1713 | Basic Criminal Law                     | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |

### Choose one

|           |                                |           |
|-----------|--------------------------------|-----------|
| LAWF 1613 | Police Operations & Services   | 3 Credits |
| LAWF 1623 | Traffic Administration         | 3 Credits |
| LAWF 1723 | Criminal Evidence & Procedures | 3 Credits |
| LAWF 1733 | Criminal Investigation         | 3 Credits |
| LAWF 2623 | Organization & Administration  | 3 Credits |
| LAWF 2713 | Community-Oriented Policing    | 3 Credits |
| LAWF 2733 | Private Security               | 3 Credits |

**Credit hours: 21**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

## Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

## Mathematics

Choose one

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

**Credit hours: 3-5**

## Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

## Social and behavioral science

|           |  |           |
|-----------|--|-----------|
| PSYC 1813 | Introduction to Psychology             | 3 Credits |
| SOCY 2513 | Sociology                              | 3 Credits |
|           | Social and Behavioral Science elective | 3 Credits |

**Credit hours: 9**

The Social and Behavioral Science elective cannot be PSYC 1813 or SOCY 2513. PLSC 1513 is recommended. View Social and behavioral science course options (p. 28).

## Electives

Choose courses from any transfer-level elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Notes: A maximum of four (4) credit hours can come from physical education activity courses. Some universities require PHED 1512.

**Credit hours: 5**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Early Childhood, AAT

## EDUC.AAT.B28

### Program Overview

This program fulfills the first two years of most early childhood education bachelor's degrees. If you have chosen a transfer institution, consult them to make course selections. 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.

### ADDITIONAL PROGRAM INFORMATION

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

For minimum score requirements:

- [www.il.nesinc.com](http://www.il.nesinc.com) - includes information about TAP test sites, registration and study guides; or
- ACT Plus Writing or SAT Scores

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

### Program Requirements

#### Major courses

|           |  |           |
|-----------|--|-----------|
| CDEV 1513 | Child Growth & Development             | 3 Credits |
| CDEV 2523 | Intro to Early Childhood Education     | 3 Credits |
| CDEV 2633 | Health, Nutrition & Safety             | 3 Credits |
| CDEV 2543 | Child Study & Observation              | 3 Credits |
| CDEV 2533 | Early Childhood Curriculum Development | 3 Credits |
| CDEV 2513 | Child, Family & Community Relations    | 3 Credits |
| EDUC 1713 | Intro to Public Education              | 3 Credits |
| EDUC 1763 | Technology in Education                | 3 Credits |

**Credit hours: 24**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Mathematics

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| MATH 1613 | Mathematics for Elementary Teachers I | 3 Credits |
| MATH 1623 | Math for Elementary Teachers II       | 3 Credits |

**Credit hours: 6**

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Humanities

|           |                            |           |
|-----------|----------------------------|-----------|
| ARTS 1553 | Art Appreciation           | 3 Credits |
| MUSC 1513 | Music Appreciation         | 3 Credits |
| HUMS 1513 | Introduction to Humanities | 3 Credits |

**Credit hours: 9**

### Social and behavioral science

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PLSC 1513 | American Government                 | 3 Credits |
| PSYC 1813 | Introduction to Psychology          | 3 Credits |
| HIST 2513 | History of the US to 1877           | 3 Credits |
| HIST 2523 | History of the U.S. 1877 to Present | 3 Credits |

**Credit hours: 9**

**MINIMUM CREDIT HOURS: 65**

# Plan of Study in Elementary Education, AA

## Program Overview

The following curriculum is designed to satisfy the basic lower division requirements for elementary education majors at senior institutions. Students are encouraged to complete their Associate in Arts degree with an emphasis in Elementary Education prior to transfer. If you have chosen a transfer institution, consult them to make course selections. Students should consult with their transfer institution as early as possible in their program to determine the course choices preferred by that institution. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans. A non-western culture class is required by most institutions.

## ADDITIONAL PROGRAM INFORMATION

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

For minimum score requirements:

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

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| EDUC 1713 | Intro to Public Education             | 3 Credits |
| EDUC 1833 | Students With Disabilities            | 3 Credits |
| MATH 1613 | Mathematics for Elementary Teachers I | 3 Credits |

### Choose one

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| EDUC 2613 | Educational Psychology            | 3 Credits |
| CDEV 1513 | Child Growth & Development        | 3 Credits |
| PSYC 2553 | Lifespan Developmental Psychology | 3 Credits |

**Credit hours: 12**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

## Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences. BIOL 1514 is recommended by some universities.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

## Mathematics

|           |                                 |           |
|-----------|---------------------------------|-----------|
| MATH 1623 | Math for Elementary Teachers II | 3 Credits |
|-----------|---------------------------------|-----------|

**Credit hours: 3**

## Humanities

Three courses, with at least one literature course from the general category and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

## Social and behavioral science

|           |                            |           |
|-----------|----------------------------|-----------|
| PSYC 1813 | Introduction to Psychology | 3 Credits |
|-----------|----------------------------|-----------|

### Choose two

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

**Credit hours: 9**

## Electives

Choose from any transfer elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number.

Notes: A maximum of four credit hours can come from physical education activity courses. Following are suggested electives:

|           |   |           |
|-----------|---|-----------|
| EDUC 1763 | Technology in Education   | 3 Credits |
| EDUC 2513 | Diversity in Schools  | 3 Credits |
| EDUC 2533 | Foundations of Reading  | 3 Credits |
| GEOG 1513 | World Regional Geography  | 3 Credits |
| HUMS 2613 | World Religions   | 3 Credits |
|           |   |           |
| PHED 1512 | Health Education  | 2 Credits |
| AND       |   |           |
| CDEV 2633 | Health, Nutrition & Safety  | 3 Credits |
| OR        |   |           |
| HLTH 1513 | Nutrition   | 3 Credits |
|           | IAI mathematics course(s)   |           |
|           | IAI laboratory science course(s) (CHEM 1504 may be accepted by some universities) |           |
|           | IAI course(s) in the area of concentration  |           |

**Credit hours: 14**

Courses which satisfy the non-Western Culture requirement are GEOG 1513 and HUMS 2613.

**MINIMUM CREDIT HOURS: 64**

# Engineering, AES

## ENGR.AES.B09

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

### Program Requirements

#### Major courses

Choose at least 8 credits (Engineering Specialty courses)

|           |                                 |           |
|-----------|---------------------------------|-----------|
| CHEM 2714 | Organic Chemistry               | 4 Credits |
| CHEM 2724 | Organic Chemistry II            | 4 Credits |
| ENGR 1513 | Engineering Design Graphics/CAD | 3 Credits |
| ENGR 2503 | Statics                         | 3 Credits |
| ENGR 2523 | Dynamics                        | 3 Credits |
| ENGR 2613 | Electrical Circuits & Networks  | 3 Credits |
| ENGR 2533 | Mechanics of Materials          | 3 Credits |

**Credit hours: 8**

#### Mathematics

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MATH 2534 | Calculus and Analytic Geometry III | 4 Credits |
| MATH 2613 | Differential Equations             | 3 Credits |

**Credit hours: 7**

#### Laboratory Science

|           |                     |           |
|-----------|---------------------|-----------|
| PHYS 2614 | Physics I           | 4 Credits |
| CHEM 1514 | General Chemistry I | 4 Credits |

**Credit hours: 8**

#### Communications

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

|           |            |           |
|-----------|------------|-----------|
| ENGL 1613 | English I  | 3 Credits |
| ENGL 1623 | English II | 3 Credits |

**Credit hours: 6**

#### Mathematics

|           |                                 |           |
|-----------|---------------------------------|-----------|
| MATH 2515 | Calculus & Analytic Geometry I  | 5 Credits |
| MATH 2524 | Calculus & Analytic Geometry II | 4 Credits |

**Credit hours: 9**

#### Humanities

One course.

View Humanities course options (p. 27)

**Credit hours: 3**

#### Social and behavioral science

Two courses. Note: ECON 1553 or ECON 1563 are recommended. View Social and behavioral science course options (p. 28)

**Credit hours: 6**

#### Electives

|           |   |           |
|-----------|---|-----------|
| PHYS 2624 | Physics II                              | 4 Credits |
| PHYS 2634 | Physics III                             | 4 Credits |
| CHEM 1524 | General Chemistry II                    | 4 Credits |
| COSC 2613 | Computer Prog for Science & Engineering | 3 Credits |

#### Choose two

|  |  |  |
|--|--|--|
|  | Engineering specialty course             |  |
|  | Foreign language course                  |  |
|  | General biology course                   |  |
|  | IAI social and behavioral science course |  |
|  | IAI humanities course                    |  |

**Credit hours: 21**

**MINIMUM CREDIT HOURS: 68**

# Plan of Study in English, AA

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major course

|           |                               |           |
|-----------|-------------------------------|-----------|
| ENGL 2733 | American Literature From 1865 | 3 Credits |
|-----------|-------------------------------|-----------|

**Credit hours: 3**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

Three courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 9**

### Electives

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

**Credit hours: 23**

**Notes:** A maximum of four credit hours can come from physical education activity courses. If appropriate to intended program, 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 may be substituted for one college semester. Courses to fulfill this requirement include: SPAN 1514, SPAN 1524, SPAN 2514, SPAN 2524, FREN 1514, FREN 1524, FREN 2513, FREN 2523, FREN 2625 (3 credit hours).

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# General, AA

## GEN.AA.B50

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

### Program Requirements

#### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

#### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

#### One course

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

**Credit hours: 3-5**

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

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

Three courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 9**

### Electives

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

**Credit hours: 26**

Notes: A maximum of four credit hours can come from physical education activity courses. Some Bachelor of Arts degree programs require the equivalent of two years of study of a foreign language at the college level. Students are advised to complete this requirement before transferring. In most cases, each year of high school foreign language may be substituted for one college semester.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# General, AS

## GEN.AS.B70

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

### Program Requirements

#### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

#### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

#### Mathematics

Choose two

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

**Credit hours: 7-9**

#### Humanities

Two courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 6**

#### Social and behavioral science

Two courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 6**

#### Science and Specialization Courses

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

**Credit hours: 6-8**

#### Electives

##### General electives

Choose 22 credit hours from any elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Note: A maximum of four credit hours can come from physical education activity courses.

**Credit hours: 22**

**MINIMUM CREDIT HOURS: 64**

# Plan of Study in History, AA

## Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

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

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

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

**Credit hours: 12**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

Three courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 9**

### Electives

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

**Credit hours: 14**

Note: A maximum of four credit hours can come from physical education activity courses.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Mass Communication, AA

## Program Overview

This curriculum is designed to satisfy the basic lower division requirement for mass communication majors at senior institutions. For this specialty, the recommended coursework includes nine semester credits in journalism and 37-41 semester credits from the Illinois Articulation Initiative (IAI) General Core Curriculum. The remaining credits to complete an associate degree (a minimum of 64 semester credits) should be chosen with the assistance of an academic advisor. If you have chosen a transfer institution, consult them to make course selections. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| JOUR 1653 | Introduction to Journalism         | 3 Credits |
| JOUR 1673 | Introduction to Mass Communication | 3 Credits |

**Credit hours: 6**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

Three courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 9**

### Electives

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

**Credit hours: 20**

Note: A maximum of four credit hours can come from physical education activity courses.

**MINIMUM CREDIT HOURS: 64**

# Plan of Study in Mathematics, AS

## Program Overview

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

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |   |           |
|-----------|---|-----------|
| MATH 2534 | Calculus and Analytic Geometry III      | 4 Credits |
| MATH 2613 | Differential Equations                  | 3 Credits |
| COSC 2613 | Computer Prog for Science & Engineering | 3 Credits |

**Credit hours: 10**

### Mathematics

|           |                                 |           |
|-----------|---------------------------------|-----------|
| MATH 2515 | Calculus & Analytic Geometry I  | 5 Credits |
| MATH 2524 | Calculus & Analytic Geometry II | 4 Credits |

**Credit hours: 9**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences. PHYS 2614 is strongly recommended.

View Life Science course options (p. 27)

**Credit hours: 8**

### Humanities

Choose two humanities courses, with one from general humanities and one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 6**

### Social and Behavioral Science

Choose two social and behavioral science courses from two different prefixes.

View social and behavioral science course options (p. 28)

**Credit hours: 6**

### Electives

Choose 16 more credit hours of courses from any transfer-level elective area. Appropriate electives have a second digit of 5, 6, 7, 8 or 9 in the KCC course number. Consider PHYS 2624; consider ECON and ACCT courses if interested in actuarial science. Note: A maximum of four credit hours can come from physical education activity courses.

**Credit hours: 16**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Physics, AS

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |             |           |
|-----------|-------------|-----------|
| PHYS 2614 | Physics I   | 4 Credits |
| PHYS 2624 | Physics II  | 4 Credits |
| PHYS 2634 | Physics III | 4 Credits |

**Credit hours: 12**

### Supporting courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| CHEM 1524 | General Chemistry II               | 4 Credits |
| MATH 2534 | Calculus and Analytic Geometry III | 4 Credits |
| MATH 2613 | Differential Equations             | 3 Credits |

**Credit hours: 11**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

|           |                     |           |
|-----------|---------------------|-----------|
| CHEM 1514 | General Chemistry I | 4 Credits |
| BIOL 1514 | General Biology I   | 4 Credits |

**Credit hours: 8**

### Mathematics

|           |                                 |           |
|-----------|---------------------------------|-----------|
| MATH 2515 | Calculus & Analytic Geometry I  | 5 Credits |
| MATH 2524 | Calculus & Analytic Geometry II | 4 Credits |

**Credit hours: 9**

### Humanities

Two IAI humanities courses, with one from general humanities and one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 6**

### Elective

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

|  |          |           |
|--|----------|-----------|
|  | Elective | 3 Credits |
|--|----------|-----------|

**Credit hours: 3**

### Social and behavioral science

Two IAI social and behavioral sciences courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

**Credit hours: 6**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Political Science, AA

## Program Overview

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

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                     |           |
|-----------|---------------------|-----------|
| PLSC 1513 | American Government | 3 Credits |
|-----------|---------------------|-----------|

Credit hours: 3

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

Credit hours: 9

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

Credit hours: 8

### Mathematics

Choose one

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

Credit hours: 3-5

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

Credit hours: 9

### Social and behavioral science

Three courses from at least two different prefixes.

View Social and behavioral science course options (p. 28)

Credit hours: 9

### Electives

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

Credit hours: 23

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Psychology, AA

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

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

**Credit hours: 6**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

|           |                               |           |
|-----------|-------------------------------|-----------|
| PSYC 1813 | Introduction to Psychology    | 3 Credits |
|           | Social and behavioral science | 6 Credits |

**Credit hours: 9**

Choose Social and Behavioral Science courses from at least two different prefixes. Note: PSYC can be the prefix for one – but not both – courses.

View Social and Behavioral Science course options (p. 28)

### Electives

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

**Credit hours: 20**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Plan of Study in Secondary Education, AA

## Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

For minimum score requirements:

- [www.il.nesinc.com](http://www.il.nesinc.com) - includes information about TAP test sites, registration and study guides; or
- ACT Plus Writing or SAT Scores

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                            |           |
|-----------|----------------------------|-----------|
| EDUC 1713 | Intro to Public Education  | 3 Credits |
| EDUC 1763 | Technology in Education    | 3 Credits |
| EDUC 1833 | Students With Disabilities | 3 Credits |
| EDUC 2613 | Educational Psychology     | 3 Credits |

**Credit hours: 12**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

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

### Laboratory Science

Three courses, with at least one from the life sciences and at least one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 12**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and behavioral science

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

Choose one

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

**Credit hours: 9**

### Electives

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

**Credit hours: 10**

Note: A maximum of four credit hours can come from physical education activity courses, such as PHED 1512. EDUC 2533 and EDUC 2513 are recommended.

**MINIMUM CREDIT HOURS: 64**



# Secondary Education Mathematics, AAT EDUC.AAT.B26

## Program Overview

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.

### ADDITIONAL PROGRAM INFORMATION

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

For minimum score requirements:

- [www.il.nesinc.com](http://www.il.nesinc.com) - includes information about TAP test sites, registration and study guides; or
- ACT Plus Writing or SAT Scores

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MATH 2515 | Calculus & Analytic Geometry I     | 5 Credits |
| MATH 2524 | Calculus & Analytic Geometry II    | 4 Credits |
| MATH 2534 | Calculus and Analytic Geometry III | 4 Credits |

### Choose one

|           |                          |           |
|-----------|--------------------------|-----------|
| MATH 1704 | Contemporary Mathematics | 4 Credits |
| MATH 1713 | Finite Mathematics       | 3 Credits |
| MATH 1774 | Statistics               | 4 Credits |

**Credit hours: 16-17**

### Supplemental courses

|           |                           |           |
|-----------|---------------------------|-----------|
| EDUC 1713 | Intro to Public Education | 3 Credits |
|-----------|---------------------------|-----------|

### Choose one

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| EDUC 2613 | Educational Psychology            | 3 Credits |
| EDUC 1763 | Technology in Education           | 3 Credits |
| PSYC 2553 | Lifespan Developmental Psychology | 3 Credits |

**Credit hours: 6**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

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

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Humanities

|  |                    |           |
|--|--------------------|-----------|
|  | Humanities courses | 6 Credits |
|--|--------------------|-----------|

Choose two humanities courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories. View humanities course options.

### Choose one

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| HIST 1643 | Middle East History 600 to Present   | 3 Credits |
| HUMS 1813 | African-American Cultural Expression | 3 Credits |
| HUMS 2613 | World Religions                      | 3 Credits |

**Credit hours: 9**

### Social and behavioral science

|           |                            |           |
|-----------|----------------------------|-----------|
| PSYC 1813 | Introduction to Psychology | 3 Credits |
|-----------|----------------------------|-----------|

Choose two more Social and behavioral science courses. Both cannot have a PSYC prefix. Recommended courses:

|           |   |           |
|-----------|---|-----------|
| PLSC 1513 | American Government                     | 3 Credits |
| HIST 2513 | History of the US to 1877               | 3 Credits |
| HIST 2523 | History of the U.S. 1877 to Present     | 3 Credits |
| ANTH 1713 | Introduction to Anthropology            | 3 Credits |
| GEOG 1513 | World Regional Geography                | 3 Credits |
| HIST 2533 | Latin American History                  | 3 Credits |
| PLSC 2613 | Introduction to International Relations | 3 Credits |
| SOCY 2543 | Racial and Ethnic Relations             | 3 Credits |

**Credit hours: 9**

These courses fulfill the global diversity and multiculturalism requirement: ANTH 1713, GEOG 1513, HIST 2533, PLSC 2613, SOCY 2543. One such course must be completed.

### Electives

|  |           |           |
|--|-----------|-----------|
|  | Electives | 7 Credits |
|--|-----------|-----------|

**Credit hours: 7**

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

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|



# Plan of Study in Sociology, AA

## Program Overview

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

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

|           |                              |           |
|-----------|------------------------------|-----------|
| SOCY 2523 | Contemporary Social Problems | 3 Credits |
| SOCY 2543 | Racial and Ethnic Relations  | 3 Credits |
| SOCY 2553 | Marriage and the Family      | 3 Credits |

**Credit hours: 9**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

Choose one

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

**Credit hours: 3-5**

### Humanities

Three courses, with at least one from general humanities and at least one from the fine arts or interdisciplinary categories.

View Humanities course options (p. 27)

**Credit hours: 9**

### Social and Behavioral Science

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| SOCY 2513 | Sociology                             | 3 Credits |
|           | Social and Behavioral Science courses | 6 Credits |

SOCY can be the prefix for one – but not both – Social and Behavioral Science courses. ANTH 1713 is recommended.

View Social and behavioral science course options (p. 28)

**Credit hours: 9**

### Electives

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

**Credit hours: 17**

Notes: A maximum of four credit hours can come from physical education activity courses. Students must achieve competency in a single foreign language. Four semesters of college-level study in a single foreign language is required. In most cases, each year of high school foreign language may be substituted for one college semester.

**MINIMUM CREDIT HOURS: 64**

# Special Education, AAT

## EDUC.AAT.B27

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

For minimum score requirements:

- [www.il.nesinc.com](http://www.il.nesinc.com) - includes information about TAP test sites, registration and study guides; or
- ACT Plus Writing or SAT Scores

### USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Major courses

Choose six

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| EDUC 1713 | Intro to Public Education         | 3 Credits |
| EDUC 1763 | Technology in Education           | 3 Credits |
| EDUC 1833 | Students With Disabilities        | 3 Credits |
| EDUC 2613 | Educational Psychology            | 3 Credits |
| EDUC 2513 | Diversity in Schools              | 3 Credits |
| EDUC 2533 | Foundations of Reading            | 3 Credits |
| PSYC 2553 | Lifespan Developmental Psychology | 3 Credits |

**Credit hours: 18**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

Note: ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

### Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

### Mathematics

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| MATH 1613 | Mathematics for Elementary Teachers I | 3 Credits |
| MATH 1623 | Math for Elementary Teachers II       | 3 Credits |

**Credit hours: 6**

### Social and Behavioral Science

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PSYC 1813 | Introduction to Psychology          | 3 Credits |
| PLSC 1513 | American Government                 | 3 Credits |
|           |                                     |           |
| HIST 2513 | History of the US to 1877           | 3 Credits |
| OR        |                                     |           |
| HIST 2523 | History of the U.S. 1877 to Present | 3 Credits |

**Credit hours: 9**

### Humanities

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| HUMS 1513 | Introduction to Humanities          | 3 Credits |
|           |                                     |           |
| ENGL 2613 | Ancient & Medieval World Literature | 3 Credits |
| OR        |                                     |           |
| ENGL 2623 | Modern World Literature             | 3 Credits |

Choose one

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ARTS 1553 | Art Appreciation                    | 3 Credits |
| ARTS 1613 | Survey of Art-Caves to Cathedrals   | 3 Credits |
| ARTS 1623 | Survey of Art-Renaissance to Rococo | 3 Credits |
| ENGL 1723 | Introduction to Film Study          | 3 Credits |

**Credit hours: 9**

Note: Fulfills the global diversity and multiculturalism requirement.

### Elective

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

Recommended courses are LRCS 1512 and/or SPAN 1514.

**Credit hours: 3**

**MINIMUM CREDIT HOURS: 61**

# Plan of Study in Visual Arts, AA

## Program Overview

The Associate in Arts degree in Visual Arts provides first- and second-year art and general education courses leading to the bachelor of arts degree. It is intended for students planning a career in art education, museum or gallery work, reporting and writing about art, and the numerous careers supplying services by and for artists such as art dealer, art consultant, art insurance agent or lawyer, commercial printer, typographer, and art therapist. Students enrolling in this curriculum are urged to meet with an academic advisor each semester to review course selections and transfer plans.

## USE THE TRANSFER GUIDE

Log on to MyCreditsTransfer at [www.itransfer.org](http://www.itransfer.org) to see how your courses transfer to other colleges and universities. MyCreditsTransfer also offers program requirements and course equivalencies.

## Program Requirements

### Supplemental courses

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

### Choose one

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

**Credit hours: 15**

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

### Major courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ARTS 1623 | Survey of Art-Renaissance to Rococo | 3 Credits |
| ARTS 1633 | Survey of Art-1800 to Present       | 3 Credits |

**Credit hours: 6**

### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |

**Credit hours: 9**

ENGL 1613 and ENGL 1623 must be completed with a grade of C or better.

## Laboratory Science

Two courses, with one from the life sciences and one from the physical sciences.

View Laboratory Science course options (p. 27)

**Credit hours: 8**

## Mathematics

Choose one

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

**Credit hours: 3-5**

## Humanities

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| HUMS 1513 | Introduction to Humanities           | 3 Credits |
| ARTS 1613 | Survey of Art-Caves to Cathedrals    | 3 Credits |
| OR        |                                      |           |
| ARTS 1643 | Non-Western Art                      | 3 Credits |
| HIST 1513 | Western Civilization to 1648         | 3 Credits |
| OR        |                                      |           |
| HIST 1533 | Western Civilization 1648 to Present | 3 Credits |
|           | Humanities elective                  | 3 Credits |

**Credit hours: 12**

View Humanities course options (p. 27)

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

ARTS 1613, HIST 1513, HIST 1533 - May not also be used to meet general education requirements at some institutions.

## Social and behavioral science

|           |                               |           |
|-----------|-------------------------------|-----------|
| PLSC 1513 | American Government           | 3 Credits |
|           | Social and behavioral science | 6 Credits |

**Credit hours: 9**

View Social and behavioral science course options (p. 28). One course must have a prefix other than PLSC.

## Elective

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

**Credit hours: 2**

**MINIMUM CREDIT HOURS: 64**

# 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 here (p. 136).

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.

# Agri-Hort Business, AAS

AGHT.AAS.V06

## Program Overview

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

## Program Requirements

### Major Courses

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

### Choose one

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

Credit hours: 32-34

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| BSNS 1603 | Business Communication   | 3 Credits |
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
| OR        |                          |           |
| ENGL 1613 | English I                | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           | General Education        | 3 Credits |

Credit hours: 15

View the General Education courses for Applied Science Degrees (p. 136).

A higher-level mathematics class can be substituted for MATH 1123.

## Electives

Choose 17 credits

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

Credit hours: 17

MINIMUM CREDIT HOURS: 64

# Agri-Hort Business, Advanced Certificate

AGHT.CRT.V72

## Program Overview

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

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| AGRC 1704 | Animal Science                         | 4 Credits |
| OR        |  |           |
| AGRC 1153 | Companion Animals                      | 3 Credits |
| AGHT 1254 | Basic Soils                            | 4 Credits |
| OR        |  |           |
| AGRC 1624 | Soil Science                           | 4 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COSC 1372 | Excel                                  | 2 Credits |
| BSNS 1553 | Introduction to Business               | 3 Credits |
| BSNS 2113 | Small Business Management              | 3 Credits |
| OR        |  |           |
| BSNS 2553 | Principles of Management               | 3 Credits |
| MAFT 1323 | Lean and Quality Overview              | 3 Credits |
| MKTG 1553 | Principles of Marketing                | 3 Credits |
| ACCT 1413 | General Accounting                     | 3 Credits |

### Choose one

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

MINIMUM CREDIT HOURS: 30

# Agri-Hort Horticulture, AAS

## AGHT.AAS.V06

### Program Overview

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

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| AGHT 1024 | Engineering Applications               | 4 Credits |
|           |  |           |
| AGHT 1254 | Basic Soils                            | 4 Credits |
| OR        |  |           |
| AGRC 1624 | Soil Science                           | 4 Credits |
|           |  |           |
| AGHT 1013 | Integrated Pest Management             | 3 Credits |
|           |  |           |
| HORT 1014 | Fundamentals of Horticulture           | 4 Credits |
| OR        |  |           |
| HORT 1513 | Introduction to Horticulture Science   | 3 Credits |
|           |  |           |
| HORT 1023 | Plant Propagation                      | 3 Credits |
| HORT 1323 | Fruit and Vegetable Production         | 3 Credits |
| HORT 1314 | Landscape Plants and Design            | 4 Credits |
| HORT 1173 | Greenhouse Operations                  | 3 Credits |
|           |  |           |
| AGHT 2012 | Internship                             | 2 Credits |
| OR        |  |           |
| AGHT 2022 | Special Topics                         | 2 Credits |
|           |  |           |
| BSNS 1553 | Introduction to Business               | 3 Credits |
| OR        |  |           |
| BSNS 2113 | Small Business Management              | 3 Credits |
|           |  |           |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| MKTG 1553 | Principles of Marketing                | 3 Credits |

**Credit hours: 38-39**

#### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| BSNS 1603 | Business Communication   | 3 Credits |
| BIOL 1504 | Principles of Biology    | 4 Credits |
|           |                          |           |
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
|           | OR                       |           |
| ENGL 1613 | English I                | 3 Credits |
|           |                          |           |
| MATH 1123 | Technical Mathematics II | 3 Credits |
| SPCH 1553 | Introductory Speech      | 3 Credits |

**Credit hours: 16**

A higher level mathematics course may be substituted.

#### Electives

##### Choose 10 credits

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

**Credit hours: 10**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Agri-Hort – Horticulture, Advanced Certificate

HORT.CRT.V74

## Program Overview

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.

## 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/).

## Program Requirements

### Major Courses

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

**MINIMUM CREDIT HOURS: 36**

# Agri-Hort Manufacturing Technology, AAS

AGHT.AAS.V06

## Program Overview

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

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| AGHT 1024 | Engineering Applications           | 4 Credits |
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
|           |                                    |           |
| AGHT 2012 | Internship                         | 2 Credits |
| OR        |                                    |           |
| AGHT 2022 | Special Topics                     | 2 Credits |
|           |                                    |           |
| ELTR 1034 | Fluid Power                        | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity        | 4 Credits |
| ELTR 1402 | Industrial Safety                  | 2 Credits |
| TWDL 1113 | Certified Logistics Associate      | 3 Credits |
| TWDL 1223 | Certified Logistics Technician     | 3 Credits |

**Credit hours: 34**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| BSNS 1603 | Business Communication   | 3 Credits |
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
| OR        |                          |           |
| ENGL 1613 | English I                | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           | General Education        | 3 Credits |

**Credit hours: 15**

Choose the general education course from the General education courses for Applied Science Degrees (p. 136).

A higher level mathematics class can be substituted for MATH 1123.

(Program requirements continue on the next page)

## Electives

### Choose 15 credits

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

Credit hours: 15

**MINIMUM CREDIT HOURS: 64**

## Agri-Hort Manufacturing, Advanced Certificate AGHT.CRT.V71

### Program Overview

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.

### 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/).

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| AGHT 1024 | Engineering Applications           | 4 Credits |
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
| ELTR 1034 | Fluid Power                        | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity        | 4 Credits |
| ELTR 1402 | Industrial Safety                  | 2 Credits |
| TWDL 1113 | Certified Logistics Associate      | 3 Credits |
| TWDL 1223 | Certified Logistics Technician     | 3 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**MINIMUM CREDIT HOURS: 32**

## Agri-Hort Production, AAS AGHT.AAS.V06

### Program Overview

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

### Program Requirements

| Major     |  | Courses   |
|-----------|--|-----------|
| AGHT 1024 | Engineering Applications               | 4 Credits |
| AGHT 1013 | Integrated Pest Management             | 3 Credits |
| OR        |  |           |
| AGHT 1254 | Basic Soils                            | 4 Credits |
| OR        |  |           |
| AGRC 1624 | Soil Science                           | 4 Credits |
| OR        |  |           |
| AGHT 2012 | Internship                             | 2 Credits |
| OR        |  |           |
| AGHT 2022 | Special Topics                         | 2 Credits |
| OR        |  |           |
| AGRC 1704 | Animal Science                         | 4 Credits |
| OR        |  |           |
| AGRC 1153 | Companion Animals                      | 3 Credits |
| OR        |  |           |
| AUTO 1064 | Internal Combustion Engines            | 4 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| ELTR 1064 | Fundamentals of Electricity            | 4 Credits |
| WELD 1114 | Basic Welding                          | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

Choose one

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

**Credit hours: 34-36**

**General education**

|           |                          |           |
|-----------|--------------------------|-----------|
| BSNS 1603 | Business Communication   | 3 Credits |
|           |                          |           |
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
| OR        |                          |           |
| ENGL 1613 | English I                | 3 Credits |
|           |                          |           |
| MATH 1123 | Technical Mathematics II | 3 Credits |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           | General Education        | 3 Credits |

**Credit hours: 15**

A higher level mathematics course may be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (p. 136).

**Electives Choose 15 credits**

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| HORT 1023 | Plant Propagation                   | 3 Credits |
| HORT 1173 | Greenhouse Operations               | 3 Credits |
| HORT 1323 | Fruit and Vegetable Production      | 3 Credits |
| AUTO 2233 | Heating & Air Conditioning          | 3 Credits |
| CNST 1413 | Introduction to Bldg Construction   | 3 Credits |
| ELTR 1034 | Fluid Power                         | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| MCHN 1214 | Machine Tool I                      | 4 Credits |
| MCHN 1311 | Precision Measurement               | 1 Credit  |

**Credit hours: 15**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Agri-Hort Production, Advanced Certificate

## AGHT.CRT.V73

### Program Overview

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.

### 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/).

### Program Requirements

#### Major Courses

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

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**Choose one**

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

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 32</b> |
|---------------------------------|

# Agri-Hort Technology – Certificates

## Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the agri-hort field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Ag Business

Curriculum code: V72A

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

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, “prepares students for gainful employment in a recognized occupation.” Following is required information about this certificate.

## Ag Construction

Curriculum code: V73B

Choose 18 credits

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| AGHT 1024 | Engineering Applications            | 4 Credits |
| CNST 1413 | Introduction to Bldg Construction   | 3 Credits |
| COGT 2114 | AutoCAD I                           | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| MAFT 1323 | Lean and Quality Overview           | 3 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, “prepares students for gainful employment in a recognized occupation.” Following is required information about this certificate.

## Ag Power

Curriculum code: V71A

|           |                             |           |
|-----------|-----------------------------|-----------|
| AUTO 1064 | Internal Combustion Engines | 4 Credits |
| AUTO 2233 | Heating & Air Conditioning  | 3 Credits |
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 1034 | Fluid Power                 | 4 Credits |
| MAFT 1323 | Lean and Quality Overview   | 3 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, “prepares students for gainful employment in a recognized occupation.” Following is required information about this certificate.

## Ag Production

Curriculum code: V73D

Choose 18 credits

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

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, “prepares students for gainful employment in a recognized occupation.” Following is required information about this certificate.

## Agronomy

Curriculum code: V73A

Choose 18 credits

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

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Horticulture

Curriculum code: V74A

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

Choose one

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

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Landscaping

Curriculum code: V74B

Choose 18 credits

|           |              |           |
|-----------|--------------|-----------|
| AGHT 1254 | Basic Soils  | 4 Credits |
| OR        |              |           |
| AGRC 1624 | Soil Science | 4 Credits |

|           |                                      |           |
|-----------|--------------------------------------|-----------|
| AGHT 1013 | Integrated Pest Management           | 3 Credits |
|           |                                      |           |
| HORT 1014 | Fundamentals of Horticulture         | 4 Credits |
| OR        |                                      |           |
| HORT 1513 | Introduction to Horticulture Science | 3 Credits |
|           |                                      |           |
| HORT 1314 | Landscape Plants and Design          | 4 Credits |
| HORT 1023 | Plant Propagation                    | 3 Credits |
| MAFT 1323 | Lean and Quality Overview            | 3 Credits |

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Local Foods

Curriculum code: V74C

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

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Metal Fabrication

Curriculum code: V73C

Choose 18 credits

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

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

# Air Conditioning and Refrigeration: Domestic Refrigeration Track, AAS

AIRC.AAS.C36

## Program Overview

This certificate is a gainful employment program and KCC is required to provide cost, completion and occupation information about it.

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning    | 4 Credits |
| AIRC 1214 | Heating Plants                      | 4 Credits |
| AIRC 1313 | Air Handling                        | 3 Credits |
| AIRC 1114 | Domestic Refrigeration              | 4 Credits |
| AIRC 1124 | Commercial Refrigeration            | 4 Credits |
| AIRC 1222 | Heat Pumps                          | 2 Credits |
| AIRC 1422 | Installation Skills                 | 2 Credits |
| AIRC 1023 | Controls and Circuitry for HVAC     | 3 Credits |
| AIRC 2222 | Geothermal Systems                  | 2 Credits |
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 1402 | Industrial Safety                   | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines           | 4 Credits |
| COGT 2114 | AutoCAD I                           | 4 Credits |
| ENGY 1102 | Customer Relations                  | 2 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| ELTR 2414 | Industrial Motor Control            | 4 Credits |

**Credit hours: 52**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

For transfer students, a higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

For transfer students, a higher level of mathematics course may be substituted.

**MINIMUM CREDIT HOURS: 68**

# Air Conditioning and Refrigeration: Commercial Refrigeration Track, AAS

AIRC.AAS.C36

## Program Overview

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.

### ADDITIONAL PROGRAM INFORMATION

This certificate is a gainful employment program and KCC is required to provide cost, completion and occupation information about it.

## Program Requirements

### Major Courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning | 4 Credits |
| AIRC 1214 | Heating Plants                   | 4 Credits |
| AIRC 1313 | Air Handling                     | 3 Credits |
| AIRC 1114 | Domestic Refrigeration           | 4 Credits |
| AIRC 1124 | Commercial Refrigeration         | 4 Credits |
| COGT 2114 | AutoCAD I                        | 4 Credits |
| ELTR 1034 | Fluid Power                      | 4 Credits |
| ELTR 2414 | Industrial Motor Control         | 4 Credits |
| ELTR 2444 | Programmable Controllers         | 4 Credits |
| ELTR 2454 | Industrial Instrumentation       | 4 Credits |
| ELTR 2464 | Process Control                  | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity      | 4 Credits |
| ELTR 1402 | Industrial Safety                | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines        | 4 Credits |

**Credit hours: 53**

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

For transfer students, a higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

For transfer students, a higher level mathematics course may be substituted.

**MINIMUM CREDIT HOURS: 69**

# Air Conditioning and Refrigeration: Energy Audit Track, AAS

AIRC.AAS.C36

## Program Overview

This certificate is a gainful employment program and KCC is required to provide cost, completion and occupation information about it.

## Program Requirements

### Major Courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning | 4 Credits |
| AIRC 1214 | Heating Plants                   | 4 Credits |
| AIRC 1313 | Air Handling                     | 3 Credits |
| AIRC 1222 | Heat Pumps                       | 2 Credits |
| AIRC 2222 | Geothermal Systems               | 2 Credits |
| ELTR 1064 | Fundamentals of Electricity      | 4 Credits |
| ELTR 1402 | Industrial Safety                | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines        | 4 Credits |
| ENGY 1102 | Customer Relations               | 2 Credits |
| ELTR 1223 | Survey of Renewable Energy       | 3 Credits |
| ENGY 1013 | Intro to Energy Auditing         | 3 Credits |
| ENGY 2103 | Indoor Air Analysis              | 3 Credits |
| ENGY 2203 | Building & Energy Analysis       | 3 Credits |
| ENGY 1203 | Mechanical & Envelope Evaluation | 3 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### Choose two

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

Credit hours: 48-50

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

Credit hours: 16

For transfer students, a higher level English and/or mathematics course may be substituted.

**MINIMUM CREDIT HOURS: 64**

# HVAC/R Service, Advanced Certificate

AIRC.CRT.V76

## Program Overview

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

## 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/).

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning    | 4 Credits |
| AIRC 1214 | Heating Plants                      | 4 Credits |
| AIRC 1313 | Air Handling                        | 3 Credits |
| AIRC 1023 | Controls and Circuitry for HVAC     | 3 Credits |
| AIRC 1114 | Domestic Refrigeration              | 4 Credits |
| AIRC 1124 | Commercial Refrigeration            | 4 Credits |
| AIRC 1222 | Heat Pumps                          | 2 Credits |
| AIRC 1422 | Installation Skills                 | 2 Credits |
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 2074 | DC & AC Rotating Machines           | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**MINIMUM CREDIT HOURS: 38**

# Energy Audit, Advanced Certificate

**AIRC.CRT.V77**

## Program Overview

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

### 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/). Look for information on the Energy Audit Advanced Certificate and the Energy Audit Air Flow Certificate.

## Program Requirements

### Major Courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning | 4 Credits |
| AIRC 1214 | Heating Plants                   | 4 Credits |
| AIRC 1313 | Air Handling                     | 3 Credits |
| AIRC 2222 | Geothermal Systems               | 2 Credits |
| ELTR 1064 | Fundamentals of Electricity      | 4 Credits |
| ELTR 2074 | DC & AC Rotating Machines        | 4 Credits |
| ENGY 1013 | Intro to Energy Auditing         | 3 Credits |
| ENGY 1102 | Customer Relations               | 2 Credits |
| ENGY 1203 | Mechanical & Envelope Evaluation | 3 Credits |
| ENGY 2103 | Indoor Air Analysis              | 3 Credits |
| ENGY 2203 | Building & Energy Analysis       | 3 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**MINIMUM CREDIT HOURS: 35**

# Air-Conditioning and Refrigeration, Certificates

## Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the electrical technology field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Air-Conditioning and Refrigeration

**Curriculum code: V76A**

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

## General Technician

**Curriculum code: V76B**

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

## Heating Systems

**Curriculum code: V76C**

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

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Energy Audit Air Flow

**Curriculum code: V77A**

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

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Energy Audit

**Curriculum code: V77B**

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

# Automotive Technology, AAS

## AUTO.AAS.C31

### Program Overview

The objective of the Automotive Technology curriculum is to prepare students to enter the automotive service field with a proven degree of competency. The AAS program courses are designed to give the student entry-level skills in most phases of automotive repair. The student must realize, however, that to become an expert in the automotive field requires dedication and continued schooling. Automotive Technology graduates are generally prepared to enter automotive programs at selected colleges and universities with junior status.

### ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| AUTO 1021 | Service Shop Operations I              | 1 Credit  |
| AUTO 1064 | Internal Combustion Engines            | 4 Credits |
| AUTO 1073 | Ignition & Electrical Systems I        | 3 Credits |
| AUTO 1123 | Ignition & Electrical Systems II       | 3 Credits |
| AUTO 1143 | Brakes                                 | 3 Credits |
| AUTO 1213 | Manual Transmissions & Driveline       | 3 Credits |
| AUTO 1223 | Automatic Transmissions                | 3 Credits |
| AUTO 2013 | Computerized Engine Controls I         | 3 Credits |
| AUTO 2233 | Heating & Air Conditioning             | 3 Credits |
| AUTO 2243 | Alignment, Steering & Suspension       | 3 Credits |
| AUTO 2252 | Service Shop Operations II             | 2 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity            | 4 Credits |
| ELTR 1402 | Industrial Safety                      | 2 Credits |
| MCHN 1214 | Machine Tool I                         | 4 Credits |
| MCHN 1311 | Precision Measurement                  | 1 Credit  |
| WELD 1114 | Basic Welding                          | 4 Credits |

**Credit hours: 53**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

#### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL      | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

For transfer students, a higher level of mathematics course may be substituted.

For transfer students, a higher level of English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

**MINIMUM CREDIT HOURS: 69**

# Automotive Technology, Certificate

Curriculum code: C81G

### Program Overview

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

### 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 and the Advanced Drivetrains/Powertrains certificate.

### Program Requirements

#### Major Courses

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

**MINIMUM CREDIT HOURS: 28**

# Automotive Technology, Certificates

## Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the automotive technology field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Advanced Drivetrains/Powertrains

Curriculum code: C81D

|           |                                  |           |
|-----------|----------------------------------|-----------|
| AUTO 1064 | Internal Combustion Engines      | 4 Credits |
| AUTO 1213 | Manual Transmissions & Driveline | 3 Credits |
| AUTO 1223 | Automatic Transmissions          | 3 Credits |
| AUTO 2206 | Engine Diagnosis & Overhaul      | 6 Credits |
| MCHN 1311 | Precision Measurement            | 1 Credit  |

## GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Automotive Heating and Air Conditioning

Curriculum code: C81A

|           |                            |           |
|-----------|----------------------------|-----------|
| AUTO 2233 | Heating & Air Conditioning | 3 Credits |
|-----------|----------------------------|-----------|

## Brakes & Alignment

Curriculum code: C81B

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

## Drivelines

Curriculum code: C81C

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

# Business, AAS

## BSNS.AAS.C13

### Program Overview

This program is designed for the student who desires to advance in his/her career, or enter the workforce upon graduation from KCC. Graduates should be qualified for a variety of entry or mid-level positions in business, accounting, marketing, management and transportation.

This degree is not designed for transfer, however graduates will find that adult studies degree programs offered at many universities often make it possible to continue on to a bachelor's degree with minimal disruption. If you are interested in transferring to a four-year institution, working with a KCC advisor can ensure a smooth transfer experience.

### ADDITIONAL PROGRAM INFORMATION

Among electives and required courses in this curriculum, five courses (ACCT 1514, ACCT 1523, BSNS 1553, BSNS 1653, and COSC 1513) meet Illinois Articulation Initiative Major-Specific requirements for business majors. Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

### Program Requirements

#### Major Courses

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

**Credit hours: 18-19**

For an Accounting specialization, the recommendation is ACCT 1514.

#### General education

|           |                        |           |
|-----------|------------------------|-----------|
| BSNS 1603 | Business Communication | 3 Credits |
|           |                        |           |
| MATH 1213 | Applied Arithmetic     | 3 Credits |
|           | General Education      | 4 Credits |

A higher level mathematics course may be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (p. 136).

#### Choose one

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

**Credit hours: 19**

#### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |

#### Electives

Choose from the Business Electives (p. 137) list.

**Credit hours: 12**

#### Specialization

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

#### Accounting

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

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

#### Marketing/Management

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

#### Supply Chain Management

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

**Credit hours: 11-14**

**MINIMUM CREDIT HOURS: 61**

# Business, Advanced Certificate

BSNS.CRT.C56

## Program Overview

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.

### 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.

## Program Requirements

### Major Courses

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

**MINIMUM CREDIT HOURS: 30**

# Accounting I, Certificate

Curriculum code: C59A

## Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the accounting field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

## Program Requirements

### Major Courses

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

**MINIMUM CREDIT HOURS: 15**

# Accounting II, Certificate

Curriculum code: C59B

## Program Overview

The accounting certificate program is designed for the student who desires to work as an assistant to an accounting professional. Satisfactory completion of this program will provide an appropriate background for entry-level employment as a bookkeeper, payroll clerk, or accounting assistant.

## Program Requirements

### Major Courses

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

## Business, Certificate

Curriculum code: C56A

### Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the business field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

### Program Requirements

#### Major Courses

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

## Business Management, Certificate

Curriculum code: C13A

### Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the business management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

### Program Requirements

#### Major Courses

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

## Business Marketing, Certificate

Curriculum code: C13B

### Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the business marketing field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

### Program Requirements

#### Major Courses

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

## Human Resource, Certificate

Curriculum code: C13C

### Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the human resource field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

### Program Requirements

#### Major Courses

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

## Small Business, Certificate

Curriculum code: C13D

### Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the small business field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

### Program Requirements

#### Major Courses

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

# Child Development –Director/ Administrator Option, AAS

## CDEV.AAS.C09

### Program Overview

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 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.

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| CDEV 1513 | Child Growth & Development             | 3 Credits |
| CDEV 2523 | Intro to Early Childhood Education     | 3 Credits |
| CDEV 2363 | Administration in Child Care Settings  | 3 Credits |
| CDEV 2403 | Clinical Experience                    | 3 Credits |
| CDEV 2533 | Early Childhood Curriculum Development | 3 Credits |
| CDEV 2543 | Child Study & Observation              | 3 Credits |
| CDEV 2633 | Health, Nutrition & Safety             | 3 Credits |
| EDUC 1833 | Students With Disabilities             | 3 Credits |
| BSNS 1553 | Introduction to Business               | 3 Credits |
| BSNS 2143 | Human Relations in Business            | 3 Credits |
| BSNS 1603 | Business Communication                 | 3 Credits |
| BSNS 2113 | Small Business Management              | 3 Credits |
| BSNS 2213 | Human Resource Management              | 3 Credits |
|           |  |           |
| ACCT 1413 | General Accounting                     | 3 Credits |
| OR        |  |           |
| ACCT 1514 | Financial Accounting                   | 4 Credits |

#### Choose one

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

**Credit hours: 45-46**

#### General education

|           |                            |           |
|-----------|----------------------------|-----------|
| COMP 1521 | Computer Literacy          | 1 Credit  |
| OR        |                            |           |
| COSC 1152 | Introduction to Windows    | 2 Credits |
|           |                            |           |
| PSYC 1813 | Introduction to Psychology | 3 Credits |
|           | Psychology course          | 3 Credits |
| SPCH 1553 | Introductory Speech        | 3 Credits |

#### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
|           | Psychology course       | 3 Credits |

**Credit hours: 16-17**

#### Elective

Choose one humanities, social and behavioral science, science, or mathematics course from the General education courses for Applied Science Degrees (p. 136).

**Credit hours: 3**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Child Development – Education Option, AAS

## CDEV.AAS.C10

### Program Overview

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. 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 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.

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| CDEV 1513 | Child Growth & Development             | 3 Credits |
| CDEV 2013 | History & Philosophy of Early Child Ed | 3 Credits |
| CDEV 2163 | Discipline/Classroom Management        | 3 Credits |
| CDEV 2223 | Art/Music Activities                   | 3 Credits |
| CDEV 2233 | Language Acquisition & Development     | 3 Credits |
| CDEV 2243 | Science/Math Activities                | 3 Credits |
| CDEV 2253 | Motor Development/Physical Activities  | 3 Credits |
| CDEV 2403 | Clinical Experience                    | 3 Credits |
| CDEV 2513 | Child, Family & Community Relations    | 3 Credits |
| CDEV 2523 | Intro to Early Childhood Education     | 3 Credits |
| CDEV 2533 | Early Childhood Curriculum Development | 3 Credits |
| CDEV 2543 | Child Study & Observation              | 3 Credits |
| CDEV 2633 | Health, Nutrition & Safety             | 3 Credits |

|           |                         |           |
|-----------|-------------------------|-----------|
| COMP 1521 | Computer Literacy       | 1 Credit  |
| OR        |                         |           |
| COSC 1152 | Introduction to Windows | 2 Credits |

#### Choose two

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| CDEV 2103 | School Aged Programming               | 3 Credits |
| CDEV 2153 | Infant/Toddler Care                   | 3 Credits |
| CDEV 2263 | Heads Up Reading                      | 3 Credits |
| CDEV 2363 | Administration in Child Care Settings | 3 Credits |
| EDUC 1833 | Students With Disabilities            | 3 Credits |

**Credit hours: 46-47**

#### General education

|           |                            |           |
|-----------|----------------------------|-----------|
| PSYC 1813 | Introduction to Psychology | 3 Credits |
| SPCH 1553 | Introductory Speech        | 3 Credits |
|           | Psychology course          | 3 Credits |

#### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
| BSNS 1603 | Business Communication  | 3 Credits |

**Credit hours: 15**

#### Elective

Choose one humanities, social and behavioral science, science, or mathematics course from the General education course for Applied Science Degrees (p. 136).

**Credit hours: 3**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

# Child Development – Education Option, Advanced Certificate

**CDEV.CRT.C58**

## Program Overview

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.

### 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/).

## Program Requirements

### Major Courses

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

### Choose one

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

### General education

|           |                            |           |
|-----------|----------------------------|-----------|
| SPCH 1553 | Introductory Speech        | 3 Credits |
| PSYC 1813 | Introduction to Psychology | 3 Credits |

**MINIMUM CREDIT HOURS: 33**

# Early Childhood Education Level Two Credential – Certificate

## Program Overview

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.

### ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| CDEV 1513 | Child Growth & Development         | 3 Credits |
| CDEV 2633 | Health, Nutrition & Safety         | 3 Credits |
| CDEV 2523 | Intro to Early Childhood Education | 3 Credits |
| CDEV 2543 | Child Study & Observation          | 3 Credits |

# Early Childhood Education Level Three Credential – Certificate

## Program Overview

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.

### ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

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

# Early Childhood Education Level Four Credential – Certificate

## Program Overview

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.

### ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

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

|           |  |           |
|-----------|--|-----------|
| ENGL 1613 | English I                              | 3 Credits |
| PSYC 1813 | Introduction to Psychology             | 3 Credits |
| MATH 1613 | Mathematics for Elementary Teachers I  | 3 Credits |
| CDEV 1513 | Child Growth & Development             | 3 Credits |
| CDEV 2633 | Health, Nutrition & Safety             | 3 Credits |
| CDEV 2523 | Intro to Early Childhood Education     | 3 Credits |
| CDEV 2543 | Child Study & Observation              | 3 Credits |
| CDEV 2533 | Early Childhood Curriculum Development | 3 Credits |
| CDEV 2513 | Child, Family & Community Relations    | 3 Credits |
| CDEV 2403 | Clinical Experience                    | 3 Credits |
| EDUC 1833 | Students With Disabilities             | 3 Credits |

# Early Childhood Education Infant - Toddler Level – Certificate

## Program Overview

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.

### ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

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

# Coding Specialist, Advanced Certificate

HLTH.CRT.C48

## Program Overview

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.

All courses must be completed with a grade of C or better.

## 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/).

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| HLTH 1312 | Medical Terminology                | 2 Credits |
| HLTH 1343 | ICD-10-CM/PCS                      | 3 Credits |
| HLTH 1353 | Basic CPT Coding                   | 3 Credits |
| HLTH 1363 | Insurance Procedures               | 3 Credits |
| HLTH 1372 | Ethical and Legal Issues           | 2 Credits |
| HLTH 1492 | Coding Practicum                   | 2 Credits |
| HLTH 2123 | Pathophysiology for Health Careers | 3 Credits |
| HLTH 2172 | Pharmacology for Health Careers    | 2 Credits |

### General education

|           |  |           |
|-----------|--|-----------|
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| BIOL 1564 | Intro to Anatomy & Physiology          | 4 Credits |
| BSNS 2311 | Successful Customer Service            | 1 Credit  |
| MATH 1414 | Basic Algebra                          | 4 Credits |

**MINIMUM CREDIT HOURS: 32**

# Computer Graphic Technology, AAS

## COGT.AAS.V10

### Program Overview

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

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| COGT 1113 | Digital Photography                    | 3 Credits |
| COGT 1123 | Intro to Web Design                    | 3 Credits |
| COGT 1213 | Photoshop Digital Imaging              | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 2124 | AutoCAD II                             | 4 Credits |
| COGT 2134 | 3D Modeling with AutoCAD               | 4 Credits |
| COGT 2422 | Intro to Video Game Design             | 2 Credits |
| COGT 2432 | Digital Sculpting With Mudbox          | 2 Credits |
| COGT 2443 | Animation & Rendering With 3ds Max     | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COGT 1133 | Package Design                         | 3 Credits |
| COGT 1223 | Digital Motion Graphics                | 3 Credits |
| COGT 1233 | Document Design                        | 3 Credits |
| COGT 1243 | Computer Illustration                  | 3 Credits |
| COGT 2164 | Mechanical Design With Inventor        | 4 Credits |
| COGT 2414 | Architectural Design With Revit        | 4 Credits |

**Credit hours: 51**

#### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level mathematics course can be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 67</b> |
|---------------------------------|

# Computer Graphic Technology: Graphic Design Specialization, AAS

## COGT.AAS.V10

### Program Overview

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

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| COGT 1113 | Digital Photography                    | 3 Credits |
| COGT 1123 | Intro to Web Design                    | 3 Credits |
| COGT 1213 | Photoshop Digital Imaging              | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 2124 | AutoCAD II                             | 4 Credits |
| COGT 2134 | 3D Modeling with AutoCAD               | 4 Credits |
| COGT 2422 | Intro to Video Game Design             | 2 Credits |
| COGT 2432 | Digital Sculpting With Mudbox          | 2 Credits |
| COGT 2443 | Animation & Rendering With 3ds Max     | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COGT 1133 | Package Design                         | 3 Credits |
| COGT 1223 | Digital Motion Graphics                | 3 Credits |
| COGT 1233 | Document Design                        | 3 Credits |
| COGT 1243 | Computer Illustration                  | 3 Credits |
| ARTS 1503 | Basic Drawing                          | 3 Credits |
| ARTS 1513 | Two Dimensional Design                 | 3 Credits |
| ARTS 1813 | Three Dimensional Design               | 3 Credits |

**Credit hours: 52**

#### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level English and/or mathematics course can be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 68</b> |
|---------------------------------|

# Computer Graphic Technology: Design Technology Specialization, AAS

COGT.AAS.V10

## Program Overview

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

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| COGT 1113 | Digital Photography                    | 3 Credits |
| COGT 1123 | Intro to Web Design                    | 3 Credits |
| COGT 1213 | Photoshop Digital Imaging              | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 2124 | AutoCAD II                             | 4 Credits |
| COGT 2134 | 3D Modeling with AutoCAD               | 4 Credits |
| COGT 2422 | Intro to Video Game Design             | 2 Credits |
| COGT 2432 | Digital Sculpting With Mudbox          | 2 Credits |
| COGT 2443 | Animation & Rendering With 3ds Max     | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COGT 2164 | Mechanical Design With Inventor        | 4 Credits |
| COGT 2414 | Architectural Design With Revit        | 4 Credits |
| CNST 1413 | Introduction to Bldg Construction      | 3 Credits |
| CNST 1444 | Surveying With Civil Applications      | 4 Credits |
| ELTR 1402 | Industrial Safety                      | 2 Credits |
| MCHN 1214 | Machine Tool I                         | 4 Credits |
| MCHN 1311 | Precision Measurement                  | 1 Credit  |

Credit hours: 53

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

Credit hours: 16

A higher level English and/or mathematics course can be substituted.

**MINIMUM CREDIT HOURS: 69**

# Computer Graphic Technology, Advanced Certificate

COGT.CRT.V75

## Program Overview

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

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| COGT 1113 | Digital Photography                | 3 Credits |
| COGT 1123 | Intro to Web Design                | 3 Credits |
| COGT 1133 | Package Design                     | 3 Credits |
| COGT 1213 | Photoshop Digital Imaging          | 3 Credits |
| COGT 1223 | Digital Motion Graphics            | 3 Credits |
| COGT 1233 | Document Design                    | 3 Credits |
| COGT 1243 | Computer Illustration              | 3 Credits |
| COGT 2114 | AutoCAD I                          | 4 Credits |
| COGT 2124 | AutoCAD II                         | 4 Credits |
| COGT 2134 | 3D Modeling with AutoCAD           | 4 Credits |
| COGT 2164 | Mechanical Design With Inventor    | 4 Credits |
| COGT 2414 | Architectural Design With Revit    | 4 Credits |
| COGT 2422 | Intro to Video Game Design         | 2 Credits |
| COGT 2432 | Digital Sculpting With Mudbox      | 2 Credits |
| COGT 2443 | Animation & Rendering With 3ds Max | 3 Credits |

**MINIMUM CREDIT HOURS: 48**

# Computer Graphic Technology, Certificate II

Curriculum code: V75B

## Program Overview

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

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| COGT 1113 | Digital Photography                    | 3 Credits |
| COGT 1123 | Intro to Web Design                    | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 2124 | AutoCAD II                             | 4 Credits |
| COGT 1213 | Photoshop Digital Imaging              | 3 Credits |
| COGT 1243 | Computer Illustration                  | 3 Credits |
| COGT 2432 | Digital Sculpting With Mudbox          | 2 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |

# Graphic Design, Certificate II

Curriculum code: V75D

## Program Overview

The Graphics Design Technology certificate curriculum is design to develop within the student the practical skills necessary for entry into the rapidly expanding field of graphic design, graphic arts, and graphic communications.

### 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/).

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| COGT 1113 | Digital Photography                    | 3 Credits |
| COGT 1213 | Photoshop Digital Imaging              | 3 Credits |
| COGT 1243 | Computer Illustration                  | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 2124 | AutoCAD II                             | 4 Credits |
| COGT 2432 | Digital Sculpting With Mudbox          | 2 Credits |
| ARTS 1503 | Basic Drawing                          | 3 Credits |
| ARTS 1513 | Two Dimensional Design                 | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |

# Design Technology, Certificate II

Curriculum code: V75F

## Program Overview

The Design Technology certificate curriculum is design to develop within the student the practical skill necessary for entry into the rapidly expanding field of design technology, architecture, and engineering.

### 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/).

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| COGT 1113 | Digital Photography                    | 3 Credits |
| COGT 1123 | Intro to Web Design                    | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 2124 | AutoCAD II                             | 4 Credits |
| COGT 2432 | Digital Sculpting With Mudbox          | 2 Credits |
| CNST 1413 | Introduction to Bldg Construction      | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| ELTR 1402 | Industrial Safety                      | 2 Credits |
| MCHN 1311 | Precision Measurement                  | 1 Credit  |

# Computer Graphic Technology, Certificates

## Program Overview

It is possible for a student to take a small grouping of courses, which taken as a unit, may satisfy requirements for a particular position within the field of Computer Graphic Technology.

## Computer Graphics Technology Certificate I

Curriculum code: V75A

## Graphic Design Certificate I

Curriculum code: V75C

|           |                        |           |
|-----------|------------------------|-----------|
| COGT 1113 | Digital Photography    | 3 Credits |
| COGT 2114 | AutoCAD I              | 4 Credits |
| ARTS 1503 | Basic Drawing          | 3 Credits |
| ARTS 1513 | Two Dimensional Design | 3 Credits |

## Design Technology Certificate I

Curriculum code: V75E

|           |  |           |
|-----------|--|-----------|
| COGT 2114 | AutoCAD I                              | 4 Credits |
| COGT 1113 | Digital Photography                    | 3 Credits |
| CNST 1413 | Introduction to Bldg Construction      | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |

# Construction Craft Laborer, AAS

LABR.AAS.V08

## Program Overview

The Construction Craft Laborer degree is earned in cooperation with the trade union 751 training centers in Illinois. The student will earn credit for the certificate courses while attending courses at specific training facilities and learning the various skills that are required. This degree typically is not designed for transfer.

### ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

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

**Credit hours: 43**

### General education

|  |   |             |
|--|---|-------------|
|  | Social and Behavioral Science course                | 3 Credits   |
|  | Life Science Physical Science or Mathematics course | 3-4 Credits |

Choose the Social and Behavioral Science course from the General education courses for Applied Science Degrees. (p. 136)

Choose the Life Science, Physical Science or Mathematics course from the General education courses for Applied Science Degrees. (p. 136)

### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| BSNS 1603 | Business Communication  | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
| SPCH 1553 | Introductory Speech     | 3 Credits |

A higher level English course may be substituted.

Choose one

|           |                          |           |
|-----------|--------------------------|-----------|
| MATH 1113 | Technical Mathematics I  | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
| MATH 1414 | Basic Algebra            | 4 Credits |

**Credit hours: 15**

A higher level mathematics course may be substituted.

### Electives

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

**Credit hours: 6**

**MINIMUM CREDIT HOURS: 64**

# Construction Craft Laborer, Advanced Certificate

LABR.CRT.C92

## Program Overview

The Construction Craft Laborer certificate is earned in cooperation with the district's trade union training centers in Illinois. The student will earn credit for the certificate courses while attending courses at specific training facilities and learning the various skills that are required.

### PROGRAM NOTE

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

### 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/).

## Program Requirements

### Major Courses

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

Select six credits from any of the following: Business Electives (p. 137) and prefix of CNST, COGT, ENGR, MCHN, WELD, COSC, or ELTR.

**MINIMUM CREDIT HOURS: 44**

# Construction Craft Laborer – Concrete Specialist, Certificate

## Program Overview

This program is designed for those who have been accepted into the Illinois Laborer's and Contractor's Construction Craft Laborer Apprenticeship and Training Program. It includes 280 hours of apprenticeship training. Students seeking admission must meet the admissions requirements of KCC and the Bureau of Apprenticeship Training, U.S. Department of Labor. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Program Requirements

Curriculum code: **C92A**

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

# Construction Management, AAS CNST.AAS.C43

## Program Overview

The Construction Management program gives the student fundamental knowledge of the residential and light-commercial construction industry. Principles, practices, and estimating processes will be covered to prepare the student for entry into the field of Construction Management. Construction Management graduates are generally prepared to enter construction programs at selected colleges and universities with junior status.

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| CNST 1413 | Introduction to Bldg Construction      | 3 Credits |
| CNST 1423 | Construction Materials and Methods     | 3 Credits |
| CNST 1444 | Surveying With Civil Applications      | 4 Credits |
| CNST 2413 | Mechanical Systems for Buildings       | 3 Credits |
| CNST 2423 | Concrete Structures & Foundations      | 3 Credits |
| CNST 2433 | Estimating and Bidding                 | 3 Credits |
| CNST 2443 | Building Codes & Inspections           | 3 Credits |
| CNST 2453 | Professional Practice                  | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity            | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods    | 4 Credits |
| ELTR 1402 | Industrial Safety                      | 2 Credits |
| BSNS 2553 | Principles of Management               | 3 Credits |

**Credit hours: 45**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 are not required to take ELTR 1064.

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level English course may be substituted for ENGL 1413 and BSNS 1603.

A higher level mathematics course may be substituted for MATH 1123.

## Technical Elective

Choose one

|           |                                  |           |
|-----------|----------------------------------|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning | 4 Credits |
| COGT 2414 | Architectural Design With Revit  | 4 Credits |
| ELTR 1223 | Survey of Renewable Energy       | 3 Credits |
| ENGY 1013 | Intro to Energy Auditing         | 3 Credits |

**Credit hours: 3-4**

**MINIMUM CREDIT HOURS: 64**

# Construction Management, Advanced Certificate CNST.CRT.C93

## Program Overview

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

## 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/).

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| CNST 1413 | Introduction to Bldg Construction  | 3 Credits |
| CNST 1423 | Construction Materials and Methods | 3 Credits |
| CNST 1444 | Surveying With Civil Applications  | 4 Credits |
| CNST 2413 | Mechanical Systems for Buildings   | 3 Credits |
| CNST 2423 | Concrete Structures & Foundations  | 3 Credits |
| CNST 2433 | Estimating and Bidding             | 3 Credits |
| CNST 2443 | Building Codes & Inspections       | 3 Credits |
| CNST 2453 | Professional Practice              | 3 Credits |
| COGT 2114 | AutoCAD I                          | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity        | 4 Credits |
| ELTR 1402 | Industrial Safety                  | 2 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**MINIMUM CREDIT HOURS: 35**

# Construction Management, Certificates

## Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, may satisfy requirements for a particular position within the construction field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

Please note: The Materials and Methods certificate is required before completion of the certificate in Building Systems.

## Materials and Methods

Curriculum code: **C93A**

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

## Building Systems

Curriculum code: **C93B**

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

# Electrical Technology: Industrial Electrical Technology Track, AAS

## ELTR.AAS.C39

### Program Overview

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 Requirements

#### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ELTR 1024 | Basic Circuit Analysis              | 4 Credits |
| ELTR 1034 | Fluid Power                         | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 1114 | Digital Fundamentals                | 4 Credits |
| ELTR 1402 | Industrial Safety                   | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines           | 4 Credits |
| ELTR 1044 | Semiconductor Electronics           | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| ELTR 2414 | Industrial Motor Control            | 4 Credits |
| ELTR 2444 | Programmable Controllers            | 4 Credits |
| ELTR 2474 | Advanced Programmable Controllers   | 4 Credits |
| MATH 2113 | Technical Mathematics III           | 3 Credits |
| COGT 2114 | AutoCAD I                           | 4 Credits |
|           | Technology                          | 3 Credits |

#### Credit hours: 49

Choose the Technology course from the Technology Electives (p. 137) list.

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

#### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

#### Credit hours: 16

A higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

A higher level mathematics course may be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 68</b> |
|---------------------------------|

# Electrical Technology: Industrial Instrumentation and Process Control Track, AAS ELTR.AAS.C39

## Program Overview

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 Requirements

### Major Courses

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| ELTR 1024 | Basic Circuit Analysis            | 4 Credits |
| ELTR 1034 | Fluid Power                       | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity       | 4 Credits |
| ELTR 1114 | Digital Fundamentals              | 4 Credits |
| ELTR 1402 | Industrial Safety                 | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines         | 4 Credits |
| ELTR 1044 | Semiconductor Electronics         | 4 Credits |
| ELTR 2414 | Industrial Motor Control          | 4 Credits |
| ELTR 2444 | Programmable Controllers          | 4 Credits |
| ELTR 2454 | Industrial Instrumentation        | 4 Credits |
| ELTR 2464 | Process Control                   | 4 Credits |
| ELTR 2474 | Advanced Programmable Controllers | 4 Credits |
| MATH 2113 | Technical Mathematics III         | 3 Credits |
| COGT 2114 | AutoCAD I                         | 4 Credits |

**Credit hours: 53**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

A higher level mathematics course may be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 69</b> |
|---------------------------------|

# Electrical Technology: Industrial Machinery Maintenance Track, AAS

## ELTR.AAS.C39

### Program Overview

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 Requirements

#### Major Courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ELTR 1024 | Basic Circuit Analysis           | 4 Credits |
| ELTR 1034 | Fluid Power                      | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity      | 4 Credits |
| ELTR 1114 | Digital Fundamentals             | 4 Credits |
| ELTR 1402 | Industrial Safety                | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines        | 4 Credits |
| ELTR 2414 | Industrial Motor Control         | 4 Credits |
| COGT 2114 | AutoCAD I                        | 4 Credits |
| AIRC 1014 | Fundamentals of Air Conditioning | 4 Credits |
| MCHN 1214 | Machine Tool I                   | 4 Credits |
| WELD 1114 | Basic Welding                    | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding       | 4 Credits |
| WELD 2224 | Metallic Inert Gas Welding       | 4 Credits |

**Credit hours: 50**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

#### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

A higher level mathematics course may be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 66</b> |
|---------------------------------|

# Electrical Technology: Renewable Energy Technology Track, AAS

ELTR.AAS.C39

## Program Overview

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 Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| ELTR 1024 | Basic Circuit Analysis                   | 4 Credits |
| ELTR 1034 | Fluid Power                              | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity              | 4 Credits |
| ELTR 1114 | Digital Fundamentals                     | 4 Credits |
| ELTR 1402 | Industrial Safety                        | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines                | 4 Credits |
| ELTR 1044 | Semiconductor Electronics                | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods      | 4 Credits |
| ELTR 1223 | Survey of Renewable Energy               | 3 Credits |
| ELTR 2314 | Introduction to Solar-Thermal Technology | 4 Credits |
| ELTR 2324 | Introduction to Small-Wind Technology    | 4 Credits |
| ELTR 2334 | Intro to Solar-Photovoltaic Tech         | 4 Credits |
| MATH 2113 | Technical Mathematics III                | 3 Credits |
| COGT 2114 | AutoCAD I                                | 4 Credits |

**Credit hours: 52**

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

A higher level mathematics course may be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 68</b> |
|---------------------------------|

# Industrial Electrical Technology, Advanced Certificate

ELTR.CRT.C87

## Program Overview

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

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ELTR 1024 | Basic Circuit Analysis              | 4 Credits |
| ELTR 1034 | Fluid Power                         | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 1114 | Digital Fundamentals                | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| ELTR 1402 | Industrial Safety                   | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines           | 4 Credits |
| ELTR 2414 | Industrial Motor Control            | 4 Credits |
| ELTR 2444 | Programmable Controllers            | 4 Credits |
| ELTR 2474 | Advanced Programmable Controllers   | 4 Credits |
| COGT 2114 | AutoCAD I                           | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 42</b> |
|---------------------------------|

# Instrumentation and Process Control, Advanced Certificate

## ELTR.CRT.V50

### Program Overview

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

### 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/).

### Program Requirements

#### Major Courses

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| ELTR 1024 | Basic Circuit Analysis            | 4 Credits |
| ELTR 1034 | Fluid Power                       | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity       | 4 Credits |
| ELTR 1114 | Digital Fundamentals              | 4 Credits |
| ELTR 1402 | Industrial Safety                 | 2 Credits |
| ELTR 2414 | Industrial Motor Control          | 4 Credits |
| ELTR 2444 | Programmable Controllers          | 4 Credits |
| ELTR 2454 | Industrial Instrumentation        | 4 Credits |
| ELTR 2464 | Process Control                   | 4 Credits |
| ELTR 2474 | Advanced Programmable Controllers | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 38</b> |
|---------------------------------|

# Electronic Technician, Certificate

Curriculum code: C39D

### Program Requirements

#### Major Courses

|           |                             |           |
|-----------|-----------------------------|-----------|
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 1024 | Basic Circuit Analysis      | 4 Credits |
| ELTR 1044 | Semiconductor Electronics   | 4 Credits |
| ELTR 1114 | Digital Fundamentals        | 4 Credits |
| ELTR 1402 | Industrial Safety           | 2 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

# Electrical Technology, Certificates

## Program Overview

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.

### 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.

## Industrial Motor Control

Curriculum code: C87A

|           |                             |           |
|-----------|-----------------------------|-----------|
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 1402 | Industrial Safety           | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines   | 4 Credits |
| ELTR 2414 | Industrial Motor Control    | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Pneumatic and Hydraulic Power

Curriculum code: C32A

|           |                             |           |
|-----------|-----------------------------|-----------|
| ELTR 1034 | Fluid Power                 | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 1402 | Industrial Safety           | 2 Credits |
| MCHN 1214 | Machine Tool I              | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Programmable Logic Controllers

Curriculum code: C87B

|           |                             |           |
|-----------|-----------------------------|-----------|
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 1402 | Industrial Safety           | 2 Credits |
| ELTR 2414 | Industrial Motor Control    | 4 Credits |
| ELTR 2444 | Programmable Controllers    | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Residential and Industrial Wiring

Curriculum code: C87C

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| ELTR 1402 | Industrial Safety                   | 2 Credits |
| ELTR 2414 | Industrial Motor Control            | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

## Entry-Level, Solar-Thermal Technology

Curriculum code: C39A

|           |  |           |
|-----------|--|-----------|
| AIRC 1014 | Fundamentals of Air Conditioning         | 4 Credits |
| AIRC 1214 | Heating Plants                           | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity              | 4 Credits |
| ELTR 1223 | Survey of Renewable Energy               | 3 Credits |
| ELTR 1402 | Industrial Safety                        | 2 Credits |
| ELTR 2314 | Introduction to Solar-Thermal Technology | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Entry-Level, Small-Wind Technology

Curriculum code: C39B

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| ELTR 1064 | Fundamentals of Electricity           | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods   | 4 Credits |
| ELTR 1223 | Survey of Renewable Energy            | 3 Credits |
| ELTR 1402 | Industrial Safety                     | 2 Credits |
| ELTR 2074 | DC & AC Rotating Machines             | 4 Credits |
| ELTR 2324 | Introduction to Small-Wind Technology | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

## Entry-Level, Solar-PV Technology

Curriculum code: C39C

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| ELTR 1064 | Fundamentals of Electricity         | 4 Credits |
| ELTR 1174 | Natl Electric Code & Wiring Methods | 4 Credits |
| ELTR 1223 | Survey of Renewable Energy          | 3 Credits |
| ELTR 1402 | Industrial Safety                   | 2 Credits |
| ELTR 2334 | Intro to Solar-Photovoltaic Tech    | 4 Credits |
| ELTR 2414 | Industrial Motor Control            | 4 Credits |

ELTR 1064 - Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### GAINFUL EMPLOYMENT

The U.S. Department of Education requires colleges and universities to disclose certain information for any financial aid eligible program that, "prepares students for gainful employment in a recognized occupation." Following is required information about this certificate.

# Emergency Medical Technician – Basic (EMT-B), Certificate

Curriculum code: C29A

## Program Overview

This certificate course prepares individuals to take the state examination required for an entry-level position as an EMT-Basic (EMT-B). The EMT-B course serves as the foundation for continued studies as an Emergency Medical Technician, (see certificate programs on this and the following page) and as a Paramedic (see Associate in Applied Science degree options). The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

This course must be completed with a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

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

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

## Program Requirements

### Major Course

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PMED 1017 | Emergency Medical Technician--Basic | 7 Credits |
|-----------|-------------------------------------|-----------|

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

PMED.CRT.C77

## Program Overview

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.

All courses must be completed with a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

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

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

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/).

## Program Requirements

### Major Courses

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

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 45</b> |
|---------------------------------|

# Law Enforcement, AAS

LAWF.AAS.C44

## Program Overview

The Law Enforcement curriculum is designed to meet the needs of two groups of students: those who plan to work with public or private agencies concerned with maintaining public safety and those already employed by law enforcement agencies who wish to update skills and knowledge. KCC also offers a Criminal Justice transfer program. Students should see the criminal justice/law enforcement coordinator to determine which program best suits their needs. Law Enforcement graduates are generally prepared to enter law enforcement programs at selected colleges and universities with junior status.

## Program Requirements

### Major Courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 1613 | Police Operations & Services     | 3 Credits |
| LAWF 1713 | Basic Criminal Law               | 3 Credits |
| LAWF 1723 | Criminal Evidence & Procedures   | 3 Credits |
| LAWF 1733 | Criminal Investigation           | 3 Credits |
| LAWF 1753 | Juvenile Delinquency             | 3 Credits |
| LAWF 2513 | Criminology                      | 3 Credits |
| LAWF 2623 | Organization & Administration    | 3 Credits |
| LAWF 2713 | Community-Oriented Policing      | 3 Credits |
| LAWF 2723 | Introduction to Corrections      | 3 Credits |

Credit hours: 30

### General education

|           |                            |           |
|-----------|----------------------------|-----------|
| PSYC 1813 | Introduction to Psychology | 3 Credits |
| PLSC 1513 | American Government        | 3 Credits |
| SOCY 2513 | Sociology                  | 3 Credits |
| SPCH 1553 | Introductory Speech        | 3 Credits |

### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
| BSNS 1603 | Business Communication  | 3 Credits |

Credit hours: 18

### Electives

Choose from any elective area (p. 136) or LAWF prefix. Note: A maximum of two (2) credit hours can come from physical education activity courses.

Credit hours: 16

**MINIMUM CREDIT HOURS: 64**

# Law Enforcement, Advanced Certificate

LAWF.CRT.C94

## Program Overview

Upon completion of this program, the graduate is prepared for employment in a wide variety of positions in the law enforcement field.

### 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/).

## Program Requirements

### Major Courses

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 1613 | Police Operations & Services     | 3 Credits |
| LAWF 1713 | Basic Criminal Law               | 3 Credits |
| LAWF 1723 | Criminal Evidence & Procedures   | 3 Credits |
| LAWF 1733 | Criminal Investigation           | 3 Credits |
| LAWF 1753 | Juvenile Delinquency             | 3 Credits |
| LAWF 2513 | Criminology                      | 3 Credits |
| LAWF 2623 | Organization & Administration    | 3 Credits |
| LAWF 2713 | Community-Oriented Policing      | 3 Credits |
| LAWF 2723 | Introduction to Corrections      | 3 Credits |

**MINIMUM CREDIT HOURS: 30**

# Law Enforcement, Certificates

## Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the law enforcement field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## ADDITIONAL PROGRAM INFORMATION

All criminal justice/law enforcement courses at KCC are taught by law enforcement professionals with advanced degrees and certification in the subject matter.

Those who complete the Private Security course are eligible for certification from the state of Illinois.

## Basic Law Enforcement Principles

Curriculum code: C94A

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 1613 | Police Operations & Services     | 3 Credits |

## Laws and Evidentiary Procedures

Curriculum code: C94B

|           |                                |           |
|-----------|--------------------------------|-----------|
| LAWF 1713 | Basic Criminal Law             | 3 Credits |
| LAWF 1723 | Criminal Evidence & Procedures | 3 Credits |

## Relationships and Juveniles

Curriculum code: C94C

|           |                             |           |
|-----------|-----------------------------|-----------|
| LAWF 1753 | Juvenile Delinquency        | 3 Credits |
| LAWF 2713 | Community-Oriented Policing | 3 Credits |

## Crime, Criminals, and Corrections

Curriculum code: C94D

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 2513 | Criminology                      | 3 Credits |
| LAWF 2723 | Introduction to Corrections      | 3 Credits |

## Investigation and Organization

Curriculum code: C94E

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 1733 | Criminal Investigation           | 3 Credits |
| LAWF 2413 | Computer Crime Investigation     | 3 Credits |
| LAWF 2623 | Organization & Administration    | 3 Credits |

## Private Security

Curriculum code: C94F

|           |                                  |           |
|-----------|----------------------------------|-----------|
| LAWF 1513 | Introduction to Criminal Justice | 3 Credits |
| LAWF 1713 | Basic Criminal Law               | 3 Credits |
| LAWF 2733 | Private Security                 | 3 Credits |

# Machine Tool Technology, Advanced Certificate

**MCHN.CRT.C84**

## Program Overview

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.

## 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/).

## Program Requirements

### Major Courses

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

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| MATH 1113 | Technical Mathematics I  | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |

### Elective

Choose four credit hours of courses with a WELD prefix.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 34</b> |
|---------------------------------|

# Manufacturing Technology: Industrial Maintenance Specialization, AAS

**MAFT.AAS.V62**

## Program Overview

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

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

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

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

## ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| ELTR 1064 | Fundamentals of Electricity        | 4 Credits |
| ELTR 2074 | DC & AC Rotating Machines          | 4 Credits |
| ELTR 2414 | Industrial Motor Control           | 4 Credits |
| ELTR 2444 | Programmable Controllers           | 4 Credits |
| MCHN 1214 | Machine Tool I                     | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
| MCHN 1452 | Lubrication                        | 2 Credits |
| MCHN 1224 | Machine Tool II                    | 4 Credits |
| WELD 1114 | Basic Welding                      | 4 Credits |

### Credit hours: 42

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
|           |                          |           |
| BSNS 1603 | Business Communication   | 3 Credits |
| OR        |                          |           |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           |                          |           |
| BSNS 2423 | Internship Experience    | 3 Credits |
| MATH 1113 | Technical Mathematics I  | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
|           | General Education        | 3 Credits |
|           | Technology               | 3 Credits |

### Credit hours: 21

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

Choose the General Education course from the General education courses for Applied Science Degrees (p. 136).

Choose the Technology course from the Technology Electives (p. 137) list.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 63</b> |
|---------------------------------|

# Manufacturing Industrial Maintenance II, Advanced Certificate

## MAFT.CRT.V65

### Program Overview

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.

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/).

### Program Requirements

#### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| ELTR 1064 | Fundamentals of Electricity        | 4 Credits |
| ELTR 2074 | DC & AC Rotating Machines          | 4 Credits |
| ELTR 2414 | Industrial Motor Control           | 4 Credits |
| ELTR 2444 | Programmable Controllers           | 4 Credits |
| MCHN 1214 | Machine Tool I                     | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
| MCHN 1452 | Lubrication                        | 2 Credits |
| MCHN 1224 | Machine Tool II                    | 4 Credits |
| WELD 1114 | Basic Welding                      | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

#### General education

|           |                         |           |
|-----------|-------------------------|-----------|
| MATH 1113 | Technical Mathematics I | 3 Credits |
|-----------|-------------------------|-----------|

A higher level mathematics course may be substituted.

**MINIMUM CREDIT HOURS: 45**

# Intermediate Manufacturing Industrial Maintenance, Certificate

## MAFT.CRT.V69

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

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/).

### Program Requirements

#### Major Courses

|           |                             |           |
|-----------|-----------------------------|-----------|
| MCHN 1214 | Machine Tool I              | 4 Credits |
| MCHN 1311 | Precision Measurement       | 1 Credit  |
| MCHN 1452 | Lubrication                 | 2 Credits |
| MCHN 1224 | Machine Tool II             | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 2074 | DC & AC Rotating Machines   | 4 Credits |
| ELTR 2414 | Industrial Motor Control    | 4 Credits |
| ELTR 2444 | Programmable Controllers    | 4 Credits |
| WELD 1114 | Basic Welding               | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

**Credit hours: 31**

# Manufacturing Industrial Maintenance I, Certificate

## MAFT.CRT.V65A

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

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/).

### Program Requirements

#### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| ELTR 1064 | Fundamentals of Electricity        | 4 Credits |
| MATH 1113 | Technical Mathematics I            | 3 Credits |
| MCHN 1214 | Machine Tool I                     | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
| WELD 1114 | Basic Welding                      | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

A higher level mathematics course may be substituted.

# Basic Manufacturing Industrial Maintenance, Certificate

## MAFT.MCRT.V65B

### Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

### Program Requirements

#### Major Courses

|           |                             |           |
|-----------|-----------------------------|-----------|
| MCHN 1214 | Machine Tool I              | 4 Credits |
| MCHN 1311 | Precision Measurement       | 1 Credit  |
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| WELD 1114 | Basic Welding               | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

# Manufacturing Production, Certificate

**MAFT.MCRT.V62A**

## Program Overview

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

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| MATH 1113 | Technical Mathematics I            | 3 Credits |

A higher level mathematics course may be substituted.

# Manufacturing Technology: Machine Tool Specialization, AAS

**MAFT.AAS.V62**

## Program Overview

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

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

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

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

## ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

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

**Credit hours: 42**

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
|           |                          |           |
| BSNS 1603 | Business Communication   | 3 Credits |
|           | OR                       |           |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           |                          |           |
| BSNS 2423 | Internship Experience    | 3 Credits |
| MATH 1113 | Technical Mathematics I  | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
|           | General Education        | 3 Credits |
|           | Technology               | 3 Credits |

### Credit hours: 21

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

Choose the General Education course from the General education courses for Applied Science Degrees (p. 136).

Choose the Technology Course from the Technology Electives (p. 137) list.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 63</b> |
|---------------------------------|

# Manufacturing Machine Tool II, Advanced Certificate

MAFT.CRT.V64

## Program Overview

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

### ADDITIONAL PROGRAM INFORMATION

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

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/).

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety   | 2 Credits |
| MAFT 1222 | Quality and Measurement             | 2 Credits |
| MAFT 1232 | Manufacturing Processes             | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance  | 2 Credits |
| MAFT 1323 | Lean and Quality Overview           | 3 Credits |
| MCHN 1214 | Machine Tool I                      | 4 Credits |
| MCHN 1224 | Machine Tool II                     | 4 Credits |
| MCHN 1311 | Precision Measurement               | 1 Credit  |
| MCHN 1234 | Machine Tool III                    | 4 Credits |
| MCHN 2314 | Fund of CNC Machining & Programming | 4 Credits |
| MCHN 1432 | Millwright                          | 2 Credits |
| MCHN 1442 | Rigging                             | 2 Credits |
| MCHN 1323 | Fabrication                         | 3 Credits |
| COGT 2114 | AutoCAD I                           | 4 Credits |
| MATH 1113 | Technical Mathematics I             | 3 Credits |
| WELD 1263 | Metallurgy & Heat Treatment         | 3 Credits |

A higher level mathematics course may be substituted.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 45</b> |
|---------------------------------|

# Intermediate Manufacturing Machine Tool, Certificate

MAFT.CRT.V68

## Program Overview

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.

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/).

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| MCHN 1214 | Machine Tool I                      | 4 Credits |
| MCHN 1224 | Machine Tool II                     | 4 Credits |
| MCHN 1234 | Machine Tool III                    | 4 Credits |
| MCHN 1311 | Precision Measurement               | 1 Credit  |
| MCHN 1323 | Fabrication                         | 3 Credits |
| MCHN 1432 | Millwright                          | 2 Credits |
| MCHN 1442 | Rigging                             | 2 Credits |
| MCHN 2314 | Fund of CNC Machining & Programming | 4 Credits |
| COGT 2114 | AutoCAD I                           | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment         | 3 Credits |

# Manufacturing Technology: Machine Tool I, Certificate

MAFT.MCRT.V64A

## Program Overview

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

## ADDITIONAL PROGRAM INFORMATION

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

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/).

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| COGT 2114 | AutoCAD I                          | 4 Credits |
| MATH 1113 | Technical Mathematics I            | 3 Credits |
| MCHN 1214 | Machine Tool I                     | 4 Credits |
| MCHN 1224 | Machine Tool II                    | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |

A higher level mathematics course may be substituted.

# Basic Manufacturing Machine Tool Certificate

MAFT.MCRT.V64B

## Program Overview

The Basic Manufacturing Machine Tool Certificate is designed to develop within the student practical skills in precision measurement, drafting, lathe operations, and milling for an entry-level position in the manufacturing machine tool industry. Entry-level industrial maintenance job positions include, but are not limited to: machine operator trainee, tool and die maker trainee, and machinist trainee.

## Program Requirements

### Major Courses

|           |                       |           |
|-----------|-----------------------|-----------|
| MCHN 1214 | Machine Tool I        | 4 Credits |
| MCHN 1224 | Machine Tool II       | 4 Credits |
| MCHN 1311 | Precision Measurement | 1 Credit  |
| COGT 2114 | AutoCAD I             | 4 Credits |

# Manufacturing Technology: Transportation/Warehousing/ Distribution/Logistics (TWDL) Specialization, AAS

**MAFT.AAS.V62**

## Program Overview

Through general education and core courses, the Manufacturing Technology: Transportation/Warehousing /Distribution /Logistics (TWDL) Specialization is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems. The curriculum also includes practical skills in rigging, forklift operation, lubrication, and computer programs.

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

Students can finish a number of short-term training certificates as they progress through the program, and can join the program at multiple points, depending on assessment results and educational goals. To be successful in the Transportation/Warehousing/ Distribution/Logistics (TWDL) Specialization, students should first complete the Manufacturing Logistics Certificate.

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

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

## Program Requirements

### Major Courses

|           |   |           |
|-----------|---|-----------|
| TWDL 1113 | Certified Logistics Associate           | 3 Credits |
| TWDL 1223 | Certified Logistics Technician          | 3 Credits |
| TWDL 1003 | Transportation & Physical Distribution  | 3 Credits |
| TWDL 1103 | Introduction to Supply Chain Management | 3 Credits |
| TWDL 1203 | Introduction to Import/Export           | 3 Credits |
| TWDL 1303 | Principles of Operations Management     | 3 Credits |
| TWDL 1402 | Transportation & Cargo Security         | 2 Credits |
| ELTR 1402 | Industrial Safety                       | 2 Credits |
| BSNS 1553 | Introduction to Business                | 3 Credits |
| COSC 1372 | Excel                                   | 2 Credits |
| COSC 1513 | Introduction to Information Processing  | 3 Credits |
| MAFT 1102 | Manufacturing Forklift                  | 2 Credits |
| MCHN 1442 | Rigging                                 | 2 Credits |
| MCHN 1452 | Lubrication                             | 2 Credits |
| MAFT 1323 | Lean and Quality Overview               | 3 Credits |

**Credit hours: 39**

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| BSNS 1603 | Business Communication   | 3 Credits |
| OR        |                          |           |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           |                          |           |
| BSNS 2423 | Internship Experience    | 3 Credits |
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
| MATH 1113 | Technical Mathematics I  | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
| SPAN 1503 | Basic Spanish            | 3 Credits |
|           | General Education        | 3 Credits |
|           | Technology               | 3 Credits |

**Credit hours: 24**

A higher level English and/or mathematics course can be substituted.

Choose the General Education course from the General education courses for Applied Science Degrees (p. 136).

Choose the Technology course from the Technology Electives (p. 136) list.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 63</b> |
|---------------------------------|

# Manufacturing Transportation, Warehousing, Distribution and Logistics II, Advanced Certificate

**MAFT.CRT.V66**

## Program Overview

The Manufacturing Transportation/Warehousing/Distribution/Logistics Specialization Advanced Certificate is designed to provide the student with fundamental theories of manufacturing related to transportation, supply chain, the economy, modes of transportation, special carriers, global transportation, costing, pricing, carrier strategy and information management, exporting and importing skills, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, enterprise resource planning and security related systems. Such supply chain and transportation entry-level positions include, but are not limited to: analyst, management trainee and first line supervisor. The curriculum also includes practical skills in rigging, forklift operation, lubrication, and computer programs.

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

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

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/).

## Program Requirements

### Major Courses

|           |   |           |
|-----------|---|-----------|
| TWDL 1003 | Transportation & Physical Distribution  | 3 Credits |
| TWDL 1103 | Introduction to Supply Chain Management | 3 Credits |
| TWDL 1113 | Certified Logistics Associate           | 3 Credits |
| TWDL 1203 | Introduction to Import/Export           | 3 Credits |
| TWDL 1223 | Certified Logistics Technician          | 3 Credits |
| TWDL 1303 | Principles of Operations Management     | 3 Credits |
| TWDL 1402 | Transportation & Cargo Security         | 2 Credits |
| BSNS 1553 | Introduction to Business                | 3 Credits |
| COSC 1372 | Excel                                   | 2 Credits |
| COSC 1513 | Introduction to Information Processing  | 3 Credits |
| ELTR 1402 | Industrial Safety                       | 2 Credits |
| MAFT 1102 | Manufacturing Forklift                  | 2 Credits |
| MAFT 1323 | Lean and Quality Overview               | 3 Credits |
| MATH 1113 | Technical Mathematics I                 | 3 Credits |
| MCHN 1442 | Rigging                                 | 2 Credits |
| MCHN 1452 | Lubrication                             | 2 Credits |
| SPAN 1503 | Basic Spanish                           | 3 Credits |

A higher level mathematics course may be substituted.

**MINIMUM CREDIT HOURS: 45**

# Intermediate Manufacturing TWDL, Certificate

**MAFT.CRT.V70**

## Program Overview

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.

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/).

## Program Requirements

### Major Courses

|           |   |           |
|-----------|---|-----------|
| TWDL 1003 | Transportation & Physical Distribution  | 3 Credits |
| TWDL 1103 | Introduction to Supply Chain Management | 3 Credits |
| TWDL 1203 | Introduction to Import/Export           | 3 Credits |
| TWDL 1303 | Principles of Operations Management     | 3 Credits |
| TWDL 1402 | Transportation & Cargo Security         | 2 Credits |
| BSNS 1553 | Introduction to Business                | 3 Credits |
| COSC 1372 | Excel                                   | 2 Credits |
| COSC 1513 | Introduction to Information Processing  | 3 Credits |
| MAFT 1102 | Manufacturing Forklift                  | 2 Credits |
| MCHN 1442 | Rigging                                 | 2 Credits |
| MCHN 1452 | Lubrication                             | 2 Credits |
| SPAN 1503 | Basic Spanish                           | 3 Credits |

# Manufacturing Transportation, Warehousing, Distribution and Logistics I, Certificate

MAFT.MCRT.V66A

## Program Overview

The Transportation/Warehousing/Distribution/Logistics Specialization curriculum is designed to provide the student with the fundamental theories of transportation and distribution in the manufacturing industry. The course work is specific to the entry-level jobs. Transportation and distribution entry-level positions include, but are not limited to: customer service, sales, pricing, and loading dock supervisor trainee. This program will build the core competencies of manufacturing logistics through the Manufacturing Skill Standards Council (MSSC). Students who successfully pass the two assessments will be recognized as a Certified Logistics Technician (CLT) by the MSSC. The curriculum is also designed to develop practical skills in forklift operations.

### ADDITIONAL PROGRAM INFORMATION

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

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/).

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| TWDL 1003 | Transportation & Physical Distribution | 3 Credits |
| TWDL 1113 | Certified Logistics Associate          | 3 Credits |
| TWDL 1223 | Certified Logistics Technician         | 3 Credits |
| COSC 1372 | Excel                                  | 2 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| ELTR 1402 | Industrial Safety                      | 2 Credits |
| MAFT 1102 | Manufacturing Forklift                 | 2 Credits |
| MAFT 1323 | Lean and Quality Overview              | 3 Credits |
| MATH 1113 | Technical Mathematics I                | 3 Credits |
| SPAN 1503 | Basic Spanish                          | 3 Credits |

A higher level mathematics course may be substituted.

# Basic Manufacturing TWDL, Certificate

MAFT.MCRT.V66B

## Program Overview

The Basic Transportation/Warehousing/Distribution/Logistics (TWDL) Certificate is designed to provide the student with the fundamental theories of transportation and distribution for an entry-level position in the Manufacturing TWDL industry. Transportation and distribution entry-level positions include, but are not limited to: customer service trainee, sales trainee and loading dock trainee.

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| TWDL 1003 | Transportation & Physical Distribution | 3 Credits |
| COSC 1372 | Excel                                  | 2 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| MAFT 1102 | Manufacturing Forklift                 | 2 Credits |
| SPAN 1503 | Basic Spanish                          | 3 Credits |

# Manufacturing Logistics, Certificate

MAFT.MCRT.V62B

## Program Overview

The Manufacturing Logistics Certificate is designed to build the core competencies of manufacturing logistics, technical math skills, lean and quality management, and industrial safety. The curriculum is designed to prepare students for additional manufacturing logistics certificates, prepare students for internships, and prepare students for entry-level positions in logistics in the manufacturing industry. The Manufacturing Logistics Certificate curriculum is designed to develop within the student the core competencies of manufacturing logistics through the Manufacturing Skill Standards Council (MSSC). Students who successfully pass the two assessments will be recognized as a Logistics Technician (CPT) by the MSSC.

## ADDITIONAL PROGRAM INFORMATION

Students who successfully pass the two assessments (TWDL 1113 and TWDL 1223) will be recognized as a Certified Logistics Technician (CLT) by the Manufacturing Skill Standards Council (MSSC).

## Program Requirements

### Major Courses

|           |                                |           |
|-----------|--------------------------------|-----------|
| MAFT 1323 | Lean and Quality Overview      | 3 Credits |
| TWDL 1113 | Certified Logistics Associate  | 3 Credits |
| TWDL 1223 | Certified Logistics Technician | 3 Credits |
| MATH 1113 | Technical Mathematics I        | 3 Credits |
| ELTR 1402 | Industrial Safety              | 2 Credits |

A higher level mathematics course may be substituted.

# Manufacturing Technology: Welding Specialization, AAS

MAFT.AAS.V62

## Program Overview

The Manufacturing Technology: Welding Specialization provides the student with fundamental theories in the technology processes, metallurgy, and fabrication design within manufacturing industries. The student will develop practical skills in drafting, tungsten, and inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing. Students will be required to furnish personal protective equipment and tools.

This program will stress Manufacturing Skill Standards Council (MSSC) criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

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

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

## ADDITIONAL PROGRAM INFORMATION

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

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| WELD 1114 | Basic Welding                      | 4 Credits |
| WELD 1124 | Advanced Arc Welding               | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding         | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment        | 3 Credits |
| WELD 2224 | Metallic Inert Gas Welding         | 4 Credits |
| WELD 2044 | Pipe Welding                       | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
| MCHN 1442 | Rigging                            | 2 Credits |
| MCHN 1323 | Fabrication                        | 3 Credits |

### Choose one

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

**Credit hours: 42**

### General education

|           |                          |           |
|-----------|--------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing  | 3 Credits |
|           |                          |           |
| BSNS 1603 | Business Communication   | 3 Credits |
|           | OR                       |           |
| SPCH 1553 | Introductory Speech      | 3 Credits |
|           |                          |           |
| BSNS 2423 | Internship Experience    | 3 Credits |
| MATH 1113 | Technical Mathematics I  | 3 Credits |
| MATH 1123 | Technical Mathematics II | 3 Credits |
|           | General Education        | 3 Credits |
|           | Technology               | 3 Credits |

**Credit hours: 21**

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

Choose the General Education course from the General education courses for Applied Science Degrees (p. 136).

Choose the Technology course from the Technology Electives (p. 137) list.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 63</b> |
|---------------------------------|

# Manufacturing Technology: Welding II, Advanced Certificate

MAFT.CRT.V63

## Program Overview

The Manufacturing Technology: Welding II Advanced Certificate is designed to develop within the student practical skills in drafting, tungsten inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing. Such entry-level manufacturing welding positions include, but are not limited to: manufacturing welder technician, production welder/fitter and fabricator. The core competencies of manufacturing production taught in this program are based on Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

### ADDITIONAL PROGRAM INFORMATION

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

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/).

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MATH 1113 | Technical Mathematics I            | 3 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| WELD 1114 | Basic Welding                      | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding         | 4 Credits |
| WELD 1124 | Advanced Arc Welding               | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment        | 3 Credits |
| WELD 2224 | Metallic Inert Gas Welding         | 4 Credits |
| WELD 2044 | Pipe Welding                       | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |
| MCHN 1442 | Rigging                            | 2 Credits |
| MCHN 1323 | Fabrication                        | 3 Credits |

A higher level mathematics course may be substituted.

### Choose one

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

**MINIMUM CREDIT HOURS: 45**

# Intermediate Manufacturing Welding, Certificate

MAFT.CRT.V67

## Program Overview

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.

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/).

## Program Requirements

### Major Courses

|           |                             |           |
|-----------|-----------------------------|-----------|
| MCHN 1311 | Precision Measurement       | 1 Credit  |
| MCHN 1323 | Fabrication                 | 3 Credits |
| MCHN 1442 | Rigging                     | 2 Credits |
| WELD 1114 | Basic Welding               | 4 Credits |
| WELD 1124 | Advanced Arc Welding        | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment | 3 Credits |
| WELD 2044 | Pipe Welding                | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding  | 4 Credits |
| WELD 2224 | Metallic Inert Gas Welding  | 4 Credits |

### Choose one

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

# Manufacturing Welding I, Certificate

MAFT.MCRT.V63A

## Program Overview

The Manufacturing Technology: Welding I Certificate is designed to develop within the student practical skills in precision measurement, tungsten inert gas, and basic welding. Such entry-level manufacturing welding positions include, but are not limited to: manufacturing welder technician trainee, production welder/fitter trainee and fabricator trainee. The core competencies of manufacturing production taught in this program are based on the Manufacturing Skill Standards Council criteria. The MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers.

### ADDITIONAL PROGRAM INFORMATION

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

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/).

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| MAFT 1112 | Intro to Manufacturing and Safety  | 2 Credits |
| MAFT 1222 | Quality and Measurement            | 2 Credits |
| MAFT 1232 | Manufacturing Processes            | 2 Credits |
| MAFT 1312 | Intro to Manufacturing Maintenance | 2 Credits |
| MATH 1113 | Technical Mathematics I            | 3 Credits |
| MAFT 1323 | Lean and Quality Overview          | 3 Credits |
| WELD 1114 | Basic Welding                      | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding         | 4 Credits |
| WELD 1124 | Advanced Arc Welding               | 4 Credits |
| MCHN 1311 | Precision Measurement              | 1 Credit  |

A higher level mathematics course may be substituted.

### Choose one

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

# Basic Manufacturing Welding, Certificate

MAFT.MCRT.V63B

## Program Overview

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.

### Major Courses

|           |                            |           |
|-----------|----------------------------|-----------|
| MACH 1311 | Precision Measurement      | 1 Credits |
| WELD 1114 | Basic Welding              | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding | 4 Credits |
| WELD 1124 | Advanced Arc Welding       | 4 Credits |

### Choose one

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

# Medical Laboratory Technology, AAS

MLT.AAS.C24

## Program Overview

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.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

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 any disqualifying convictions, and a negative drug screen.

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.

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

## Program Requirements

### Major Courses

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

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| MEDT 1114 | Urinalysis & Body Fluids              | 4 Credits |
| MEDT 1415 | Physiologic Systems                   | 5 Credits |
| MEDT 1124 | Hematology & Coagulation              | 4 Credits |
| MEDT 2124 | Serology & Blood Banking              | 4 Credits |
| MEDT 2044 | Clinical Microbiology                 | 4 Credits |
| MEDT 2214 | Clinical Chemistry                    | 4 Credits |
| MEDT 2316 | Clinical Practicum I                  | 6 Credits |
| MEDT 2326 | Clinical Practicum II                 | 6 Credits |
| MEDT 2462 | Medical Laboratory Technology Seminar | 2 Credits |

**Credit hours: 39**

May substitute BIOL 2644 and BIOL 2654 for MEDT 1415.

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

## General education

|           |                            |           |
|-----------|----------------------------|-----------|
| ENGL 1613 | English I                  | 3 Credits |
| ENGL 1623 | English II                 | 3 Credits |
| MATH 1814 | College Algebra            | 4 Credits |
| BIOL 1514 | General Biology I          | 4 Credits |
| BIOL 2714 | Microbiology               | 4 Credits |
| CHEM 1514 | General Chemistry I        | 4 Credits |
| CHEM 1524 | General Chemistry II       | 4 Credits |
| PSYC 1813 | Introduction to Psychology | 3 Credits |

**Credit hours: 28-29**

A higher-level mathematics course can be substituted for MATH 1814.

## Elective

|  |            |           |
|--|------------|-----------|
|  | Humanities | 3 Credits |
|--|------------|-----------|

**Credit hours: 3**

Choose Humanities Elective from the General education courses for Applied Science Degrees (p. 136).

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.

**MINIMUM CREDIT HOURS: 70**

# Medical Laboratory Technology Advanced Placement Sequence (Option 1)

**MLT.AAS.C24**

## Program Overview

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.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

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 any disqualifying convictions, and a negative drug screen.

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.

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

## Program Requirements

### Courses required prior to acceptance in the program

|           |                            |           |
|-----------|----------------------------|-----------|
| BIOL 1514 | General Biology I          | 4 Credits |
| BIOL 2714 | Microbiology               | 4 Credits |
| CHEM 1514 | General Chemistry I        | 4 Credits |
| CHEM 1524 | General Chemistry II       | 4 Credits |
| ENGL 1613 | English I                  | 3 Credits |
| ENGL 1623 | English II                 | 3 Credits |
| MATH 1814 | College Algebra            | 4 Credits |
| PSYC 1813 | Introduction to Psychology | 3 Credits |
|           | Humanities                 | 3 Credits |
|           |                            |           |
| MEDT 1415 | Physiologic Systems        | 5 Credits |
| OR        |                            |           |
| BIOL 2644 | Anatomy & Physiology I     | 4 Credits |
|           | and                        |           |
| BIOL 2654 | Anatomy & Physiology II    | 4 Credits |

MATH 1814 - or higher math

Humanities - Choose from the General Education Courses for Applied Science Degrees (p. 136).

MATH 1814, MEDT 1415 - 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.

### Major Courses

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

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| MEDT 1114 | Urinalysis & Body Fluids              | 4 Credits |
| MEDT 1124 | Hematology & Coagulation              | 4 Credits |
| MEDT 2124 | Serology & Blood Banking              | 4 Credits |
| MEDT 2044 | Clinical Microbiology                 | 4 Credits |
| MEDT 2214 | Clinical Chemistry                    | 4 Credits |
| MEDT 2316 | Clinical Practicum I                  | 6 Credits |
| MEDT 2326 | Clinical Practicum II                 | 6 Credits |
| MEDT 2462 | Medical Laboratory Technology Seminar | 2 Credits |

MEDT 2316, MEDT 2326 - 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.

**MINIMUM CREDIT HOURS: 70**

# Medical Laboratory Assistant, Certificate

MLT.CRT.C79

## Program Overview

The Medical Laboratory Assistant certificate is designed to develop within the student practical skills in performing basic laboratory “waived” tests. Graduates are prepared to enter employment as medical laboratory assistants, working under the supervision of a medical laboratory technician or technologist.

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

All courses must be completed with a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

Students with one year of acceptable full-time phlebotomy experience will satisfy the prerequisite for MEDT 1032, but may not satisfy requirement for certificate.

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| HLTH 1312 | Medical Terminology                    | 2 Credits |
| HLTH 1404 | Phlebotomy Techniques                  | 4 Credits |
| MEDT 1032 | Medical Laboratory Assistant Skills I  | 2 Credits |
| MEDT 1043 | Medical Laboratory Assistant Skills II | 3 Credits |
| HLTH 1412 | Phlebotomy Techniques Practicum        | 2 Credits |

# Phlebotomy, Certificate

MLT.CRT.C79A

## Program Overview

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 a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

This program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018; 773-714-8880.

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions, and a negative drug screen.

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

## Program Requirements

### Major Courses

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

# Millwright, Advanced Certificate

**MCHN.CRT.V60**

## Program Overview

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.

## 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/).

## Program Requirements

### Major Courses

|           |                             |           |
|-----------|-----------------------------|-----------|
| MCHN 1214 | Machine Tool I              | 4 Credits |
| MCHN 1224 | Machine Tool II             | 4 Credits |
| MCHN 1311 | Precision Measurement       | 1 Credit  |
| MCHN 1432 | Millwright                  | 2 Credits |
| MCHN 1442 | Rigging                     | 2 Credits |
| MCHN 1452 | Lubrication                 | 2 Credits |
| COGT 2114 | AutoCAD I                   | 4 Credits |
| ELTR 1034 | Fluid Power                 | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity | 4 Credits |
| ELTR 1402 | Industrial Safety           | 2 Credits |
| MATH 1113 | Technical Mathematics I     | 3 Credits |
| MATH 1123 | Technical Mathematics II    | 3 Credits |
| WELD 1114 | Basic Welding               | 4 Credits |
| WELD 1124 | Advanced Arc Welding        | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment | 3 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

### Choose one

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

**MINIMUM CREDIT HOURS: 48**

# Nursing – Registered, AAS

## RNUR.AAS.C21

### Program Overview

The Associate Degree Nursing program is designed to prepare the student to practice nursing at an introductory level. Nursing courses are a combination of classroom and clinical experiences. Clinical experiences are held in a variety of settings. Hours of clinical experience vary depending on the course content.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

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

Licensed practical nurses may receive advanced placement.

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

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

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing. Contact information for questions:

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000  
Fax: 404-975-5020  
Email: [info@acenursing.org](mailto:info@acenursing.org)  
Web: [www.acenursing.org](http://www.acenursing.org)

### Major Courses

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

**Credit hours: 39**

MATH 1141 must be taken concurrently with RNUR 1106. MATH 1141 may be eligible for proficiency exam. See Health Careers advisor.

### General Education

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

**Credit hours: 24**

ENGL 1613 and BIOL 2644 must be taken prior to or concurrently with RNUR 1106

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

BIOL 2714 must be completed prior to or concurrently with RNUR 2228.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 63</b> |
|---------------------------------|

# Nursing – Registered Advanced Placement Sequence (Option 1)

**RNUR.AAS.C21**

## Program Overview

Licensed practical nurses can earn advanced placement in the Associate Degree Nursing program. Consult a KCC advisor or the “Information on Health Career programs” handout for program entry requirements. Upon successful completion of RNUR 1128 and RNUR 1461, the student will satisfy requirements for RNUR 1106, RNUR 1152 and MATH 1141. 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.

Program eligibility requirements apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

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

Requirements for consideration of acceptance in the advanced placement sequence will be the same as those for students applying to the first semester of the Associate Degree Nursing program. Graduates of the Associate in Applied Science Nursing program are eligible to apply to take the National Council Licensure Examination for Registered Nurses.

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

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing. Contact information for questions:

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000  
Fax: 404-975-5020  
Email: [info@acenursing.org](mailto:info@acenursing.org)  
Web: [www.acenursing.org](http://www.acenursing.org)

## Courses required prior to acceptance in the program

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

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

## Program Requirements

Required prior to acceptance in the program

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

Credit hours: 7

## RNUR Advanced Placement Credit

Credit hours: 9

## Major Courses

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

Credit hours: 30

## General education

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

Credit hours: 17

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

BIOL 2714 must be completed prior to or concurrently with RNUR 2228.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 63</b> |
|---------------------------------|

# Nursing – Practical, Advanced Certificate

PNUR.CRT.C73

## Program Overview

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.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

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

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

## Program Requirements

### Major Courses

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

Credit hours: 28

### General education

|           |                               |           |
|-----------|-------------------------------|-----------|
| BIOL 1564 | Intro to Anatomy & Physiology | 4 Credits |
| OR        |                               |           |
| BIOL 2644 | Anatomy & Physiology I        | 4 Credits |
| AND       |                               |           |
| BIOL 2654 | Anatomy & Physiology II       | 4 Credits |

The biology course(s) must be completed prior to PNUR 1140.

### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
| SPCH 1553 | Introductory Speech     | 3 Credits |

Credit hours: 10-14

**MINIMUM CREDIT HOURS: 38**

# Nursing Assistant, Certificate

Curriculum code: CNA.MCRT.C72A

## Program Overview

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 163 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.

All courses must be completed with a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

Each student in this program must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

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/).

## Program Requirements

### Major

|           |                               |           |
|-----------|-------------------------------|-----------|
| PNUR 1438 | Nursing Assistant             | 8 Credits |
|           |                               |           |
| BIOL 1564 | Intro to Anatomy & Physiology | 4 Credits |
| OR        |                               |           |
| BIOL 2644 | Anatomy & Physiology I        | 4 Credits |
| AND       |                               |           |
| BIOL 2654 | Anatomy & Physiology II       | 4 Credits |
|           |                               |           |
| MATH 1414 | Basic Algebra                 | 4 Credits |

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

# Office Professional, AAS

## BSNS.AAS.C15

### Program Overview

The Office Professional program is designed for students who wish to prepare for positions as office professionals or administrative assistants in business, industry, or government offices. The program offers a combination of skill-building, business, and general education courses necessary for developing a high degree of competence, as well as general knowledge for the responsible execution of office professional or administrative duties. This degree typically is not designed for transfer.

### ADDITIONAL PROGRAM INFORMATION

Among electives and required courses in this curriculum, three courses (BSNS 1653, BSNS 1663, and COSC 1513) meet Illinois Articulation Initiative Major-Specific requirements for business majors. Visit [www.itransfer.org](http://www.itransfer.org) or a KCC academic advisor for more information.

### MEDICAL SPECIALIZATION OPTION

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

### Program Requirements

#### Major Courses

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

**Credit hours: 39-40**

Students who have completed at least one year of high school typing/keyboarding with a grade of C or better or BSNS 1411 with a grade of C or better will automatically be placed in COSC 1023. Students with less typing/keyboarding background need to enroll in BSNS 1411 before COSC 1023 unless they can demonstrate on a proficiency test that they have adequate skills to enter COSC 1023.

### General education

|   |                               |           |
|---|-------------------------------|-----------|
| ENGL 1413   | Fundamentals of Writing       | 3 Credits |
| OR  |                               |           |
| ENGL 1613   | English I                     | 3 Credits |
|   |                               |           |
| MATH 1213   | Applied Arithmetic            | 3 Credits |
| OR  |                               |           |
| MATH 1414   | Basic Algebra                 | 4 Credits |
|   |                               |           |
| PHED 1512   | Health Education              | 2 Credits |
| OR  |                               |           |
| BIOL 1564   | Intro to Anatomy & Physiology | 4 Credits |
|   |                               |           |
| PSYC 1813   | Introduction to Psychology    | 3 Credits |
| Humanities Social and Behavioral Science or Math course |                               | 3 Credits |

Choose the elective from the General Education Courses for Applied Science Degrees. (p. 136)

A higher level mathematics or English course may be substituted.

Medical specialization students should choose BIOL 1564.

#### Choose one

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

**Credit hours: 17-20**

#### Electives

##### Choose two

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

**Credit hours: 5-6**

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

**MINIMUM CREDIT HOURS: 61**

# Office Assistant, Advanced Certificate

Curriculum code: **BSNS.CRT.C63**

## Program Overview

This program is designed to give students the opportunity to develop competencies needed for success in a beginning or re-entry office position. Graduates will be prepared for employment in a variety of office positions which require office technology skills.

### 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/).

## Program Requirements

### Major Courses

|           |  |           |
|-----------|--|-----------|
| BSNS 1312 | Proofreading & Editing                 | 2 Credits |
| BSNS 1353 | Administrative Office Procedures       | 3 Credits |
| BSNS 1603 | Business Communication                 | 3 Credits |
| BSNS 2311 | Successful Customer Service            | 1 Credit  |
|           |  |           |
| ACCT 1413 | General Accounting                     | 3 Credits |
|           | OR                                     |           |
| ACCT 1514 | Financial Accounting                   | 4 Credits |
|           |  |           |
| COSC 1023 | Intermediate Word                      | 3 Credits |
| COSC 1181 | Voice Recognition                      | 1 Credit  |
| COSC 2033 | Advanced Word                          | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COSC 1172 | Introduction to the Internet           | 2 Credits |
| COSC 1341 | PowerPoint                             | 1 Credit  |
| COSC 1352 | Word                                   | 2 Credits |
| COSC 1372 | Excel                                  | 2 Credits |
|           |  |           |
| ENGL 1413 | Fundamentals of Writing                | 3 Credits |
|           | OR                                     |           |
| ENGL 1613 | English I                              | 3 Credits |
|           |  |           |
| MATH 1213 | Applied Arithmetic                     | 3 Credits |
|           | OR                                     |           |
| MATH 1414 | Basic Algebra                          | 4 Credits |

MATH 1414 - or higher level mathematics course

COSC 1023 - Students who have completed at least one year of high school typing/keyboarding with a grade of C or better or who have completed BSNS 1411 with a grade of C or better will automatically be placed in COSC 1023 - Intermediate Word. Students with less typing/keyboarding background will need to take BSNS 1411 before enrolling in COSC 1023 unless they demonstrate on a proficiency test that they have adequate skills to enter COSC 1023.

### General education

Choose one

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

**MINIMUM CREDIT HOURS: 38**

# Microsoft Office Suite Applications, Certificate

Curriculum code: **C15A**

## Program Overview

It is possible for a student to take a unit of courses which may satisfy requirements for a particular position within the business microcomputer applications field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Program Requirements

### Microsoft Office Suite Applications

|           |                                  |           |
|-----------|----------------------------------|-----------|
| COSC 1341 | PowerPoint                       | 1 Credit  |
| COSC 1352 | Word                             | 2 Credits |
| COSC 1362 | Access                           | 2 Credits |
| COSC 1372 | Excel                            | 2 Credits |
| COSC 1382 | Microsoft Office Ste INTEGRATION | 2 Credits |

# Paralegal/Legal Assistant Studies, AAS

PLAS.AAS.C08

## Program Overview

The Paralegal/Legal Assistant Studies program is designed to train students as legal professionals who have the writing, thinking, and reasoning skills to effectively contribute to a legal organization. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments. Program graduates also are generally prepared to enter paralegal baccalaureate programs at selected colleges and universities with junior status.

## PROGRAM NOTE

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

## ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

This program is approved by the American Bar Association.

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PLAS 1103 | Intro. to Paralegal/Legal Assistant | 3 Credits |
| PLAS 1123 | Legal Research & Writing I          | 3 Credits |
| PLAS 1133 | Legal Research & Writing II         | 3 Credits |
| PLAS 1153 | Law Office Management               | 3 Credits |
| PLAS 1213 | Civil Litigation                    | 3 Credits |
| PLAS 2113 | Legal Technology                    | 3 Credits |
| PLAS 2413 | Paralegal Internship                | 3 Credits |
| BSNS 1603 | Business Communication              | 3 Credits |
| BSNS 1653 | Business Law                        | 3 Credits |
| COSC 1352 | Word                                | 2 Credits |
| COSC 1362 | Access                              | 2 Credits |
| COSC 1372 | Excel                               | 2 Credits |

A grade of B or better is required in PLAS 1103.

Choose four

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PLAS 2213 | Real Estate Law                     | 3 Credits |
| PLAS 2223 | Estates, Trusts and Wills           | 3 Credits |
| PLAS 2233 | Criminal Litigation                 | 3 Credits |
| PLAS 2253 | Corporate Law                       | 3 Credits |
| PLAS 2263 | Family Law                          | 3 Credits |
| PLAS 2333 | Laws of Evidence                    | 3 Credits |
| PLAS 2403 | Special Topics in Paralegal Studies | 3 Credits |

**Credit hours: 45**

### General education

|           |                     |           |
|-----------|---------------------|-----------|
| ENGL 1613 | English I           | 3 Credits |
| ENGL 1623 | English II          | 3 Credits |
| SPCH 1553 | Introductory Speech | 3 Credits |
| PLSC 1513 | American Government | 3 Credits |
|           | Mathematics         | 6 Credits |

Choose mathematics courses from the General Education Courses for Applied Science Degrees.

Choose one

|           |                            |           |
|-----------|----------------------------|-----------|
| HUMS 1513 | Introduction to Humanities | 3 Credits |
| PHIL 2523 | Ethics                     | 3 Credits |
| SPAN 1503 | Basic Spanish              | 3 Credits |

**Credit hours: 21**

**MINIMUM CREDIT HOURS: 66**

# Paralegal/Legal Assistant Studies, Advanced Certificate

PLAS.CRT.C52

## Program Overview

The 36 credit-hour Paralegal/Legal Assistant Studies certificate program is designed for students with a bachelor's degree and appropriate writing and computer experience to enhance their college coursework. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments.

## PROGRAM NOTE

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

## ADDITIONAL PROGRAM INFORMATION

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/).

This program is approved by the American Bar Association.

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PLAS 1103 | Intro. to Paralegal/Legal Assistant | 3 Credits |
| PLAS 1123 | Legal Research & Writing I          | 3 Credits |
| PLAS 1133 | Legal Research & Writing II         | 3 Credits |
| PLAS 1153 | Law Office Management               | 3 Credits |
| PLAS 1213 | CivilLitigation                     | 3 Credits |
| PLAS 2113 | Legal Technology                    | 3 Credits |
| PLAS 2413 | Paralegal Internship                | 3 Credits |

PLAS 1103: A minimum grade of B is required.

### Choose three

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| PLAS 2213 | Real Estate Law                     | 3 Credits |
| PLAS 2223 | Estates, Trusts and Wills           | 3 Credits |
| PLAS 2233 | Criminal Litigation                 | 3 Credits |
| PLAS 2253 | Corporate Law                       | 3 Credits |
| PLAS 2263 | Family Law                          | 3 Credits |
| PLAS 2333 | Laws of Evidence                    | 3 Credits |
| PLAS 2403 | Special Topics in Paralegal Studies | 3 Credits |

### General education

|           |                        |           |
|-----------|------------------------|-----------|
| BSNS 1603 | Business Communication | 3 Credits |
| BSNS 1653 | Business Law           | 3 Credits |

**MINIMUM CREDIT HOURS: 36**

# Paramedic, AAS

## PMED.AAS.C29

### Program Overview

The Paramedic program prepares individuals to provide advanced life support in and out of the hospital settings to critically ill and injured persons. To prepare individuals to function in the paramedic role, a combination of educational methods are used in this program, including theory, instruction, demonstration and practice of life-saving skills for simulated and real emergency situations.

Instruction is provided by physicians specializing in emergency medicine, registered nurses with advanced education in trauma management and paramedics approved by the emergency medical services director. The associate degree curriculum offers the student the opportunity to learn fundamental principles necessary for supervisory roles. This degree typically is not designed for transfer.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

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

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

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

### Program Requirements

#### Major Courses

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

**Credit hours: 45**

#### General education

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| BIOL 1564 | Intro to Anatomy & Physiology     | 4 Credits |
| ENGL 1613 | English I                         | 3 Credits |
| MATH 1414 | Basic Algebra                     | 4 Credits |
| PSYC 2553 | Lifespan Developmental Psychology | 3 Credits |
| SPCH 1553 | Introductory Speech               | 3 Credits |

**Credit hours: 17**

Higher level mathematics course can be substituted for MATH 1414.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 62</b> |
|---------------------------------|

# Paraprofessional Educator/ Teacher's Aide, AAS

EDUC.AAS.V09

## Program Overview

The Paraprofessional Educator curriculum is designed to meet guidelines set forth in the No Child Left Behind act of 2001. It offers students a wide range of educational experiences and prepares them to assist classroom teachers at all grade levels from kindergarten through high school. KCC also offers a Child Development – Education Option program. Students should see the Child Development coordinator to determine which program best suits their needs. This degree typically is not designed for transfer.

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| EDUC 1713 | Intro to Public Education          | 3 Credits |
| EDUC 1763 | Technology in Education            | 3 Credits |
| EDUC 1833 | Students With Disabilities         | 3 Credits |
| EDUC 2613 | Educational Psychology             | 3 Credits |
| CDEV 1513 | Child Growth & Development         | 3 Credits |
| CDEV 2263 | Heads Up Reading                   | 3 Credits |
| CDEV 2233 | Language Acquisition & Development | 3 Credits |

### General education

|           |                            |           |
|-----------|----------------------------|-----------|
| SPCH 1553 | Introductory Speech        | 3 Credits |
| PSYC 1813 | Introduction to Psychology | 3 Credits |
| SOCY 2513 | Sociology                  | 3 Credits |

### Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
| BSNS 1603 | Business Communication  | 3 Credits |

### Choose 10 credit hours of math and science with at least one course from mathematics and at least one course from science.

Choose from the General Education Courses for Applied Science Degrees (p. 136).

### Choose one humanities, social and behavioral science, science or mathematics elective.

Choose from the General Education Courses for Applied Science Degrees (p. 136).

### Electives

Choose 12 credit hours of Paraprofessional Educator (p. 124) electives.

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 61</b> |
|---------------------------------|

# Paraprofessional Educator/ Teacher's Aide, Advanced Certificate

**EDUC.CRT.V58**

## Program Overview

The Paraprofessional Educator certificate is designed to meet guidelines set forth in the No Child Left Behind act of 2001. It is for students who have completed 30 hours of college credit in a wide range of educational areas and to prepare them to assist classroom teachers at all levels from kindergarten through high school.

## 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/).

## Program Requirements

### Major Courses

|           |                                     |           |
|-----------|-------------------------------------|-----------|
| EDUC 1713 | Intro to Public Education           | 3 Credits |
| EDUC 1763 | Technology in Education             | 3 Credits |
| EDUC 1833 | Students With Disabilities          | 3 Credits |
| CDEV 1513 | Child Growth & Development          | 3 Credits |
| CDEV 2223 | Art/Music Activities                | 3 Credits |
|           | Paraprofessional Educator electives | 6 Credits |

**Credit hours: 21**

Choose Paraprofessional Educator electives from the Paraprofessional Educator electives list.

### General education

|  |                    |           |
|--|--------------------|-----------|
|  | Mathematics course | 3 Credits |
|  | General Education  | 3 Credits |

Choose Mathematics and General Education electives from the General Education Courses for Applied Science Degrees.

### Choose one

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |
| BSNS 1603 | Business Communication  | 3 Credits |

**Credit hours: 9**

**MINIMUM CREDIT HOURS: 30**

## Paraprofessional Educator electives

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

# Physical Therapist Assistant, AAS

PTA.AAS.C30

## Program Overview

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.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

The Physical Therapist Assistant Program at KCC 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 any disqualifying convictions, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

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

## Program Requirements

### Major Courses

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

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

**Credit hours: 54**

### General education

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

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

**Credit hours: 17**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 71</b> |
|---------------------------------|

# Radiography, AAS

## XRAY.AAS.C26

### Program Overview

The Radiography program is based on a minimum of two years of full-time study which combines classroom theory with clinical experiences. The program is designed to prepare a person to be a competent professional member of the health care team. This degree typically is not designed for transfer.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

### ADDITIONAL PROGRAM INFORMATION

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

Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT) and also to make application to the Illinois Emergency Management Agency (IEMA)/Division of Nuclear Safety (DNS) for their Illinois state license.

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

### Program Requirements

#### Major Courses

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

**Credit hours: 55**

#### General Education

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

**Credit hours: 17**

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

**MINIMUM CREDIT HOURS: 72**

# Respiratory Therapist, AAS

## RESP.AAS.C23

### Program Overview

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.

Program eligibility standards apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

### Additional Program Information

The program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](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, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

Upon completion, the graduate is eligible to apply for admission to the National Board for Respiratory Care Exams to become a Registered Respiratory Therapist (RRT).

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

### Program Requirements

#### Major Courses

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

**Credit hours: 53**

#### General education

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| PSYC 2553 | Lifespan Developmental Psychology | 3 Credits |
| ENGL 1613 | English I                         | 3 Credits |
|           |                                   |           |
| SPCH 1553 | Introductory Speech               | 3 Credits |
| OR        |                                   |           |
| SPCH 1563 | Interpersonal Communication       | 3 Credits |
|           |                                   |           |
| BIOL 1564 | Intro to Anatomy & Physiology     | 4 Credits |
| OR        |                                   |           |
| BIOL 2654 | Anatomy & Physiology II           | 4 Credits |
|           |                                   |           |
| MATH 1414 | Basic Algebra                     | 4 Credits |

The BIOL and MATH courses must be taken prior to or concurrently with the first semester of Respiratory Therapist courses.

**Credit hours: 17**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 70</b> |
|---------------------------------|

# Respiratory Therapist Advanced Placement Sequence

**RESP.AAS.C23**

## Program Overview

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.

Program eligibility requirements apply; consult a KCC advisor.

All courses must be completed with a grade of C or better.

## ADDITIONAL PROGRAM INFORMATION

Requirements for consideration of acceptance into the advanced placement sequence will be the same as for those students applying to the first semester of the program.

The program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](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, a negative drug screen, and current CPR certification from the American Heart Association (BLS for Healthcare Provider) or American Red Cross (Professional Rescuer: adult, child & infant or AED).

Upon completion, the graduate is eligible to apply for admission to the National Board for Respiratory Care Exams to become a Registered Respiratory Therapist (RRT).

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

## Program Requirements

### Respiratory Therapist Advanced Placement Credit

**Credit hours: 39**

#### Major Courses

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

**Credit hours: 18**

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

## General education

|           |                                   |           |
|-----------|-----------------------------------|-----------|
| PSYC 2553 | Lifespan Developmental Psychology | 3 Credits |
| ENGL 1613 | English I                         | 3 Credits |
|           |                                   |           |
| SPCH 1553 | Introductory Speech               | 3 Credits |
| OR        |                                   |           |
| SPCH 1563 | Interpersonal Communication       | 3 Credits |
|           |                                   |           |
| MATH 1414 | Basic Algebra                     | 4 Credits |

**Credit hours: 13**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 70</b> |
|---------------------------------|

# Supply Chain Management, Certificate

Curriculum code: V55A

## Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the supply chain management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Program Requirements

### Major Courses

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

# Global Supply Chain, Certificate

Curriculum code: V55B

## Program Overview

It is possible for a student to take a small grouping of courses, which, taken as a unit, satisfy requirements for a particular position within the global supply chain management field. The student may submit written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## 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/).

## Program Requirements

### Major Courses

|           |   |           |
|-----------|---|-----------|
| BSNS 1553 | Introduction to Business                | 3 Credits |
| BSNS 2143 | Human Relations in Business             | 3 Credits |
| BSNS 1603 | Business Communication                  | 3 Credits |
| BSNS 2553 | Principles of Management                | 3 Credits |
| COSC 1513 | Introduction to Information Processing  | 3 Credits |
| TWDL 1003 | Transportation & Physical Distribution  | 3 Credits |
| TWDL 1103 | Introduction to Supply Chain Management | 3 Credits |
| TWDL 1203 | Introduction to Import/Export           | 3 Credits |
| TWDL 1303 | Principles of Operations Management     | 3 Credits |
| TWDL 1402 | Transportation & Cargo Security         | 2 Credits |

# Tower Construction and Maintenance, Certificate

Curriculum code: V54

## Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the tower construction and maintenance field. The student may make written application to the Office of Admissions and Registration to receive written verification of completion of this certificate program.

## Program Requirements

### Major Courses

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| TOWR 1111 | Tower Erection Basics                 | 1 Credit  |
| TOWR 1121 | Emergency Medical Response            | 1 Credit  |
| TOWR 1131 | OSHA 10-Hour                          | 1 Credit  |
| TOWR 1141 | RF Safety and Hazard Signage          | 1 Credit  |
| TOWR 1152 | HAZ-WOPER                             | 2 Credits |
| TOWR 1162 | Tower Rescue and Competent Climber    | 2 Credits |
| TOWR 1171 | Rigging and Ropes                     | 1 Credit  |
| TOWR 1181 | Authorized Climber Authorized Climber | 1 Credit  |

Credit hours: 5.5

# Sustainable Resource Management, Certificate

Curriculum code: SUST.MCRT.V61A

## Program Overview

The Sustainable Resource Management certificate is designed to prepare students for careers in sustainable resource management. Those who complete the courses are eligible to take the Illinois Recycling Association state certification exam.

### PROGRAM 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.

## Program Requirements

### Major Courses

|           |                                    |           |
|-----------|------------------------------------|-----------|
| SUST 1013 | Sustainable Resource Management I  | 3 Credits |
| SUST 1023 | Sustainable Resource Management II | 3 Credits |

# Welding Technology, AAS

## WELD.AAS.C33

### Program Overview

The Welding curriculum is designed to provide the student with fundamental theory in the technology of welding processes, metallurgy, and fabrication design. He or she will develop practical skills in drafting, tungsten, and inert gas welding, metal inert gas welding, stick electrode welding, oxyacetylene welding, oxyacetylene cutting and oxyacetylene brazing. Students will be required to furnish personal protective equipment and tools. Welding Technology graduates are generally prepared to enter welding programs at selected colleges and universities with junior status.

### ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

### Program Requirements

#### Major Courses

|           |  |           |
|-----------|--|-----------|
| WELD 1114 | Basic Welding                          | 4 Credits |
| WELD 1124 | Advanced Arc Welding                   | 4 Credits |
| WELD 2044 | Pipe Welding                           | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding             | 4 Credits |
| WELD 2224 | Metallic Inert Gas Welding             | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment            | 3 Credits |
| COSC 1513 | Introduction to Information Processing | 3 Credits |
| COGT 2114 | AutoCAD I                              | 4 Credits |
| ELTR 1064 | Fundamentals of Electricity            | 4 Credits |
| ELTR 1402 | Industrial Safety                      | 2 Credits |
| MCHN 1214 | Machine Tool I                         | 4 Credits |
| MCHN 1224 | Machine Tool II                        | 4 Credits |

Those who have completed ELTR 1014 or both ELTR 1062 and ELTR 1072 will not be required to take ELTR 1064.

#### Choose two

|           |                              |           |
|-----------|------------------------------|-----------|
| WELD 2062 | Fillet Weld Special Problems | 2 Credits |
| WELD 2072 | Groove Weld Special Problems | 2 Credits |
| WELD 2172 | Pipe Weld Special Problems   | 2 Credits |

**Credit hours: 48**

### General education

|           |                                  |           |
|-----------|----------------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing          | 3 Credits |
| BSNS 1603 | Business Communication           | 3 Credits |
| MATH 1123 | Technical Mathematics II         | 3 Credits |
| PSCI 1514 | Introduction to Physical Science | 4 Credits |
| SOCY 2513 | Sociology                        | 3 Credits |

**Credit hours: 16**

A higher level mathematics course can be substituted.

A higher level English course(s) may be substituted for ENGL 1413 and/or BSNS 1603.

**MINIMUM CREDIT HOURS: 64**

# Welding Technology, Advanced Certificate

## WELD.CRT.C83

### Program Overview

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.

### 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/).

### Program Requirements

#### Major Courses

|           |                             |           |
|-----------|-----------------------------|-----------|
| WELD 1114 | Basic Welding               | 4 Credits |
| WELD 1124 | Advanced Arc Welding        | 4 Credits |
| WELD 1263 | Metallurgy & Heat Treatment | 3 Credits |
| WELD 2124 | Tungsten Inert Gas Welding  | 4 Credits |
| WELD 2224 | Metallic Inert Gas Welding  | 4 Credits |
| COGT 2114 | AutoCAD I                   | 4 Credits |
| MCHN 1214 | Machine Tool I              | 4 Credits |

#### Elective

Choose five credit hours from courses with these prefixes AIRC, AUTO, CNST, COGT, ELTR, MAFT, MCHN or WELD.

**MINIMUM CREDIT HOURS: 32**

# Welding Technology, Certificates

## Program Overview

It is possible for a student to take a small grouping of courses which, taken as a unit, may satisfy requirements for a particular position within the welding field. The student may submit a written application to the Office of Admissions and Registration to receive written verification of completion of the certificate program.

## Shielded Metal-Arc All Positions

Curriculum code: C83B

|           |                      |           |
|-----------|----------------------|-----------|
| WELD 1114 | Basic Welding        | 4 Credits |
| WELD 1124 | Advanced Arc Welding | 4 Credits |

## Tungsten Inert Gas and Metallic Inert Gas

Curriculum code: C83D

|           |                            |           |
|-----------|----------------------------|-----------|
| WELD 2124 | Tungsten Inert Gas Welding | 4 Credits |
| WELD 2224 | Metallic Inert Gas Welding | 4 Credits |

## Pipe Welding

Curriculum code: C83E

|           |                      |           |
|-----------|----------------------|-----------|
| WELD 1114 | Basic Welding        | 4 Credits |
| WELD 1124 | Advanced Arc Welding | 4 Credits |
| WELD 2044 | Pipe Welding         | 4 Credits |

## Maintenance Welding

Curriculum code: C32B

|           |                            |           |
|-----------|----------------------------|-----------|
| WELD 1114 | Basic Welding              | 4 Credits |
| WELD 2124 | Tungsten Inert Gas Welding | 4 Credits |
| WELD 2224 | Metallic Inert Gas Welding | 4 Credits |

# General Studies, AGS

## LIB.AGS.L03

### Program Overview

The Associate in General Studies is a degree that is customized to meet the unique needs of students whose objectives cannot be met through the college's transfer or occupational degrees. This degree is designed to meet the students' objectives such as obtaining a two year liberal education or meeting employment needs not offered through other programs. This will be the curriculum of record for students applying to, but not yet accepted into, competitive entry health careers programs. Because the curriculum for the General Studies degree is not part of the Illinois Articulation Initiative, transfer course credits completed within this degree are not guaranteed to be accepted by the senior institution. Students considering the General Studies degree should consult with an advisor to determine whether this degree will meet their educational goals and needs.

### Program Requirements

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

#### Communications

|           |                     |           |
|-----------|---------------------|-----------|
| SPCH 1553 | Introductory Speech | 3 Credits |
|-----------|---------------------|-----------|

Choose two

|           |                         |           |
|-----------|-------------------------|-----------|
| ENGL 1413 | Fundamentals of Writing | 3 Credits |
| ENGL 1613 | English I               | 3 Credits |
| ENGL 1623 | English II              | 3 Credits |

**Credit hours: 9**

#### Laboratory Science

Choose two courses from the Life Science and/or Physical Science category in the General Education Courses for Applied Science Degrees or IAI course options list. (see p. 136)

**Credit hours: 8**

#### Mathematics

Choose one course from the mathematics category in the General Education Courses for Applied Science Degrees or IAI course options list. (see p. 136)

**Credit hours: 3-5**

#### Humanities

Choose two courses from the Humanities category in the General Education Courses for Applied Science Degrees or IAI course options list. (see p. 136)

**Credit hours: 6**

#### Social and Behavioral Science

Choose two classes from the Social and Behavioral Science category in the General Education Courses for Applied Science Degrees or IAI course options list. (see p. 136)

**Credit hours: 6**

#### Electives

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

**Credit hours: 32**

|                                 |
|---------------------------------|
| <b>MINIMUM CREDIT HOURS: 64</b> |
|---------------------------------|

## 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  
Waubonsee 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 (p. 27). 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 (p. 27) are accepted as electives for occupational degrees.**

## Communications

|           |                         |           |
|-----------|-------------------------|-----------|
| BSNS 1603 | Business Communication  | 3 Credits |
| ENGL 1413 | Fundamentals of Writing | 3 Credits |

BSNS 1603 – for specific curricula only

## Humanities

|           |                                       |           |
|-----------|---------------------------------------|-----------|
| ARTS 1503 | Basic Drawing                         | 3 Credits |
| ARTS 1513 | Two Dimensional Design                | 3 Credits |
| ARTS 1603 | Drawing II                            | 3 Credits |
| ARTS 1813 | Three Dimensional Design              | 3 Credits |
| ARTS 2513 | Painting                              | 3 Credits |
| ARTS 2523 | Painting II                           | 3 Credits |
| ARTS 2533 | Ceramics I                            | 3 Credits |
| ARTS 2553 | Photography                           | 3 Credits |
| ARTS 2563 | Photography II                        | 3 Credits |
| ARTS 2573 | Introduction to Printmaking           | 3 Credits |
| ARTS 2583 | Color Photography                     | 3 Credits |
| ARTS 2613 | Figure Drawing                        | 3 Credits |
| ARTS 2623 | Figure Drawing II                     | 3 Credits |
| ARTS 2713 | Introduction to Sculpture             | 3 Credits |
| ENGL 2533 | Survey of British Lit II              | 3 Credits |
| ENGL 2813 | Creative Writing                      | 3 Credits |
| FREN 2524 | French Culture & Civilization         | 4 Credits |
| HIST 1534 | Western Civ Through Independent Study | 4 Credits |
| PHIL 2543 | Death and Dying                       | 3 Credits |
| SPAN 1503 | Basic Spanish                         | 3 Credits |
| SPAN 1514 | Elementary Spanish I                  | 4 Credits |
| SPCH 1563 | Interpersonal Communication           | 3 Credits |
| THEA 1813 | Introduction to Drama                 | 3 Credits |

ENGL 2533 – Study in England program

## Mathematics

|           |                           |           |
|-----------|---------------------------|-----------|
| MATH 1113 | Technical Mathematics I   | 3 Credits |
| MATH 1123 | Technical Mathematics II  | 3 Credits |
| MATH 1213 | Applied Arithmetic        | 3 Credits |
| MATH 1414 | Basic Algebra             | 4 Credits |
| MATH 1424 | Intermediate Algebra      | 4 Credits |
| MATH 1453 | Geometry                  | 3 Credits |
| MATH 1803 | Trigonometry              | 3 Credits |
| MATH 1814 | College Algebra           | 4 Credits |
| MATH 2113 | Technical Mathematics III | 3 Credits |
| MATH 2613 | Differential Equations    | 3 Credits |

## Life science (laboratory science)

|           |                               |           |
|-----------|-------------------------------|-----------|
| BIOL 1524 | General Biology II            | 4 Credits |
| BIOL 1564 | Intro to Anatomy & Physiology | 4 Credits |
| BIOL 1614 | General Zoology               | 4 Credits |
| BIOL 1714 | General Botany                | 4 Credits |
| BIOL 2644 | Anatomy & Physiology I        | 4 Credits |
| BIOL 2654 | Anatomy & Physiology II       | 4 Credits |
| BIOL 2714 | Microbiology                  | 4 Credits |
| BIOL 2803 | Gross Human Anatomy           | 3 Credits |

## Physical science (laboratory science)

|           |                       |           |
|-----------|-----------------------|-----------|
| CHEM 1504 | Basic Chemistry       | 4 Credits |
| CHEM 1524 | General Chemistry II  | 4 Credits |
| CHEM 2614 | Quantitative Analysis | 4 Credits |
| CHEM 2714 | Organic Chemistry I   | 4 Credits |
| CHEM 2724 | Organic Chemistry II  | 4 Credits |
| PHYS 1524 | General Physics II    | 4 Credits |
| PHYS 2624 | Physics II            | 4 Credits |
| PHYS 2634 | Physics III           | 4 Credits |

## Social and behavioral science

|           |                          |           |
|-----------|--------------------------|-----------|
| HIST 1823 | African American History | 3 Credits |
| HIST 1913 | Illinois History         | 3 Credits |
| PSYC 1013 | Practical Psychology     | 3 Credits |
| PSYC 2513 | Abnormal Psychology      | 3 Credits |
| PSYC 2563 | Alcoholism               | 3 Credits |

## Health education

|           |                  |           |
|-----------|------------------|-----------|
| PHED 1512 | Health Education | 2 Credits |
|-----------|------------------|-----------|

# Business Elective Courses

## Business electives

Business electives for Associate in Applied Science and certificate programs may be selected from the following courses with approval of business advisors:

|           |   |           |
|-----------|---|-----------|
| ACCT 1413 | General Accounting                      | 3 Credits |
| ACCT 1514 | Financial Accounting                    | 4 Credits |
| ACCT 1523 | Managerial Accounting                   | 3 Credits |
| ACCT 2613 | Intermediate Accounting I               | 3 Credits |
| ACCT 2753 | Cost Accounting                         | 3 Credits |
| BSNS 1133 | Introduction to Entrepreneurship        | 3 Credits |
| BSNS 1312 | Proofreading & Editing                  | 2 Credits |
| BSNS 1353 | Administrative Office Procedures        | 3 Credits |
| BSNS 1373 | Personal Finance                        | 3 Credits |
| BSNS 1411 | Keyboarding                             | 1 Credit  |
| BSNS 1553 | Introduction to Business                | 3 Credits |
| BSNS 1603 | Business Communication                  | 3 Credits |
| BSNS 1653 | Business Law                            | 3 Credits |
| BSNS 1663 | Legal & Social Env of Business          | 3 Credits |
| BSNS 2113 | Small Business Management               | 3 Credits |
| BSNS 2143 | Human Relations in Business             | 3 Credits |
| BSNS 2213 | Human Resource Management               | 3 Credits |
| BSNS 2311 | Successful Customer Service             | 1 Credit  |
| BSNS 2413 | Management Field Project                | 3 Credits |
| BSNS 2423 | Internship Experience                   | 3 Credits |
| BSNS 2514 | Business Statistics                     | 4 Credits |
| BSNS 2553 | Principles of Management                | 3 Credits |
| COSC 1023 | Intermediate Word                       | 3 Credits |
| COSC 1152 | Introduction to Windows                 | 2 Credits |
| COSC 1172 | Introduction to the Internet            | 2 Credits |
| COSC 1181 | Voice Recognition                       | 1 Credit  |
| COSC 1341 | PowerPoint                              | 1 Credit  |
| COSC 1352 | Word                                    | 2 Credits |
| COSC 1362 | Access                                  | 2 Credits |
| COSC 1372 | Excel                                   | 2 Credits |
| COSC 1382 | Microsoft Office Ste INTEGRATION        | 2 Credits |
| COSC 1392 | Microsoft Outlook                       | 2 Credits |
| COSC 1513 | Introduction to Information Processing  | 3 Credits |
| COSC 2033 | Advanced Word                           | 3 Credits |
| COSC 2513 | Introduction to Computer Science        | 3 Credits |
| COSC 2613 | Computer Prog for Science & Engineering | 3 Credits |
| ECON 1543 | Principles of Economics                 | 3 Credits |
| ECON 1553 | Principles of Macroeconomics            | 3 Credits |
| ECON 1563 | Principles of Microeconomics            | 3 Credits |
| JOUR 1683 | Introduction to Radio Production        | 3 Credits |
| MATH 1414 | Basic Algebra                           | 4 Credits |
| MATH 1424 | Intermediate Algebra                    | 4 Credits |
| MATH 1453 | Geometry                                | 3 Credits |
| MATH 1713 | Finite Mathematics                      | 3 Credits |
| MATH 1834 | Calculus for Business & Social Science  | 4 Credits |

|           |   |           |
|-----------|---|-----------|
| MKTG 1253 | Sales & Customer Service                | 3 Credits |
| MKTG 1553 | Principles of Marketing                 | 3 Credits |
| MKTG 2063 | Fundamentals of Advertising             | 3 Credits |
| PSYC 1813 | Introduction to Psychology              | 3 Credits |
| SOCY 2513 | Sociology                               | 3 Credits |
| SPAN 1503 | Basic Spanish                           | 3 Credits |
| SPCH 1553 | Introductory Speech                     | 3 Credits |
| TWDL 1003 | Transportation & Physical Distribution  | 3 Credits |
| TWDL 1103 | Introduction to Supply Chain Management | 3 Credits |
| TWDL 1203 | Introduction to Import/Export           | 3 Credits |
| TWDL 1303 | Principles of Operations Management     | 3 Credits |
| TWDL 1402 | Transportation & Cargo Security         | 2 Credits |

# Technical Elective Courses

## Technical electives

All courses with the prefix AIRC, AUTO, CNST, COGT, MAFT, ELTR, MCHN and WELD can be used as technical electives. COSC 1513 - also can be used as a technical elective.

# Courses

## Course Information

Courses are identified by a four-letter course prefix and four-digit number. The prefix represents the subject or program area. For example, ECON is the prefix for economics classes. Course numbers represent the level, type of course and number of credit hours.

## Course levels

Courses in the 1000 - 1999 range are generally first-year, or freshman-level courses. Courses in the 2000 - 2999 range are generally second-year, or sophomore-level courses.

In many cases, students complete 1000-level courses before going on to 2000-level courses. However, a student can enroll in any 1000 or 2000 level course as long as the prerequisites are met.

## Foundation courses

Course numbers 0000 - 0999 represent foundation courses. Foundation courses improve reading, writing, math and study skills, preparing students for college degree and certificate programs. Although recorded on the student's transcript, credits for these courses do not apply to degrees or certificates and do not affect students' grade point averages if the first number in the course number is 0, 3, 4 or 5. They are not transferable to a four-year college or university. Students who are academically suspended may register for these classes.

## Career courses

Course numbers 1000 - 1499 and 2000 - 2499 identify career program courses. Career programs prepare students to enter work immediately upon graduation. The courses in a career program are not designed to transfer to four-year colleges or universities – although in some cases they may.

## Transfer courses

Course numbers 1500 - 1999 and 2500 - 2999 identify transfer program courses. Transfer programs prepare students to attend four-year colleges or universities. While these courses are intended to transfer to a college or university, students should work closely with a KCC advisor to ensure proper transfer of courses.

## Lecture/Lab/Credit Hours

Lecture hours are the number of lecture hours per week; lab hours are the number of lab hours per week.

Credit hours are the semester hours awarded for the course and are part of the GPA calculation. The final digit of the course number indicates the number of credit hours awarded for the course.

# Examples

|           |  |
|-----------|--|
| MATH 0983 | Foundation course, three credit hours.                                   |
| ACCT 1523 | First year course, within a transfer curricula, three credit hours.      |
| ELTR 2414 | Second year course, within an occupational curricula, four credit hours. |

## Online and Hybrid Courses

When enrolled in online and hybrid courses, students should be ready to ask and answer questions, participate in discussions, and take tests online. These courses require a reliable Internet connection (preferably high-speed). Students in online and hybrid courses must understand basic computing, email, word processing and Internet navigation.

Email [helpdesk@kcc.edu](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 Canvas 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 Credits)

The student will demonstrate a knowledge of basic accounting principles and procedures. He or she will be able to maintain basic accounting records for a small business operation. Emphasis will be on service-oriented businesses. (This course will not count toward the accounting requirements of a transfer program or of the Accounting occupational program. Accounting majors should enroll in ACCT 1514.)

### **ACCT 1514 - Financial Accounting (4 Credits)**

This course is designed as an introduction to financial accounting. It examines the nature of accounting, basic accounting concepts, financial statements including cash flow statements, accrual basis of accounting, the accounting cycle, inventories, fixed assets, current and noncurrent liabilities, and owner's equity. The course integrates accounting principles and applications of these principles in achieving business objectives. The course covers characteristics of the corporation to include the Stockholders' Equity section and financing of the corporation using stock. Also covered are unusual income items affecting the income statement. Computerized exercises will be included. IAI: BUS 903 Business.

### **ACCT 1523 - Managerial Accounting (3 Credits)**

This course provides an introduction to managerial accounting. It focuses on analysis of managerial accounting informational needs for planning and controlling. Specifically, it examines the nature of cost-volume-profit analysis and product costing; investigates budgets and standard costs in planning, control, and performance measurements; and employs relevant costs, current control techniques and present value techniques used in the decision-making process. Computerized exercises will be included. IAI: BUS 904 Business.

Prerequisite: ACCT 1514 with a grade of C or better or consent of instructor. - Must be completed prior to taking this course.

### **ACCT 2613 - Intermediate Accounting I (3 Credits)**

This course is a study of accounting theory relating to inventories, assets, current liabilities, and financial statements. The student will study adjustments, corrections of prior periods, present value applications, concepts of financial accounting and their impact upon financial statements, and uses of financial statements. Computerized activities will be required.

Prerequisite: ACCT 1523 - Must be completed prior to taking this course.

### **ACCT 2753 - Cost Accounting (3 Credits)**

The student will be able to determine product costs and to apply the elements of cost control to basic job order, process, and standard cost systems. He or she will apply the elements of cost recognition and control to an examination of the nature of manufacturing and service costs and the use of relevant accounting data for the purposes of making cost systems which lead to effective management decisions. Computerized exercises will be included.

Prerequisite: ACCT 1523 - Must be completed prior to taking this course.

## **Agri-Hort Technology**

### **AGHT 1013 - Integrated Pest Management (3 Credits)**

The purpose of this course is to develop the student's ability to analyze and diagnose landscape plant health problems; prescribe treatment alternatives; apply pesticides properly and safely; and prepare for the Illinois Pesticide Operators/Applicators exam.

### **AGHT 1024 - Engineering Applications (4 Credits)**

Students will receive an introduction to surveying, construction, electricity, and small engines. Specific topics will include slope measurement, structural design, fundamentals of electrical flow, and principles of engine and equipment systems operation. This course will also teach irrigation system concepts, equipment, design, troubleshooting, and repair. Emphasis will be on residential design systems. Golf Course systems will be introduced.

### **AGHT 1254 - Basic Soils (4 Credits)**

This course provides the fundamental principles of the nature and properties of soils including their origin, formation and biological, chemical and physical aspects. Soil dynamics, texture, structure, and soil reactions will be studied.

### **AGHT 2012 - Internship (2 Credits)**

The student will apply his/her knowledge of agri-hort technology by working a minimum of 160 hours at a cooperating business under the supervision of a training site supervisor and the program coordinator.

Prerequisite: 14 credit hours of Agri-Hort Technology core courses with a grade of C or better. - Must be completed prior to taking this course.

### **AGHT 2022 - Special Topics (2 Credits)**

The student will apply his/her knowledge of agri-hort technology to a problem or research topic under the supervision of the instructor. A comprehensive research presentation will be required at the conclusion of the course.

Prerequisite: 14 credit hours of Agri-Hort Technology core courses with a grade of C or better. - Must be completed prior to taking this course.

## **Agriculture**

### **AGRC 1153 - Companion Animals (3 Credits)**

This course provides the fundamental principles pertaining to types, care, physiology, common diseases, and common treatments of companion animals (dogs, cats, horses, and exotic pets). In addition, careers, service uses, and overpopulation of companion animals will be studied.

### **AGRC 1624 - Soil Science (4 Credits)**

This course will provide the fundamental principles of the nature and properties of soils including their origin, formation and biological, chemical and physical aspects. Soil dynamics, texture, structure, and soil reactions will be studied. IAI: AG 904 Agriculture

Prerequisite: High school chemistry or a semester of college chemistry. - Must be completed prior to taking this course.

### **AGRC 1704 - Animal Science (4 Credits)**

This course will include the application of the sciences of genetics, physiology and nutrition to the improvement of the animal industries. It also will include an introduction to animal management and production practices. Included will be a study of animal breeds, breeding and selection; products and marketing; production technology and economics, animal behavior, and current issues in animal science. IAI: AG 902 Agriculture

### **AGRC 1724 - Plant Science (4 Credits)**

This introductory course covers the basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. IAI: AG 903 Agriculture

## **Air Conditioning and Refrigeration**

### **AIRC 1014 - Fundamentals of Air Conditioning (4 Credits)**

The student will describe the fundamentals of refrigeration and refrigeration theory which will include various condensers, evaporators, compressors, and related components. The student will learn basic service and installation practices. They will learn and demonstrate understanding of system optional pressures, temperatures and conditions.

### **AIRC 1023 - Controls and Circuitry for HVAC (3 Credits)**

The student will analyze and service air conditioning and refrigeration equipment with emphasis on the electrical components used in air conditioning and refrigeration equipment. He or she will be able to describe the operation of electrical components and troubleshoot these components in the system. Basic tools are recommended.

### **AIRC 1114 - Domestic Refrigeration (4 Credits)**

The student will identify and describe the design, construction, and controls of home-type refrigeration units. He or she will test and service these units, with emphasis on re-operation of motor compressors, cabinet care and handling, design, and airflow. Basic tools are recommended.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

### **AIRC 1124 - Commercial Refrigeration (4 Credits)**

The student will describe the various systems components and their uses. He or she will explain the function of flow controls, defrost systems, receivers, water and electric valves, and related controls and will apply this information to analyze and service commercial refrigeration systems which include food lockers and over-the-road equipment. This will include complete installation procedures and insulation of fixtures. Basic tools are recommended.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

### **AIRC 1214 - Heating Plants (4 Credits)**

The student will describe forced air, hot water, steam, gas radiant, electronic, and hydronic heating plants. He or she will become familiar with the control of the above equipment, how it is applied, and how it is serviced. He or she will become familiar with installation and maintenance of this equipment, heat loss, and how heat loss is controlled. Students will demonstrate understanding of combustion and the combustion process by measuring efficiency of various appliances. Basic tools are recommended.

### **AIRC 1222 - Heat Pumps (2 Credits)**

Students will properly identify and test various heat pump components as well as diagram and troubleshoot heat pump controls. Students will demonstrate basic electric furnace troubleshooting techniques safely.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

### **AIRC 1313 - Air Handling (3 Credits)**

The student will estimate load and design duct installations for residential systems. He or she will identify efficient control units and properly balance these systems; calculate proper sizing, velocity, pressure, and loss; and describe the use of tempering and humidity controls in air-handling design. He or she will learn maintenance in relation to proper control and design and the use of available instruments. Basic tools are recommended.

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

### **AIRC 1422 - Installation Skills (2 Credits)**

Students will properly measure, cut and prepare various piping types for use in heating, ventilation and air-conditioning systems. Industry standard processes will be used to connect and pressure test process piping.

### **AIRC 2222 - Geothermal Systems (2 Credits)**

The student will properly identify and test various heat pump, domestic water heating and pump components as well as diagram and troubleshoot geothermal controls. Students will also demonstrate geothermal knowledge by layout and design of basic geothermal heat pump closed loop circuit using topographical site map(s).

Prerequisite: AIRC 1014 - Must be completed prior to taking this course.

# Anthropology

## **ANTH 1713 - Introduction to Anthropology (3 Credits)**

This course provides a general introduction to all areas of anthropology. Human evolution, human physical variation, linguistics, archaeology, and cultural anthropology are the major topics considered. IAI: S1 900N Social and behavioral science.

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

# Art

## **ARTS 1503 - Basic Drawing (3 Credits)**

This course focuses on the descriptive process of seeing. Students will learn to draw using a variety of black and white media, including charcoal, conte crayon, graphite pencil, and pen and ink to produce contour, gesture and modeled drawings. The concepts of linear perspective and value rendering are given particular attention, while sight measuring and other basic formulas and theories for studio sketching are reinforced throughout the course. AAS: Humanities elective.

## **ARTS 1513 - Two Dimensional Design (3 Credits)**

This course is an introduction to the study of the elements of design: line, value, color, shape and form, texture, and space. Through projects involving planning and the manipulation of various media, students will gain experience in the use of design principles and conceptual development of ideas in a two-dimensional format. The material covered in this course is the basis for all art, from drawing to commercial design. AAS: Humanities elective.

## **ARTS 1553 - Art Appreciation (3 Credits)**

This course is intended for non-art majors to learn basic information about how visual art forms and applications existing in the everyday world can be used to enrich and enhance the individual's life. Students will receive an overview of art history including major artistic achievements, schools, and trends. The course stresses the development of understanding and appreciation of aesthetic concepts, theory, and criticism. A minimal amount of hands on studio experience will provide opportunity for non-art majors to experience the creative processes necessary in many art capacities. IAI: F2 900 Fine Arts

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better. - Must be completed prior to taking this course.

## **ARTS 1603 - Drawing II (3 Credits)**

This course seeks to strengthen the ability to perceive the visual world and certain phenomena in it while also focusing on the inventive processes of drawing. It will focus on the development of drawing skills and the use of traditional drawing media such as charcoal, but primarily those in color: pastels, colored pencil, and inks and watercolor washes. Instruction in color theory and in matting and framing are included in this course. AAS: Humanities elective.

## **ARTS 1613 - Survey of Art-Caves to Cathedrals (3 Credits)**

This course surveys significant art and artifacts from prehistoric to medieval Gothic times. Emphasis is on the cyclical nature of dominant themes in the world of art. The course provides a basis for students to understand and appreciate the intercultural concepts, theories, and analysis associated with ancient to pre-Renaissance sculpture, architecture, painting, illumination, and metalcraft. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. IAI: F2 901 Fine arts.

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better. - Must be completed prior to taking this course.

## **ARTS 1623 - Survey of Art-Renaissance to Rococo (3 Credits)**

This course surveys art from the Renaissance to the beginning of the 19th century. The course examines major artistic styles, movements, works of art, and monuments from various cultures. Emphasis is on the forms and aesthetic value of art objects as well as the cultural and historical conditions that shape art. Students are provided a basis for analyzing and appreciating the painting, sculpture, and architecture of this period. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. Students cannot earn general education humanities credit for both ARTS 1623 and ARTS 1633. IAI: F2 902 Fine arts.

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better. - Must be completed prior to taking this course.

## **ARTS 1633 - Survey of Art-1800 to Present (3 Credits)**

This course surveys art from the 19th century to the present. Emphasis is on the forms and the aesthetic value of art objects as well as the cultural and historical conditions that shape art. Students are provided a basis for analyzing and appreciating contemporary art forms, including painting, sculpture, architecture, and photography. Students will complete writing assignments appropriate for the course and subject. Note: Because colleges divide historical periods differently, completing the entire Survey of Art sequence at one college is strongly recommended. Students cannot earn general education humanities credit for both ARTS 1623 and ARTS 1633. IAI: F2 902 Fine arts.

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with grade of C or better. - Must be completed prior to taking this course.

## **ARTS 1643 - Non-Western Art (3 Credits)**

This course 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.

Prerequisite: A grade of C or better in ENGL 1413 or appropriate assessment score - Must be completed prior to taking this course.

### **ARTS 1813 - Three Dimensional Design (3 Credits)**

In this course, students will develop skill in using the fundamental elements of design--line, value, color, shape and form, texture, and space--to create effective three-dimensional forms. Ideas will be formulated and visualized through the use of various recent media such as cardboard, foam core, found objects and traditional media such as clay, wood, and plaster. The main emphasis of this course is the development of critical thinking skills as they apply to three-dimensional art forms and to help you gain a deeper understanding of visual art. Students will receive instruction on the safe and effective use of light power tools. AAS: Humanities elective.

Prerequisite: ARTS 1513 - Must be completed prior to taking this course.

### **ARTS 1833 - Art for Elementary Teachers (3 Credits)**

This course is designed to provide students pursuing elementary teaching a comprehensive survey into presenting art at the elementary school level. The methods and practices of this course will cover the qualifications for teaching elementary art, theory of art education, discipline, classroom environment, organizing and planning art lessons, art ideas, studio exercises, and understanding and presenting drawing techniques and principles.

### **ARTS 2513 - Painting (3 Credits)**

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.

Prerequisite: ARTS-1503 and ARTS 1513 recommended - Must be completed prior to taking this course.

### **ARTS 2523 - Painting II (3 Credits)**

This course will deal with developing the student's understanding about the source of art ideas used in painting. In order to deal with these ideas effectively, the student will continue to perfect his or her understanding about the materials which are used in painting and how to manipulate them to express his or her own ideas. AAS: Humanities elective.

Prerequisite: ARTS 2513 - Must be completed prior to taking this course.

### **ARTS 2533 - Ceramics I (3 Credits)**

In this beginning course, students will be introduced to the art and craft of ceramics through hand-building techniques. Students will complete several projects to gain an understanding of material, process, form, composition, and surface. The assigned projects will develop knowledge of the technique and aesthetic aspects of ceramic objects. A practical knowledge of clay and glaze will be imparted. Writing assignments, as appropriate to the discipline, are part of the course. AAS: Humanities elective.

### **ARTS 2553 - Photography (3 Credits)**

This course is designed for the student who has little or no experience with a camera or for the experienced student who would like to revitalize his or her basic knowledge. Students will learn the basics of photography and darkroom techniques through lectures and demonstrations. Students will become proficient in darkroom practices by learning to develop film and make prints. A 35mm adjustable camera is recommended for this class. AAS: Humanities elective.

### **ARTS 2563 - Photography II (3 Credits)**

This course will explore the physical and chemical structure of photography. The course also will help students refine basic photography skills to develop their particular style. Students will experiment with a variety of topics to gain experience in photographing diverse subjects. Critiques will be an important part of this course to emphasize various elements that give a photograph its greatest impact. Students will learn various special effects techniques such as applying color to black and white photographs to enhance the visual effectiveness. A 35mm adjustable camera is required for this class. AAS: Humanities elective.

Prerequisite: ARTS 2553 - Must be completed prior to taking this course.

### **ARTS 2573 - Introduction to Printmaking (3 Credits)**

Printmaking will introduce the student to various methods of creating a hand-printed art product. Methods may include wood or linoleum block printing, serigraphy (silkscreening), paper lithography, and etching. Emphasis will center on plate or screen prepress preparation and working with specific inks and papers. An ability to draw is not crucial for success in this course. This course is designed for anyone who is interested in graphic reproduction techniques either on a personal or a commercial level. AAS: Humanities elective.

### **ARTS 2583 - Color Photography (3 Credits)**

This introductory course makes available to the student the mechanics of processing color film and prints. The student will receive instruction in color theory, and he or she will be required to apply these theories to assignments. The student will learn the effects of color as applied to particular environments. The student will develop an understanding of the aesthetics that have evolved to make a color image. A 35mm adjustable camera is required for this class. AAS: Humanities elective.

Prerequisite: ARTS 2553 - Must be completed prior to taking this course.

### **ARTS 2613 - Figure Drawing (3 Credits)**

This course presents procedures for learning to draw the human figure, using schematic theories as well as studio practice from a live, clothed model. Students will acquire knowledge of the basic proportions, structure, and anatomy of the human body, which will be demonstrated through daily studio work and specifically assigned projects. AAS: Humanities elective.

Prerequisite: ARTS 1503 or ARTS 1603 - Must be completed prior to taking this course.

### **ARTS 2623 - Figure Drawing II (3 Credits)**

This course emphasizes the interpretation of the human figure. It focuses on the depiction of the human figure in a number of different environments, including both interior and exterior situations when possible. Students in this course are encouraged to explore their understanding of the figure and interpret those understandings visually. AAS: Humanities elective.

Prerequisite: ARTS 2613 - Must be completed prior to taking this course.

### **ARTS 2643 - Computer Art (3 Credits)**

This course is an introduction to computer applications in the visual arts. It will be a computer software based approach to visual image manipulation and original generation. Topics will include the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas in art and design. Graphics programs to be explored include but are not limited to Adobe Illustrator, Adobe Photoshop, and Quark Express.

Prerequisite: ARTS 1503 and ARTS 1513 with grades of C or better - Must be completed prior to taking this course.

### **ARTS 2713 - Introduction to Sculpture (3 Credits)**

This studio class is an introduction to elementary materials and methods of sculpture. The course will include the techniques of modeling, molding, and casting through additive, subtractive, and substitution methods. AAS: Humanities elective.

Prerequisite: ARTS 1813 and ARTS 1503 recommended - Must be completed prior to taking this course.

### **ARTS 2813 - Non-Western Art (3 Credits)**

(Based on demand) A survey of non-western art forms that reflect alternative aesthetic views differing from the conventional European traditions. This historical study will include the artistic achievements of such significant cultures such as China, India, Southeast Asia, Japan, Islam, Native African, North American Indian, Pre-Columbian, Meso-American, and South American; and Oceania, i.e., Polynesia, Melanesia, Micronesia, and Australia.

### **ARTS 2833 - American Art 1945-Present (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **ARTS 2903 - Spanish Art History (3 Credits)**

This course (taught at a study abroad site) includes the study of outstanding examples of architecture, painting and sculpture, emphasizing the early Roman and Moorish contributions, as well as the great Spanish painters: El Greco, Ribera, Zurbarán, Murillo, Valdés Leal, Velázquez, Goya, Picasso, Miró and Dalí. The architect Antonio Gaudí will also be studied. The experience will include visits to museums, galleries and monuments in Seville. IAI F2902

## **Automotive Technology**

### **AUTO 1021 - Service Shop Operations I (1 Credit)**

The student will be introduced to various testing instruments, will learn accepted shop procedures, and will be introduced to manufacturer's specifications when making repairs and adjustments.

### **AUTO 1064 - Internal Combustion Engines (4 Credits)**

The student will describe the basic systems in gasoline engines. He or she will identify the components of systems and explain principles of operation, maintenance, repair, and adjustment of these engines. From shop experiences, the student will acquire basic engine teardown and reassembly skills.

### **AUTO 1073 - Ignition & Electrical Systems I (3 Credits)**

The student will identify electrical accessories to automobile engines, describing principles of operation of the starter, distributor/wiring, battery, alternator/generator, spark plugs and coil. Disassembly and testing of these systems will be performed in the automotive lab.

### **AUTO 1123 - Ignition & Electrical Systems II (3 Credits)**

The student will identify components of the automotive secondary ignition system, describe principles of operation and perform operational tests on this system. The student also will use and interpret test instruments designed for diagnosing those systems.

Prerequisite: AUTO 1073 - Must be completed prior to taking this course.

### **AUTO 1143 - Brakes (3 Credits)**

The student will describe brake principles and operations, including ABS systems. The student will utilize these principles to diagnose, service, and repair brake systems to manufacturer specifications.

### **AUTO 1213 - Manual Transmissions & Driveline (3 Credits)**

The student will describe the principles of operation of manual transmissions and drivelines. He or she will apply these principles to diagnose and repair clutches, manual transmissions, drivelines, and differentials.

### **AUTO 1223 - Automatic Transmissions (3 Credits)**

The student will describe the principles of operation of automatic transmissions. He or she will apply industry standards of diagnosis and repair of automatic transmissions.

### **AUTO 2013 - Computerized Engine Controls I (3 Credits)**

The student will identify components of the automotive fuel, carburetion and emission control systems, describing the principles of operation and performing operational tests on each system.

Prerequisite: AUTO 1064 and AUTO 1073 - Must be completed prior to taking this course.

## **AUTO 2206 - Engine Diagnosis & Overhaul**

### **(6 Credits)**

The student will apply learned skills by completely overhauling automobile engines. He or she will use test instruments on components of the engine and compare his or her data with manufacturers' recommendations and specifications. Students are required to supply an automotive engine and necessary parts for this course.

Prerequisite: AUTO 1064 - Must be completed prior to taking this course.

## **AUTO 2233 - Heating & Air Conditioning**

### **(3 Credits)**

The student will describe the theory of heat transfer, forms of matter, refrigerant cycle, and operating principles of certain hardware peculiar to the automotive air conditioning system. The student will apply these fundamentals in testing, repairing, disassembling, and assembling exercises on components of these systems in the automotive laboratory. System conversion from R-12 to R134a also will be covered.

## **AUTO 2243 - Alignment, Steering & Suspension**

### **(3 Credits)**

The student will describe principles of suspension system operations to include steering geometry and front and rear axle operation. The student will utilize these principles to diagnose, adjust, repair, and replace components of these systems under simulated laboratory conditions.

## **AUTO 2252 - Service Shop Operations II**

### **(2 Credits)**

This course is designed as a capstone experience specifically to allow students an opportunity to enhance skills acquired in previous courses. Students will use various testing instruments learned previously to diagnose malfunctions in automotive systems. Students also will refine accepted shop procedures, and follow manufacturer's specifications when making repairs and adjustments.

Prerequisite: AUTO 1021, AUTO 1064, AUTO 1073, and AUTO 1143 - Must be completed prior to taking this course.

## **Aviation**

### **AVIA 1413 - Private Pilot I (3 Credits)**

This course will instruct the student in the basic flying procedures and skills necessary for solo flight. Additionally the student will receive ground instruction in the aeronautical areas. This course will prepare the student to pass the Federal Aviation Administration knowledge exam. This course does not include any instructional flight time.

### **AVIA 1423 - Private Pilot II (3 Credits)**

This course will instruct the student in the conduct of cross country flights in an airplane using pilotage, dead reckoning and radio navigation. The student will also be instructed in operations within visual meteorological conditions. Additionally, the student will receive ground instruction in the aeronautical areas. This course will prepare the student to pass the Federal Aviation Administration knowledge exam. This course does not include any instructional flight time.

Prerequisite: AVIA 1413 or consent of instructor - Must be completed prior to taking this course.

### **AVIA 1434 - Instrument Aircraft Rating (4 Credits)**

Students will exhibit the knowledge and skill required to precisely control the airplane in the prescribed operations solely by reference to the flight instruments, and to navigate safely and efficiently in simulated instrument conditions in the National Airspace System. In addition, the student will comply with simulated air traffic control clearances and instructions. This course will prepare the student to pass the Federal Aviation Administration knowledge exam. This course does not include any instructional flight time.

Prerequisite: AVIA 1423, valid private pilot certificate and at least a current Class II Medical Certificate - Must be completed prior to taking this course.

### **AVIA 1444 - Commercial Aircraft Rating (4 Credits)**

This course will instruct the student in the systems, normal procedures, emergency procedures and equipment for the airplane to be used. In addition, the student will demonstrate at least the level of competency specified by the Federal Aviation Administration Commercial Pilot Practical Test Standards. This course will prepare the student to pass the FAA knowledge exam. This course does not include any instructional flight time.

Prerequisite: AVIA 1434 or instructor consent. - Must be completed prior to taking this course.

# Biology

## **BIOL 1504 - Principles of Biology (4 Credits)**

This biology survey course is intended for non-science majors to satisfy the general education laboratory science requirement. Course topics include scientific methodology, biological chemistry, cell structure and function, metabolism, genetics, evolution, diversity of life, and ecology. AAS: Life science (laboratory science) elective. IAI: L1 900L Life science.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better. - Must be completed prior to taking this course.

## **BIOL 1514 - General Biology I (4 Credits)**

This course is intended for science majors. Topics include the philosophy of science, scientific method, chemical organization of life, cell biology, energy transformations, genetics, and evolution. In addition, basic laboratory skills and techniques are introduced. Note: The BIOL 1514 and BIOL 1524 sequence is recommended for students transferring to university programs requiring a full year of general biology. IAI: L1910L Life science. IAI: BIO 910 Biological Sciences.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better. - Must be completed prior to taking this course.

## **BIOL 1524 - General Biology II (4 Credits)**

This course will include: the structure, function, and evolutionary relationships found in the Domains of life; plant and animal structure and function; ecology; and environmental biology. Note: the BIOL 1514 and BIOL 1524 sequence is recommended for students transferring to university programs requiring a full year of general biology. AAS: Life science (laboratory science) elective. IAI: BIO 910 Biological Sciences.

Prerequisite: BIOL 1514 - Must be completed prior to taking this course.

## **BIOL 1534 - Human Biology (4 Credits)**

This course is an introduction to a wide variety of biological concepts using humans as the study organism. Topics include cellular and molecular biology, human structure and function, genetics, heredity, evolution and ecology. IAI: L1 904L Life science.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better. - Must be completed prior to taking this course.

## **BIOL 1564 - Intro to Anatomy & Physiology (4 Credits)**

This is a survey course intended for health career students. The structure and function of human tissue, organs, and systems will be studied. Strong emphasis is placed on developing basic skills in medical terminology. This course may serve as preparation for BIOL 2644, but is not required. AAS: Life science (Laboratory science) elective.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better. - Must be completed prior to taking this course.

## **BIOL 1584 - Environmental Biology (4 Credits)**

The student will study interrelationships among organisms and their environment, focusing on the position of humans in the overall scheme. This study will include the roles of energy, soil, water, and air in ecosystem function and how humans use and abuse these resources. IAI: L1 905L Life science.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better. - Must be completed prior to taking this course.

## **BIOL 1614 - General Zoology (4 Credits)**

The student will make a comparative study of animal life from the protozoans through the chordates. Morphological, physiological, ecological, and evolutionary relationships will be stressed. Laboratory work will focus on classification and dissection of representative species. AAS: Life science (laboratory science) elective.

Prerequisite: BIOL 1514 - Must be completed prior to taking this course.

## **BIOL 1714 - General Botany (4 Credits)**

(Based on demand) 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.

Prerequisite: BIOL 1514 - Must be completed prior to taking this course.

## **BIOL 2644 - Anatomy & Physiology I (4 Credits)**

This course will survey basic concepts in cell physiology. In addition, a survey of basic anatomical terminology will precede a study of the histology, gross anatomy and function of the integumentary, skeletal, muscular, nervous, and endocrine systems. Use will be made of the case-study method to achieve the desired understanding and integration of physiologic principles. The laboratory portion of the course will include use of human cadavers to study the anatomy of the systems indicated above. Please note: BIOL 1534 or BIOL 1564 are recommended for students with no previous biology coursework. AAS: Life science (laboratory science) elective.

Prerequisite: CHEM 1504 or appropriate high school chemistry course with a grade of C or better; or both CHEM 1514 and CHEM 1524. - Must be completed prior to taking this course.

## **BIOL 2654 - Anatomy & Physiology II (4 Credits)**

This course will be concerned with the integration of the histology, gross anatomy and function of the cardiovascular, respiratory, digestive and metabolic, urinary, and reproductive systems of the human organism. Use will be made of the case-study method to achieve the desired understanding and integration of physiologic principles. The laboratory portion of the course will include use of human cadavers to study the anatomy of the systems indicated above. AAS: Life science (laboratory science) elective.

Prerequisite: BIOL 2644 with a grade of C or better. - Must be completed prior to taking this course.

### **BIOL 2714 - Microbiology (4 Credits)**

This course will focus on the life of micro-organisms to include their organization, functions, metabolic processes, growth, control, genetics, evolution, and ecology. A study of diseases caused by pathogens, the host immunological response, and the role of microorganisms in the environment also will be examined, along with advances in their use in biotechnology. In the laboratory, students will focus on the physical and biochemical requirements and characteristics used for the identification of unknown bacteria. Students will be expected to identify unknown bacteria by performing and demonstrating effective use of the techniques learned in lecture and laboratory classes. AAS: Life science (laboratory science) elective.

Prerequisite: A grade of C or better in one of the following: BIOL 1504, BIOL 1514, CHEM 1504, CHEM 1514, or appropriate high school chemistry course. - Must be completed prior to taking this course.

### **BIOL 2803 - Gross Human Anatomy (3 Credits)**

This is a course in dissection and analysis of gross anatomy. The laboratory portion will include use of human cadavers to study anatomy of the head, neck, chest, abdomen, upper extremities, and lower extremities. AAS: Life science (Laboratory science) elective.

Prerequisite: BIOL 2654 with a grade of C or better and consent of instructor following application to enroll. - Must be completed prior to taking this course.

## **Business**

### **BSNS 1133 - Introduction to Entrepreneurship (3 Credits)**

This course exposes students to the knowledge needed to start their own business from a personal, professional, and emotional perspective. The class provides basic understanding of how to become an entrepreneur, locate opportunities, and why a business plan is an entrepreneur's best friend.

### **BSNS 1312 - Proofreading & Editing (2 Credits)**

This course will focus on the application of proofreading skills and English grammar, usage, and spelling. Students will review formatting for business letters and reports and will proofread business documents for content, grammar, punctuation, expression, and mechanical errors.

### **BSNS 1353 - Administrative Office Procedures (3 Credits)**

This capstone course for administrative assistant and office assistant training places heavy emphasis on the supervisory and administrative skills expected of college-trained office professionals. Topics include public and human relations, problem-solving and decision-making, technology and procedures, document creation and distribution, research and report writing, travel and conference planning, and employment and career advancement.

Prerequisite: COSC 1513 and COSC 1023 - Must be completed prior to taking this course.

### **BSNS 1373 - Personal Finance (3 Credits)**

Students will study the basic principles and concepts of personal finance. Topics include: credit, loans, insurance, stocks, bonds, mutual funds, real estate, retirement, and estate planning.

### **BSNS 1411 - Keyboarding (1 Credit)**

This course will provide basic instruction in the touch system of keyboarding. Students will use personal computers while learning to type with the proper fingers without watching the keys. Students will learn both the alpha-numeric keyboard and the 10-key pad. Students who are enrolled currently or who have received credit for COSC 1023 or 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 Credits)**

The student will discuss the nature of our business environment in the United States. The student will indicate the advantages and disadvantages of the common forms of business organization and also will discuss and analyze problems related to finance, the operation of a business, marketing, management, personnel, and labor relations in a contemporary situation.

### **BSNS 1603 - Business Communication (3 Credits)**

The student will relate effective communications to successful management. He or she will describe and apply positive qualities and techniques of effective written and oral communication and will construct, present, and explain functional types of business messages including application letters and resumes. AAS: Communications elective for specific curricula only.

Prerequisite: ENGL 1413 with a grade of C or better or appropriate assessment score. - Must be completed prior to taking this course.

### **BSNS 1653 - Business Law (3 Credits)**

The student will identify basic principles of law that apply to business. Through case studies, the student will practice the decision-making process and demonstrate an understanding of contracts, commercial papers, sales, personal property and bailment, and real property.

### **BSNS 1663 - Legal & Social Env of Business (3 Credits)**

This course involves the study of the political, business, social and legal forces that affect activities of modern business. The course will consider judicial processes, federal controls, and regulations. This course is designed for students planning to transfer to a senior institution where they will major in business.

### **BSNS 2113 - Small Business Management (3 Credits)**

This course covers basic concepts and methods necessary for effective start-up and management of a small business. Topics include planning, legal aspects, financing, accounting, marketing, and management. Theoretical and practical learning exercises will be incorporated in the class. This course may be taken under the Pass/Fail grading option.

### **BSNS 2143 - Human Relations in Business**

#### **(3 Credits)**

This course is intended to prepare students to handle effectively the responsibility of relating to other people. The ultimate goal is to learn how to motivate individuals to work together productively, to satisfy their personal needs, and at the same time to meet organizational objectives.

### **BSNS 2213 - Human Resource Management**

#### **(3 Credits)**

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 Credit)**

This course focuses on essential customer service skills that help organizations accomplish their goals, deal with problems and complaints, win new customers and create loyal customers. The course concentrates on the key concepts and best practices involved in customer service, personal skills, and communication skills needed to deliver successful customer service.

### **BSNS 2403 - Administrative Assistant Internship**

#### **(3 Credits)**

The student will apply his or her knowledge and skills by working a minimum of 200 hours in a cooperating business under the supervision of a training sponsor and the instructor. The student will gain understanding of the administrative office procedures by discussing and analyzing on-the-job experiences with fellow students and the instructor.

Prerequisite: The successful completion of courses listed in the first four semesters of the Office Professional curriculum and approval of program coordinator. - Must be completed prior to taking this course.

### **BSNS 2413 - Management Field Project (3 Credits)**

The student will apply his/her knowledge in a cooperating business or organization under the supervision of a training sponsor and the coordinator from the college. The student also will gain further understanding of the field of management through selected readings, assignments, and discussion of work experiences with fellow students and the program coordinator.

Prerequisite: Successful completion of at least half of the courses required in the Business Management and Marketing curriculum - Must be completed prior to taking this course.

### **BSNS 2423 - Internship Experience (3 Credits)**

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.

Prerequisite: Approval of 16 semester hours of KCC coursework - Must be completed prior to taking this course.

### **BSNS 2514 - Business Statistics (4 Credits)**

This course serves as a general introduction to statistics, focusing on mathematical reasoning and the solving of real life problems. Contents include descriptive methods, measures of central tendency and variability, elementary probability theory, elementary combinatorics, probability distributions, sampling techniques, confidence intervals for the mean or proportion, tests of hypotheses, chi-square, correlation and linear regression, and the F-test and one-way analysis of variance. Students cannot receive credit for both MATH 1774 and BSNS 2514. IAI: BUS 901 Business.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement: (MATH 1453 or one year of high school geometry with a grade of C or better.) - Must be completed prior to taking this course. Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **BSNS 2553 - Principles of Management (3 Credits)**

This course covers the basic principles and concepts of management including the functions of planning, organizing, staffing, leading, and controlling. Theoretical and practical learning exercises will be incorporated in the class.

## **Chemistry**

### **CHEM 1504 - Basic Chemistry (4 Credits)**

The student will be introduced to such 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.

Prerequisite: MATH 1113 or MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. READ 1484 or READ 0963 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **CHEM 1514 - General Chemistry I (4 Credits)**

The student will apply chemical concepts and principles to topics including atomic structure, chemical reactions and stoichiometry, thermochemistry, periodicity, chemical bonding, and states of matter. Quantitative applications are emphasized. AAS: Physical science (laboratory science) elective. IAI: P1 902L Physical science. IAI: CHM 911 Chemistry

Prerequisite: CHEM 1504 or appropriate high school chemistry course with a grade of C or better - Must be completed prior to taking this course. MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. READ 1484 or READ 0963 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **CHEM 1524 - General Chemistry II (4 Credits)**

The student will apply chemical concepts and principles to topics including solution properties, kinetics, acid-base equilibria, chemical thermodynamics, electrochemistry, and nuclear chemistry. Quantitative applications are emphasized. AAS: Physical science (laboratory science) elective. IAI: CHM 912 Chemistry

Prerequisite: CHEM 1514 with a grade of C or better - Must be completed prior to taking this course.

### **CHEM 2614 - Quantitative Analysis (4 Credits)**

The student will perform laboratory analyses to determine the percentage composition of unknown substances. Techniques used in the laboratory will be chosen from: volumetric methods (acid-base, precipitation, or complex formation), gravimetric methods, electrogravimetric analysis, spectrophotometric methods, and chromatographic methods. The student will use mathematical conversions and chemical stoichiometry in the calculation of the composition. AAS: Physical science (laboratory science) elective.

Prerequisite: CHEM 1524 - Must be completed prior to taking this course.

### **CHEM 2714 - Organic Chemistry I (4 Credits)**

The student will be able to recognize the interrelationships between, write structures for, and state some of the physical and chemical properties of many of the organic compounds based upon functional group classifications. AAS: Physical science (laboratory science) elective.

Prerequisite: CHEM 1524 - Must be completed prior to taking this course.

### **CHEM 2724 - Organic Chemistry II (4 Credits)**

The student will use reaction mechanisms and intermediates to determine products of organic reactions. The student will be able to use basic spectroscopy data to determine the structure of organic compounds. AAS: Physical science (laboratory science) elective.

Prerequisite: CHEM 2714 - Must be completed prior to taking this course.

## **Child Development**

### **CDEV 1513 - Child Growth & Development (3 Credits)**

The student will study human development from conception through adolescence. All domains of development (physical, social, emotional and cognitive) and the interactions among these domains will be addressed. Emphasis will be on the implications for early childhood professional practice. Basic research methods and developmental theories will be introduced. The theories of Freud, Piaget, Erikson, Vygotsky, Skinner, Gardner and others will be included. Child development in the context of gender, family, culture, and society will be studied. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

### **CDEV 2013 - History & Philosophy of Early Child Ed (3 Credits)**

This course examines early childhood education programs and principles in relation to historical, philosophical and ethical issues and their impact on current trends. It includes an overview of professional opportunities and curriculum model comparison.

Prerequisite: CDEV 1513 - Must be completed prior to taking this course. ENGL 1413 - Must be completed prior to taking this course.

### **CDEV 2103 - School Aged Programming (3 Credits)**

This course provides an examination of developmentally appropriate activities for school-age children up to 12 years old. Focus will be on planning both indoor and outdoor activities to meet individual and group needs.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2153 - Infant/Toddler Care (3 Credits)**

This course examines the theories and research related to infants and toddlers in the social, emotional, physical, and cognitive areas of development. Focus is given to parent/care giver communication and interpersonal skills, developmentally appropriate curriculum planning based on observation, the nature of group care, and the needs of the individual. This course is part of the Illinois Gateways to Opportunity Early Childhood Infant/Toddler Credential.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2163 - Discipline/Classroom Management (3 Credits)**

This course examines the theory and practice of effective guidance techniques based on family communication and observation of the child. Emphasis will be placed on positive guidance techniques and preventative program planning in group care in relation to the needs of the individual child, the caregiver, and the group.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2223 - Art/Music Activities (3 Credits)**

This course examines the creative process and developmental stages of art with emphasis on planning and implementing appropriate aesthetic experiences. Methods of encouraging participation, creativity, and individual expression will be included.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2233 - Language Acquisition & Development (3 Credits)**

Language acquisition, development, and communication skills of the young child will be the focus of this course. Methods of theoretical and practical application of language concepts along with emphasis on selection and analysis of children's literature are included.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2243 - Science/Math Activities (3 Credits)**

This course examines science/mathematical concept development in young children through the utilization of hands-on activities in the child care environment. Focus is on the development of problem-solving skills and methods for encouraging exploration and curiosity.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2253 - Motor Development/Physical Activities (3 Credits)**

This course examines the relationship between physical activity and whole child development. Theories of play, community resources, and observation techniques for the planning and implementation of basic movement principles for the individual and the group both indoors and outdoors are included.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2263 - Heads Up Reading (3 Credits)**

This course includes research-based principles and practices for providing children birth through age 5 with a strong foundation in early reading and writing while using a developmentally appropriate approach.

### **CDEV 2363 - Administration in Child Care Settings (3 Credits)**

This course is designed for early childhood professionals with a focus on administration in early childhood settings. Program planning, policy formation, personnel selection, training and supervision, facilities management and budgeting, state licensing standards, and interpersonal skills are examined. Included are analysis of current trends, community resources, and program evaluation.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2403 - Clinical Experience (3 Credits)**

This course requires 135 hours of participation in an approved early childhood care setting. Students should apply for clinical experience with the program coordinator the semester prior to the clinical experience. See Child Development program requirements. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential.

Prerequisite: CDEV 1513 and CDEV 2033 with a minimum of 15 hours of child development courses - Must be completed prior to taking this course.

### **CDEV 2513 - Child, Family & Community Relations (3 Credits)**

This class is a study of the sociological factors impacting interpersonal relationships between the child, family, caregivers and community. Utilization of community resources, development of family education programs, and their resources, development of family education programs, and their effects on whole child development are included. Focus will be on parenting trends, observation techniques, communication, and parent involvement. Information on cultures, the diversity of life styles, and the role of the school and community as social agents with our changing society also will be included. This course is part of the Illinois Gateways to Opportunity Early Childhood Credential.

Prerequisite: CDEV 1513 - Must be completed prior to taking this course.

### **CDEV 2523 - Intro to Early Childhood Education (3 Credits)**

This course provides an overview of early childhood care and education including historical perspectives, organization, programming structure and basic values in early childhood education. Professional practices of early childhood educators are outlined with an emphasis on supporting skill development of children from birth to age eight during each age and stage of development. Students will spend a minimum of 15 hours of observation in early childhood settings. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2533 - Early Childhood Curriculum Development (3 Credits)**

This course will examine the principles of planning, implementing, and evaluating developmentally appropriate curriculum in early childhood education settings. Relationships among developmental theory, philosophy, and practice will be the focus of study. Special emphasis will be given to curriculum development, curriculum methods, child-centered planning and active learning experiences for children using a wide range of early childhood curriculum models. This course is part of the Illinois Gateways to Opportunity Early Childhood Credentials.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2543 - Child Study & Observation (3 Credits)**

This course provides an in-depth study of young children through direct observation which includes utilization of case studies and anecdotal records. Methods of integrating observed behavior with developmental theory and appropriate practice form the basis of the course. Responsive, supportive curriculum planning based on authentic, classroom-based formal and informal assessments for children from birth through age 8 will be emphasized. This course requires 45 hours of observation in an approved early childhood setting. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **CDEV 2633 - Health, Nutrition & Safety (3 Credits)**

This course examines the basic concepts of health, safety, and nutrition and their effects upon the child's observable behavior and areas of development. It includes identification of childhood disease and preventative techniques, exploration of positive mental health strategies, and identification of developmentally appropriate activities for young children. Proof of current first aid and CPR certification is required to complete the class. The cost of obtaining certification is the obligation of the student. This course is part of the Illinois Gateways to Opportunity Early Childhood and Infant/Toddler Credentials.

Prerequisite: CDEV 1513 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

## **Computer Graphics Technology**

### **COGT 1113 - Digital Photography (3 Credits)**

This course is designed to provide students with the photography skills to become proficient in the use of digital cameras. Topics include composition, file formats, quality settings, resolution, characteristics of light, controlling the shutter speed and aperture. Students will utilize their own digital cameras for assignments that require understanding and adjusting shutter speed and aperture, commonly identified by (M) Manual Mode, (S) Shutter Speed Mode and (A) Aperture Mode. Smart phones and/or tablets are not permitted. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

### **COGT 1123 - Intro to Web Design (3 Credits)**

This course explores the generation and manipulation of Web content and websites using industry standard software, Adobe Dreamweaver®. Topics include: Developing Web pages, creating a website, using and managing images, creating links and navigation bars, working with layout and data tables, the effective use of rich media, and understanding Web design principles, basic HTML and Cascading Style Sheet (CSS) structures. Students also will understand how to update, maintain and publish Web sites. Students will use effective visual communication in various publication scenarios. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

### **COGT 1133 - Package Design (3 Credits)**

This course introduces students to the principles of packaging design basics, allowing for the translation of two-dimensional design into three dimensions. By using industry standard software, Adobe Illustrator®, students will learn venues of packaging design and production to communicate concepts into logical and effective comprehensives (mock-ups). Students will utilize the package design prototyper. This class is geared toward the cultivation of work for inclusion in the student's final portfolio.

### **COGT 1213 - Photoshop Digital Imaging (3 Credits)**

This course explores the generation and manipulation of photographic and graphic images using industry standard software, Adobe Photoshop(R). Topics include: Bitmap vs. vector - painting and design, photo correction and manipulation, selections and masking, filters and special effects, and text and layer styles. Students will use effective visual communication as they explore various publication scenarios. This class is geared toward the cultivation of work to be included in the student's final portfolio.

### **COGT 1223 - Digital Motion Graphics (3 Credits)**

This course explores transforming enhanced computer images into time line motion using industry standard software, Adobe After-Effects® and Flash®. Topics include animation of digital images, the placement of images in a time sequence, composition, nesting, resolution, layers, effects, masks and track mattes, text, presets, and Action Scripts. 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.

Prerequisite: COGT 1213 or consent of instructor - Must be completed prior to taking this course.

### **COGT 1233 - Document Design (3 Credits)**

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.

Prerequisite: COGT 1213 or consent of instructor - Must be completed prior to taking this course.

### **COGT 1243 - Computer Illustration (3 Credits)**

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.

### **COGT 1253 - Portfolio Development (3 Credits)**

This is a capstone course for the Computer Graphic Design program. Upon course completion, students must provide evidence of their understanding of the concepts and competencies gained in courses in the program. Students will learn the process of creating and selecting the content of, and designing the format for, a creative portfolio. Using Adobe Creative Suite® software, students will be expected to assemble and distribute a final portfolio, both digital and hard copy. This portfolio will be reviewed by, and is subject to the approval of, appropriate faculty and members of the Computer Graphic Design advisory committee.

Prerequisite: DSGN 1113, DSGN 1123, DSGN 1133, DSGN 1213. Co-requisite: DSGN 1233, DSGN 1243 and DSGN 1223 - Must be completed prior to taking this course.

### **COGT 2114 - AutoCAD I (4 Credits)**

This course introduces Autodesk AutoCAD software. General principles and features of the AutoCAD computer-aided drafting system will be used for a variety of design and manufacturing application areas. Topics covered include: Basic object commands, line standards and layers, basic plotting, object snap and autotrack, text styles and multiline text, single-line text, modifying objects, arranging and patterning objects, multiview drawings, section views and graphic patterns, dimension styles and dimensioning. Standard drafting practices are used. This course includes blueprint reading. General knowledge of the Windows operating system is recommended.

### **COGT 2124 - AutoCAD II (4 Credits)**

This course emphasizes development of AutoCAD computer-aided drafting skills. Topics covered include: parametric drafting, standard blocks, block attributes, dynamic blocks, external references, advanced plotting, annotative objects and dimensioning with tolerances.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

### **COGT 2134 - 3D Modeling with AutoCAD (4 Credits)**

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, and creating 2-D drawings from 3-D models. Students will reverse engineer an object using a 3D scanner by creating a point cloud of the existing object. A laser engraver will be used to engrave various materials with graphic design and cut the materials. Students will utilize a 3D printer to produce 3D plastic parts of their own design.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

### **COGT 2164 - Mechanical Design With Inventor (4 Credits)**

This course is an introduction to Autodesk Inventor software. Autodesk Inventor is a mechanical design, assembly-centric, two- and three-dimensional solid modeling, and two-dimensional drawing production software system. This course focuses on the initial three-dimensional part modeling functions and applications of Autodesk Inventor. Students will explore the Autodesk Inventor parametric solid modeling environment, interface components, basic file management tools, specific part model tools and part model creation techniques. Emphasis will be on technical illustration for marketing purposes.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

### **COGT 2233 - Computer Graphic Technology Intern (3 Credits)**

Students will apply computer graphic technology knowledge in a co-operating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

Prerequisite: Completion of any five COGT courses and consent of program coordinator - Must be completed prior to taking this course.

### **COGT 2414 - Architectural Design With Revit (4 Credits)**

This course is an introduction to Autodesk Revit Architecture software. Autodesk Revit is a building design software with three-dimensional Building Information Modeling (BIM) tools for design conceptualization, visualization, analyzing and two-dimensional documentation. Topics include: walls, doors, windows, roofs, ceilings, stairs, foundations, structural members, views, annotations, schedules, dimensions, site features, massing tools and detailing. Each student will be required to complete a set of working drawings.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

### **COGT 2422 - Intro to Video Game Design (2 Credits)**

This course provides the theory of video game design and is built around three sequences: Unreal builds, programming, and art. Students will learn every piece of a video game, from characters, story, interface, immersion, strategy, sound art, animation, and programming. Games will be based on the freeware software Unreal. The art sequence will utilize the freeware software Blender, a 3D modeling and animation platform.

### **COGT 2432 - Digital Sculpting With Mudbox (2 Credits)**

In this course, students will use Autodesk Mudbox software to create artwork and everyday products. Students will create digital sculptures called models. Mudbox will be used for sculpting, posing, compositing, painting, texturizing, animating, and rendering. Students will also use a 3D scanner to import data to create a model in Mudbox. This course develops skills used by game developers, visual effects artists, designers, engineers, and visualization specialists.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

### **COGT 2443 - Animation & Rendering With 3ds Max (3 Credits)**

This course introduces Autodesk 3ds Max software principles and features for a variety of film, television, game, architectural, and industrial applications. Students will learn and use tools for 3D modeling, animation, rendering, dynamics, and compositing related to fields of game development, visual effects, architecture, design, engineering, and visualization. Topics will include standard and extended primitives models, default objects, mesh models, splines, materials and maps, lights and cameras, animation basics, and particle systems and space warps.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

# Computer Literacy

## COMP 1521 - Computer Literacy (1 Credit)

The computer novice will study the non-technical aspects of computers. Emphasis will be given to the impact of computers on society. A survey of basic hardware and software components, application in various fields, and hands-on experience using modern software in word processing are included. Credit for COMP 1521 is reserved for students who have not earned prior credit in a more advanced microcomputer course.

# Computer Science

## COSC 1023 - Intermediate Word (3 Credits)

The student will learn how to use Word to create letters, memos, tables, mail merge documents, newsletters with graphics, simple and complex reports, and employment documents that can be sent electronically in e-mail as an attachment. The student will increase keyboarding speed and accuracy and improve proofreading and computer file management skills.

Prerequisite: BSNS 1411 and COSC 1352 with a grade of C or better, or both BSNS 1411 and COSC 1513, or one year of high school keyboarding with a grade of C or better. - Must be completed prior to taking this course.

## COSC 1152 - Introduction to Windows (2 Credits)

This course is an introduction to the windows operating system. Topics include installing Microsoft Windows and troubleshooting the installation process; creating a custom environment suited to your work processes; backing up and restoring files. Additional topics include configuring software and hardware options; monitoring and optimizing system performance; troubleshooting problems in the boot process; and sharing data between applications.

## COSC 1172 - Introduction to the Internet (2 Credits)

This course is an introduction to using the Internet. Topics include connecting to the Internet, using Internet search tools, transferring files, e-mail, and the World Wide Web.

Prerequisite: COSC 1152, COSC 1513 or consent of instructor - Must be completed prior to taking this course.

## COSC 1181 - Voice Recognition (1 Credit)

Instead of typing on a keyboard, the student will input data into a computer by dictating into a microphone and training the computer to recognize his/her voice. This course will teach the student how to use speech-recognition software and voice commands. Students will practice proper enunciation techniques, will learn how to use voice-document formatting for Microsoft Word applications and will produce documents that are voice-prepared.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor - Must be completed prior to taking this course.

## COSC 1341 - PowerPoint (1 Credit)

This is an introductory course to develop skills in preparing and using the graphics and presentation software PowerPoint. Students will learn how to include text, bullets, and charts in their PowerPoint presentations.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor - Must be completed prior to taking this course.

## COSC 1352 - Word (2 Credits)

This course is an introduction to Microsoft Word. Instruction includes entering, editing, enhancing, and revising text material.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor - Must be completed prior to taking this course.

## COSC 1362 - Access (2 Credits)

This course is an introduction to the database management software Access. Topics include designing and creating databases, maintaining databases, creating queries, reports, forms, and menus in addition to working with multiple files and setting up relationships.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor - Must be completed prior to taking this course.

## COSC 1372 - Excel (2 Credits)

This is an introductory course to develop skills in creating, revising, and printing spreadsheets, charts, and graphs.

Prerequisite: COSC 1152 or COSC 1513 or consent of instructor - Must be completed prior to taking this course.

## COSC 1382 - Microsoft Office Ste INTEGRATION (2 Credits)

A capstone course in the integration of Microsoft Office Suite (Word, Excel, Access, and PowerPoint).

Prerequisite: COSC 1341, COSC 1352, COSC 1362, and COSC 1372 - Must be completed prior to taking this course.

## COSC 1392 - Microsoft Outlook (2 Credits)

In this introduction to Microsoft Outlook, students will learn to send and receive e-mail, manage contacts, plan tasks, schedule the calendar, manage their inbox, integrate Outlook with other applications and the Internet, create custom Outlook forms and modify the Outlook interface. Additional topics may include Outlook with Microsoft Exchange Server, Business Contact Manager and synchronizing Outlook with PDAs.

Prerequisite: COSC 1152 or COSC 1513 and COSC 1172 - Must be completed prior to taking this course.

## **COSC 1513 - Introduction to Information**

### **Processing (3 Credits)**

This course provides an introduction to the meaning and function of hardware, software, data procedures, and personnel in a business computer system. Basic systems analysis and design techniques, file processing and data base concepts, plus the entering and executing of programs will be presented. The hands-on use of business software packages for Windows, word processing, spreadsheets, Internet access, presentation graphics, and data base will be included. IAI: BUS 902 Business.

## **COSC 2033 - Advanced Word (3 Credits)**

This capstone document production course for administrative and office assistant training places heavy emphasis on using technology to produce various desktop publishing documents.

Prerequisite: COSC 1023 with a grade of C or better. - Must be completed prior to taking this course. COSC 1513 with a grade of C or better or concurrent enrollment - Must be taken either prior to or at the same time as this course.

## **COSC 2513 - Introduction to Computer Science (3 Credits)**

The student will demonstrate knowledge of the use of the computer as a problem-solving tool in applications that are primarily mathematic or scientific in nature. He or she will demonstrate an ability to define solutions to computer applications with algorithms. The student will create, test, and debug computer programs in the FORTRAN language for the solutions of different applications. Students cannot receive credit for both COSC 2513 and COSC 2613.

Prerequisite: MATH 1814 or higher level or appropriate assessment score or consent of instructor - Must be completed prior to taking this course.

## **COSC 2613 - Computer Prog for Science & Engineering (3 Credits)**

This is a course for students who need to use the computer as a problem-solving tool in mathematical or scientific applications. Students will write programs, first in C++, later in MATLAB. Among the applications covered are such numerical methods as Newton's root finder, integral approximations, linear regression, matrix inverses, and several simulations. Students will write and implement structured algorithms with special attention given to program design and modularity. Students cannot receive credit for both COSC 2513 and COSC 2613.

Prerequisite: MATH 2515 - Must be completed prior to taking this course.

# **Construction**

## **CNST 1413 - Introduction to Bldg Construction (3 Credits)**

Students will be introduced to the principles and practices of residential and light commercial building operations. Lectures will cover history, innovative practices and materials, current developments, and typical employment opportunities.

## **CNST 1423 - Construction Materials and Methods (3 Credits)**

This course is designed to familiarize students with typical materials and methods used in residential and light commercial construction. Topics will include the effect of regulation and material selection on building costs, as well as factors affecting material strength and resilience.

## **CNST 1444 - Surveying With Civil Applications (4 Credits)**

This course will familiarize the student with job sites. Surveying techniques and site layout will be discussed, as well as ground elevations and control points, and contour lines. Students will learn about topographic plans, plats of survey, and general site plans. A general overview of village zoning, county planning, and GPS system use will be introduced.

Prerequisite: MATH 1113 or higher level or appropriate assessment score - Must be completed prior to taking this course.

## **CNST 2413 - Mechanical Systems for Buildings (3 Credits)**

This course introduces students to the design and operation of electrical, plumbing, and HVAC systems. Topics will include requirements during construction, scheduling, installation procedures, and energy consumption.

Prerequisite: CNST 1413 - Must be completed prior to taking this course.

## **CNST 2423 - Concrete Structures & Foundations (3 Credits)**

This course is designed to familiarize students with formwork analysis and design. Students will be introduced to form setting, placing, finishing and curing procedures, the effect of soil characteristics, and design codes.

## **CNST 2433 - Estimating and Bidding (3 Credits)**

This course is an introduction to material costs, take-offs, productivity, manual and computer cost estimation, and project bidding. Students will use blueprints and project specifications to submit bids for a particular project.

Prerequisite: COGT 2114 - Must be completed prior to taking this course.

## **CNST 2443 - Building Codes & Inspections**

### **(3 Credits)**

This course is an orientation to the various international building codes in effect from the International Code Council, and the codes written by and specifically for the state of Illinois. Students will review various codes and their applications and will become familiar with the various jurisdictions for code enforcement and their operations both locally and statewide. Students will conduct various local code enforcement administrative and field activities, and will be oriented on the ICC Certification System for both Code Administrators and Code Officials.

## **CNST 2453 - Professional Practice (3 Credits)**

Students will apply their construction knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be maintained, and a summary paper will be required upon completion of the experience.

Prerequisite: CNST 1413, CNST 1423 and CNST 1443 and consent of instructor - Must be completed prior to taking this course.

# **Construction Craft Laborer**

## **LABR 1103 - Craft Orientation (3 Credits)**

This is an introductory course to advise students of the rules and regulations involved in applying for an apprenticeship. Students will learn how to complete apprenticeship paperwork and will be advised of safety procedures that fall under governmental Occupational Safety and Health Administration (OSHA) guidelines.

## **LABR 1123 - Mason Tending (3 Credits)**

Students will learn practices and procedures involved in mason tending, rough terrain forklift operation, different forms of scaffolding, and masonry saw operation. Students will conduct hands-on demonstrations and participate in exercise rotations.

## **LABR 1142 - Concrete Practice Fundamentals (2 Credits)**

Students will learn about concrete practices and procedures; Bobcat operator; E-Z pavement breaker; concrete saw; concrete vibrator.

## **LABR 1163 - Asphalt Tech and Construction (3 Credits)**

Students will learn the history of the uses of asphalt along with terminology and definitions. Topics include asphalt preparation, application methods, asphalt maintenance and rehabilitation. Hands-on demonstrations will be conducted using appropriate equipment for asphalt preparation and application methods.

## **LABR 1213 - Concrete Apprenticeship I (3 Credits)**

This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the classroom. Skills include safety practices, project planning, and site preparation. All work activities are completed under the direct supervision of a journeyman.

Prerequisite: LABR 1142 - Must be completed prior to taking this course.

## **LABR 1223 - Forming and Finishing Concrete**

### **(3 Credits)**

This course is part of the Concrete Specialist Certificate program and focuses on forming techniques, placing concrete, and various finishing techniques.

Prerequisite: LABR 1213 - Must be completed prior to taking this course.

## **LABR 1232 - Concrete Apprenticeship II (2 Credits)**

This course is the on-the-job component of the Concrete Specialist Certificate program and includes work related to skills covered in the class room. Skills include forming, placing, consolidating, finishing, and clean-up of concrete projects, including repair. All work activities are completed under the direct supervision of a journeyman.

Prerequisite: LABR 1223 - Must be completed prior to taking this course.

## **LABR 2113 - Lead Base Paint Abatement (3 Credits)**

In this course, the student will study and practice lead hazard control methods. The student will also study how to safely disturb leaded paint as part of a renovation or construction project. Students will take part in elaborate hands-on workshops covering the techniques and equipment used in lead abatement. Demonstrations also will include removing chemicals, building containments, using special HEPA-attached grinding tools, cleaning areas contaminated with invisible particles, taking air samples, and evaluating abatement equipment and options.

## **LABR 2123 - Asbestos Abatement (3 Credits)**

This course focuses on the hazards of asbestos, the specific procedures used on the job, and the legal rights of workers. During this course, students will have an opportunity to participate in group discussions and hands-on exercises.

## **LABR 2133 - Principles of Pipelaying (3 Credits)**

Students will learn how to read different measurements along with pipe laying terms and definitions. Batter boards and principles of surveying will be taught. Students also will learn pipe flow specifications and sewer laser operation and maintenance. Percent of grade formula and grade instrument height will be taught. Hands-on demonstrations will include set-up of appropriate machines and check of flow line and pipe grade. Blueprints will be studied. Students also will learn the history and rationale of the use of metrics.

## **LABR 2213 - Landscape Maintenance (3 Credits)**

Students will learn safety concerns involving landscape maintenance. Landscaping plants, planting techniques, fertilizers, and maintenance, pruning, chemical safety, and appropriate powered hand tools will be covered. Field exercises will include pruning, using the chainsaw and the chipper, using straw for erosion control, seeding, planting trees, and determining soil requirements for certain landscaping projects.

### **LABR 2233 - Blueprint Reading (3 Credits)**

This course is designed to provide a comprehensive study of building construction, working drawings and project manuals. It will present the drawing and project manual organization, the location of information, the coordination of the drawing and specifications, and graphic interpretation skills required for the industry use of the documents. In addition, background information about the types of structures, plumbing systems, HVAC systems, electrical systems, and other building systems and product information will be presented.

### **LABR 2313 - Construction Surveying (3 Credits)**

Students will learn about basic construction surveying, construction staking; electronic theodolite; line and grade checking; laser track leveling.

### **LABR 2333 - Bridge Construction (3 Credits)**

Students will learn about proper personal protective equipment and procedures. Other safety regulations that are covered include electrical safety and excavation safety. Different hazards will be covered and the definition and requirements of permit required confined space will be discussed. Additional topics include lead abatement on bridges and steel structures, silica, scaffold safety, hoisting and rigging, hand signals for construction equipment, hand and power tool safety, oxyfuel cutting operations, sandblasting, and fall protection. Hands-on demonstrations and activities will be conducted.

### **LABR 2416 - Hazardous Waste Management (6 Credits)**

Students will learn about training center rules and waste sites. Additional topics to be covered include hazard recognition and identification, hazard communication regulations, hazardous chemical labels and lists, health effects, legal rights, and personal protective equipment. Field exercises will be conducted on the obstacle course or sandbags, supplied air and self-contained breathing apparatus. Decontamination procedures and walk-through demonstrations will be covered; and students also will learn OSHA regulations, site safety and health plans, material handling, storage and transportation.

## **Economics**

### **ECON 1543 - Principles of Economics (3 Credits)**

This is a survey course covering select topics in microeconomics and macroeconomics. It is a study of product and resource markets, market structures, interactions between government and firms, the determinants of economic activity, money and banking, monetary and fiscal policy implications, international trade, and international finance. IAI:S3 900 Social and behavioral science.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better. - Must be completed prior to taking this course.

### **ECON 1553 - Principles of Macroeconomics (3 Credits)**

Students will study the nature and method of macroeconomics and the fundamental operations of the American economy, interpret national income information and study forces which determine levels of production and employment. Students also will study monetary and fiscal controls and the impact of government on the U.S. economy. IAI: S3 901 Social and behavioral science.

Prerequisite: READ 1484 or READ 0963 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **ECON 1563 - Principles of Microeconomics (3 Credits)**

The student will study the factors that determine the structure of resource and product markets and basic microeconomic theories used to determine the level of price and output in the product and resource markets under the various market structures. Selected contemporary economic problems also will be explored. IAI: S3 902 Social and behavioral science.

Prerequisite: READ 1484 or READ 0963 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

## **Education**

### **EDUC 1501 - Preparing for the IBST/TAP (1 Credit)**

This course is designed to prepare prospective teachers to take and pass the Illinois Basic Skills Test (IBST), by refreshing and/or improving skills and abilities in Reading, Writing, and Mathematics.

Prerequisite: Basic computer skills - Must be completed prior to taking this course.

### **EDUC 1713 - Intro to Public Education (3 Credits)**

The student shall be able to identify and explain characteristics of the organization and administration of American public education - federal, state, and local. He or she also will analyze American education in its legal and financial aspects, identify current issues, and discuss developments and responsibilities of membership in the teaching profession. An observation component and criminal background check are required.

### **EDUC 1763 - Technology in Education (3 Credits)**

This course is designed to introduce current and future educators and trainers to the use of instructional technologies. Students will be exposed to a wide variety of teaching tools that can be incorporated into the classroom.

### **EDUC 1773 - Online Teaching (3 Credits)**

(Based on demand) This course is designed to introduce current and future educators and trainers to methods and practices employed in online teaching and training.

### **EDUC 1833 - Students With Disabilities (3 Credits)**

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. An observation component and criminal background check are required.

Prerequisite: Appropriate assessment score or ENGL 1413 - Must be completed prior to taking this course.

### **EDUC 2513 - Diversity in Schools (3 Credits)**

This course provides a theoretical and empirical overview of public school issues affecting minorities and immigrants. Students will analyze historical trends regarding groups in the United States including - but not limited to - Native Americans, Asians, Latinos, African-Americans, the working class, women, homosexuals, and individuals with disabilities.

Prerequisite: Appropriate assessment score or ENGL 1413 - Must be completed prior to taking this course.

### **EDUC 2533 - Foundations of Reading (3 Credits)**

This course is designed for the education students who need a foundations course in the teaching of reading. The primary goals of the course will be to identify, discuss, and reflect upon research-based reading practices. Particular emphasis will be placed on reading principles, procedures, methods, techniques, current practices, and institutional materials. This course is designed to introduce students to multiple perspectives of reading instruction representing a comprehensive and balanced viewpoint in teaching reading.

### **EDUC 2613 - Educational Psychology (3 Credits)**

The student will define, explain, demonstrate, and discuss those psychological principles and concepts underlying the causes of human behavior. He or she will become familiar with, evaluate, and demonstrate some of the varied traditional and current psychological principles underlying teaching methods and will study and understand significant environmental and inner forces which influence student behavior. He or she will utilize these principles in promoting an environment which permits optimum learning and the emergence of socialized behavior.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

## **Electricity Electronics**

### **ELTR 1024 - Basic Circuit Analysis (4 Credits)**

This course is the second of two which will lay the foundation for all levels of study in the electricity/electronics field. It is designed to utilize a lecture/lab format to cover basic concepts of alternating current (AC) circuits. It is a continuation of ELTR 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.

Prerequisite: ELTR 1064 and one year of high school algebra or equivalent. - Must be completed prior to taking this course.

### **ELTR 1034 - Fluid Power (4 Credits)**

This course surveys the basics of Fluid Power as it applies to both hydraulic and pneumatic systems. The operation and use of components associated with these systems will be discussed. The student will demonstrate his/her ability in practical application of valves, actuators, compressors, cylinders, pumps, filters and other components in pneumatic and hydraulic systems.

### **ELTR 1044 - Semiconductor Electronics (4 Credits)**

The student will identify the materials used in semiconductors. He or she will demonstrate an understanding by explaining how electrons and holes flow in semiconductors. He or she also will describe basic amplifier configurations, explain how to bias amplifier configurations, and calculate the gain and stability for bipolar and unipolar devices. Basic components must be purchased by the student.

Prerequisite: ELTR 1024 or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **ELTR 1064 - Fundamentals of Electricity (4 Credits)**

This is an elementary course designed to introduce basic electrical and electronic circuits, devices, and concepts found in residential, commercial, and/or industrial electrical and electronic systems. Laboratory exercises will include electrical and electronic connections, tool identification demonstrations, instrument usage and D.C. circuits. Lectures will cover basic electrical and electronic theory, OHM's law, conductors, electrical safety, rotating machinery and semiconductor devices. Basic components must be purchased by the student.

### **ELTR 1114 - Digital Fundamentals (4 Credits)**

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.

Prerequisite: MATH 1113 or MATH 1414 or higher level math course or one year high school algebra with a grade of C or better, or appropriate assessment score. - Must be completed prior to taking this course.

### **ELTR 1174 - Natl Electric Code & Wiring Methods (4 Credits)**

The student will learn to read and interpret the National Electric Code text, electrical residential blueprints, wiring diagrams, and layouts. Students will wire many different residential and commercial circuits in accordance with the National Electric Code and local ordinance. Basic tools must be supplied by the student.

Prerequisite: ELTR 1064 or consent of instructor - Must be completed prior to taking this course.

### **ELTR 1223 - Survey of Renewable Energy (3 Credits)**

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.

Prerequisite: Basic computer skills for word processing, performing internet searches, sending and receiving email; basic math skills; and ability to use a calculator - Must be completed prior to taking this course.

### **ELTR 1402 - Industrial Safety (2 Credits)**

This course emphasizes OSHA workplace safety requirements, and instills proper safety practices and procedures for working in an industrial or construction environment. As the primary course content, students will have the opportunity to earn third-party certificates for OSHA 10-hour training (online); American Red Cross First Aid (face-to-face) and American Red Cross CPR (face-to-face).

### **ELTR 1423 - Electrical/Electronic Drafting (3 Credits)**

Students will draw, read, and interpret various types of diagrams and drawings used to represent electrical and electronic circuitry. Topics include board-drafting fundamentals; digital logic diagrams; relay and ladder logic diagrams; wiring diagrams; residential wiring; schematic symbols and diagrams; and printed circuit board artwork. Students will work manually on a drafting table and will engage in computer-aided drafting and computer simulation of various electrical and electronic circuits. Emphasis will be placed on developing the student's ability to correctly understand and interpret electrical and electronic drawings and diagrams. All students will complete a project which involves drafting a proper schematic diagram, creating printed circuit board artwork, fabricating a printed circuit board, and assembling a working electronic circuit. Lab assignments require basic drafting tools.

### **ELTR 2074 - DC & AC Rotating Machines (4 Credits)**

This course will provide the student with a basic understanding of the operation and characteristics of various electric generators, alternators, motors, drive-train components, electronic motor drives, and simple motion control systems. Students will install and operate various kinds of motors, testing them for speed, torque, and efficiency. Basic motor-circuit troubleshooting will be emphasized. This course also explores pulse-width modulated motor-speed control, stepper motors, and servo motors and control systems. Motor and generator related projects may be employed as time permits.

Prerequisite: ELTR 1064 - Must be completed prior to taking this course.

### **ELTR 2082 - Microcomputer Systems (2 Credits)**

Students will assemble and test an IBM clone microcomputer. Included in the system will be the case, power supply, motherboard, monitor, floppy drive, hard drive, and all required cards and other equipment. Students will discuss the function of each of the above and be required to properly install and perform functional tests on the equipment.

### **ELTR 2162 - Selected Studies I (2 Credits)**

Students will investigate the characteristics and operation of individual electronic devices and/or systems. This may include lasers, fiber optics, phase-locked-loops, active filters, microprocessors, microcomputer hardware and software, and others. A formal paper will be required upon completion of this course.

Prerequisite: ELTR 1044 or equivalent or consent of instructor - Must be completed prior to taking this course.

### **ELTR 2172 - Selected Studies II (2 Credits)**

This course is a continuation of ELTR 2162 - Selected Studies I.

Prerequisite: ELTR 2162 and consent of instructor - Must be completed prior to taking this course.

### **ELTR 2182 - Special Projects I (2 Credits)**

Students will investigate the characteristics and operation of electronic devices and/or systems. Students will construct a personally funded project. The project along with a formal paper will be required upon completion of this course.

Prerequisite: ELTR 1044 or equivalent and consent of instructor - Must be completed prior to taking this course.

### **ELTR 2192 - Special Projects II (2 Credits)**

This course is a continuation of ELTR 2182 - Special Projects I.

Prerequisite: ELTR 2182 and consent of instructor - Must be completed prior to taking this course.

### **ELTR 2302 - Electronics/Electrical Internship (2 Credits)**

Students will apply electronic knowledge in a cooperating business under the supervision of a training sponsor and the program coordinator. A work log will be kept, and a summary paper will be required upon completion of the experience.

Prerequisite: A minimum of 30 credits of ELTR courses and approval of the program coordinator. - Must be completed prior to taking this course.

### **ELTR 2314 - Introduction to Solar-Thermal Technology (4 Credits)**

This course explores the use of Solar-Thermal technology for space heating and water heating. Students will be given theory and hands-on lab experience, sizing, installing and maintaining solar-thermal heating systems. Basic hand tools must be supplied by the students.

Prerequisite: ELTR 1223 and ELTR 1064 - Must be completed prior to taking this course.

### **ELTR 2324 - Introduction to Small-Wind Technology (4 Credits)**

This course explores the design, installation and use of Small-Wind Electrical Generator Systems for consumer and commercial applications. Students will be given theory and hands-on lab experience, sizing, installing and maintaining small-wind electrical generating systems. Basic hand tools must be supplied by the students.

Prerequisite: ELTR 1064, ELTR 1223, and ELTR 1174 - Must be completed prior to taking this course.

### **ELTR 2334 - Intro to Solar-Photovoltaic Tech (4 Credits)**

This course explores the design, installation and use of Solar-Photovoltaic power systems for consumer and commercial applications. Students will be given theory and hands-on lab experience, sizing, installing and maintaining solar-photovoltaic electrical generating systems. Basic hand tools must be supplied by the students. An overall goal of this course is to prepare the student for the North American Board of Certified Energy Practitioners (NABCEP) Solar PV Entry Level Exam and the Midwest Renewable Energy Association (MREA) Certificate Exam for Solar-PV Site Assessment.

Prerequisite: ELTR 1223, ELTR 1064, and ELTR 1174 - Must be completed prior to taking this course.

### **ELTR 2414 - Industrial Motor Control (4 Credits)**

The purpose and function of AC and DC motor controls is covered in this course. By using motor control symbols and line diagrams, students will install and troubleshoot various industrial control circuits found in a modern industrial setting. Basic tools must be supplied by the student.

Prerequisite: ELTR 1064 - Must be completed prior to taking this course.

### **ELTR 2444 - Programmable Controllers (4 Credits)**

This course is for electricians, technicians and users of industrial programmable controllers (PLCs) to become familiar with basic programming installation, maintenance and operation of programmable logic controllers. The emphasis will be hands-on training in programming, program development, delogging, wiring and operation.

Prerequisite: ELTR 2414 - Must be completed prior to taking this course.

### **ELTR 2454 - Industrial Instrumentation (4 Credits)**

This course gives students the basic understanding of pressure, level, temperature, flow and analytical instrumentation. Sensors, transmitters, recorders, controllers, their selection, calibration, installation, repair, and troubleshooting will be explored. Position measurement sensors and their applications will also be covered. Control systems documentation including piping and instrumentation diagrams and loop diagrams will be taught. Instrumentation and process control systems safety aspects will be emphasized. The student will set up and operate various process control instruments and analyze their performance.

Prerequisite: ELTR 1064 AND PSCI 1514 - Must be completed prior to taking this course.

### **ELTR 2464 - Process Control (4 Credits)**

This course gives students the basic understanding of process control and elements of feedback control loop. Control valves, their selection, calibration, installation, and repair will be explored. Various control strategies including on-off, proportional (P), proportional-integral (PI), and proportional-integral-derivative (PID) will be covered. Different methods of controller tuning will be practiced. Advanced control strategies such as cascade, ratio and feedforward will also be covered. Methods of signal transmission in process control loops will be taught. Students will set up and operate various process control loops and analyze their performance. All laboratory experiments including control loops configuration, controllers tuning, process graphics (HMI) design, and loops operation, will be conducted using Rockwell PlantPax Process Automation System and Compact Logix controllers.

Prerequisite: ELTR 2454 - Must be completed prior to taking this course.

### **ELTR 2472 - In-Plant Training (2 Credits)**

Two credit hours will be granted to a student for 2,000 hours of work experience. The student must be enrolled in the Industrial Electrical Technology program and be or have been employed in the electrical field. Written verification from the employer must be provided to the associate dean. The student will prepare a paper documenting the various skills and professional benefits obtained from his or her experiences during the 2,000 hours. This paper will describe duties performed, equipment operation training, various job sites, any skilled performance tests taken, any training or instruction given and all electrical installations made. This paper will be evaluated by the program staff.

### **ELTR 2474 - Advanced Programmable Controllers (4 Credits)**

This course will provide students with an understanding of the operation and development of tag based industrial program controllers, HMI development, and industrial networking system design and implementation. Students will build an industrial network connecting many different industrial components. Students will program standard industrial equipment and will develop process graphics to control and monitor the equipment.

Prerequisite: ELTR 2444 - Must be completed prior to taking this course.

## **Energy**

### **ENGY 1013 - Intro to Energy Auditing (3 Credits)**

The student will be introduced to the concepts of energy usage and the terms, organizations, equipment ratings and sustainable technologies being used to replace older equipment. Water conservation and how it interacts with other sustainable strategies to make buildings and homes more energy efficient will be discussed as they relate to promoting long-term sustainable goals. A third party Green Awareness assessment exam will be administered at the end of the course.

### **ENGY 1102 - Customer Relations (2 Credits)**

The student will be introduced to customer service soft skills practiced by HVAC/R and Energy Auditing professionals in the field. These skills will focus on determining customer's wants and requests, and to analyze and recognize savings and costs associated with various strategies of energy reduction and strategies for long term energy reduction and sustainable goals.

### **ENGY 1203 - Mechanical & Envelope Evaluation (3 Credits)**

The student will be introduced to the concepts of heat transfer methods, heat loss/gain for structures, thermal conductivity and methods of determining equipment sizing and location. Students will study and calculate R-value and U-value for insulation. Students will identify doors, windows, window coverings, insulating at installations, and thermal conductivity of window and doors. Students will evaluate existing building heating and cooling systems for leakage and efficiency losses.

### **ENGY 2103 - Indoor Air Analysis (3 Credits)**

The student will be introduced to concepts related to indoor air pollution and specific threats of mold, lead asbestos and their related causes and/or abatement strategies. Students will also measure air flow for proper delivery to each zone within building. A third party certification test will be administered at the completion of this course.

Prerequisite: ENGY 1203 - Must be completed prior to taking this course.

### **ENGY 2203 - Building & Energy Analysis (3 Credits)**

The student will be introduced to tools and instruments to test, measure and log building air flow, infiltration, exfiltration as well as existing system performance. Students will use computer program to calculate energy usage, costs and savings potential. Students will also use industry software to perform complete energy analysis of residential structure.

Prerequisite: ENGY 1203 - Must be completed prior to taking this course.

## **Engineering**

### **ENGR 1513 - Engineering Design Graphics/CAD (3 Credits)**

This course is an introduction to engineering design and graphics, including design problems, sketching, dimensioning, tolerancing, multi-view orthographic representations, auxiliary views, section views, and working drawings. Students are required to use computer-aided drafting in this course. Sketching and CAD techniques will be integrated in this course. IAI: EGR 941 Engineering

Prerequisite: One year of high school geometry with a grade of C or better or MATH 1453 - Must be completed prior to taking this course.

### **ENGR 1714 - Statics and Dynamics (4 Credits)**

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.

Prerequisite: PHYS 2614 and MATH 2515 - Must be completed prior to taking this course.

### **ENGR 2503 - Statics (3 Credits)**

The student will apply a knowledge of mathematics and basic physics principles to the solution of equilibrium problems in two and three dimensions. After learning to identify forces and reduce them to equivalent systems, the student will use vector algebra in the solution of problems involving forces acting on rigid bodies, structures, and machines. In addition, methods of calculus will be used to locate centroids. IAI: EGR 942 Engineering.

Prerequisite: PHYS 2614 and MATH 2515 - Must be completed prior to taking this course.

### **ENGR 2523 - Dynamics (3 Credits)**

The student will apply a knowledge of calculus and basic physical principles to the solution of problems in kinematics and kinetics. The concepts of motion, force, work, energy, impulse, and momentum will be used to solve two- and three-dimensional problems involving the dynamics of particles and rigid bodies. IAI: EGR 943 Engineering.

Prerequisite: ENGR 2503 - Must be completed prior to taking this course.

### **ENGR 2533 - Mechanics of Materials (3 Credits)**

The student will apply engineering principles to determine mechanical capacities of structural materials. The course will develop and present concepts of stress and strain, including thermal stresses, stresses developed by combination loading, transformation of stresses (Mohr's Circle, and analytically); elastic and plastic deformation in axial, transverse, and torsional loading; and deflection of beams and columns. The course will present methods for design of beams using shear and bending moment diagrams with single and combine loading, and the design of columns and shafts.

Prerequisite: ENGR 2503 - Must be completed prior to taking this course.

### **ENGR 2613 - Electrical Circuits & Networks (3 Credits)**

This course studies the concepts of electricity and magnetism including circuit variables (units, voltage, inductance, power, and energy); circuit elements (R, L, C, and operational amplifiers); simple resistive circuits; circuit analysis (node-voltage, mesh-current, equivalents, and superimposition); transient analysis; and sinusoidal steady state (analysis and power). IAI: EGR 931 Engineering.

Prerequisite: MATH 2535 and PHYS 2624 - Must be completed prior to taking this course.

## **English**

### **ENGL 0944 - Preparation for College English I (4 Credits)**

Students will develop writing and reading skills appropriate for college level coursework by engaging in reading and writing as holistic processes. The class will include strategies to comprehend and analyze a variety of texts. Writing assignments will include compositions from single paragraphs to short essays. Students will learn to use standard written English, and will develop strategies for using new vocabulary in their writing. Study skills and test-taking techniques will also be developed.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

### **ENGL 0954 - Preparation for College English II (4 Credits)**

Students will focus on developing college-level reading, writing, and study skills and comprehending and analyzing a variety of texts. Students will be expected to produce persuasive and expository paragraphs and essays. Students will analyze the interactions between rhetorical situation, purpose and audience. Conventions of standard written English will be addressed. This course is designed to prepare students for college-level coursework.

Prerequisite: Appropriate assessment score or a grade of C or better in WRIT 0983 and READ 0984; or ENGL 0944 - Must be completed prior to taking this course.

### **ENGL 0956 (6 credits)**

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.

### **ENGL 1053 - Communications I (3 Credits)**

The student will focus on skills necessary for success in school and the workplace. Students will be expected to word process written assignments. (Basic word processing will be introduced during class.) Emphasis will be on learning how to learn, understanding nonverbal communication, retrieving information in the Learning Resource Center, presenting oral information, and preparing job search information. AAS: Communications elective.

Prerequisite: Minimum Compass Writing score: 56 OR Minimum ASSET Writing score: 39 or minimum ACT writing score: 19 - Must be completed prior to taking this course.

### **ENGL 1413 - Fundamentals of Writing (3 Credits)**

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.

Prerequisite: ENGL 0956 or WRIT 0993 or ENGL 0954 with a grade of C or better; or appropriate assessment score - Must be completed prior to taking this course.

### **ENGL 1422 - Accelerated Writing Instruction (2 Credits)**

In this accelerated course, students will receive instruction twice weekly on English I composition assignments. Learning to think clearly and critically, organize paragraphs and essays, and use research skills will be a major focus. Computer and information literacy skills will be developed and honed.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course. ENGL 1613 - Must be taken at the same time as this course.

### **ENGL 1613 - English I (3 Credits)**

The student will master the writing process, including strategies for invention, organization, revision, and editing. The student will develop critical skills in reading, thinking and writing. Writing assignments will emphasize analysis and argument and the student will master research writing and documentation. All formal essays will require research. AAS: Communications elective. IAI: C1 900 Communications.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **ENGL 1623 - English II (3 Credits)**

The student will continue to develop the writing skills studied in ENGL 1613, achieving great proficiency in analyzing and writing arguments and analyses. The student will utilize accurately documented research support in all major writing assignments. A greater understanding of rhetorical context is another goal of this course. To receive credit toward the IAI General Education Core requirements, this course must be completed with a minimum grade of C. IAI: C1 901R Communications.

Prerequisite: ENGL 1613 with a grade of C or better - Must be completed prior to taking this course.

### **ENGL 1713 - Introduction to Poetry (3 Credits)**

The student will explore poetry for various criteria including language, style, imagery, form, rhythm, and sound. Both classical and modern poetry will be studied. Students will engage in writing exercises as an opportunity to develop their own poetry. Evaluation will be based on class participation, essays, individual assignments and a final exam. IAI: H3 903 Humanities.

Prerequisite: Appropriate assessment score or completion of ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **ENGL 1723 - Introduction to Film Study (3 Credits)**

This course explores the world of film, emphasizing aesthetics, film theory, and critical analysis. Students will examine film as a medium for communication, as an art form, and as a form of entertainment. IAI: F2 908 Fine Arts.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 1743 - Introduction to Literature (3 Credits)**

The student will be exposed to a variety of literary forms and periods. Assignments will stress the analysis of literary texts through various critical perspectives. IAI: H3 900 Humanities.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 1853 - Introduction to Shakespeare (3 Credits)**

The student will study Elizabethan/Jacobean theatre, ideas, culture, and politics as context and influence on William Shakespeare's writing. Through detailed examination of specific plays and sonnets, students will apply theories of modern criticism and debate interpretations in order to enhance their understanding of the human condition. Evaluation is based on reading the assigned literature and responding to it through study guides, discussion, formal essays, and exams. AAS: Humanities elective. IAI: H3 905 Humanities.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 2533 - Survey of British Lit II (3 Credits)**

Survey of major writers from 1800 to the present. AAS: Humanities elective. IAI: H3 913 Humanities.

Prerequisite: ENGL 1413 Minimum Grade C OR ENGL 1613 Minimum Grade C OR Minimum COMPASS Writing score: 77 OR Minimum ASSET Writing score: 45 OR Minimum ACT Writing score: 22 - Must be completed prior to taking this course.

### **ENGL 2553 - Children's Literature (3 Credits)**

This course introduces a wide variety of children's literature with a focus toward development of personal critical judgment and skill in analysis of these works as literary and artistic forms. Texts will be chosen which give students a broad knowledge of children's literature and an understanding of the historical development of the genre. Specific areas that may be examined include fairy tales, fantasy, adventure stories, animal stories, domestic family fiction, realism, illustration, and book series.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 2613 - Ancient & Medieval World Literature (3 Credits)**

The student will be introduced to literature of the Ancient Mediterranean, the Early and Middle periods of South Asia and East Asia, the Early and Classical Middle East, Early Africa, Early Modern Europe, and the Early Americas from the beginning of oral and written literature to the 1600s. The student will demonstrate orally and in writing the interrelationships of social history, culture, geography, literature, and the other arts. IAI: H3 906 Humanities.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 2623 - Modern World Literature (3 Credits)**

The student will be introduced to the literature of South Asia and East Asia, the Middle East, Europe, the Americas, Africa, and Australia and New Zealand from the 1700s to the present. The student will demonstrate orally and in writing the interrelationship of social history, culture, geography, literature, and the other arts. AAS: Humanities elective. IAI: H3 907 Humanities.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 2713 - Intl Survey of Brit Lit I (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **ENGL 2723 - Amer Literature Up to 1865 (3 Credits)**

The student will be introduced to American literature from its beginnings to 1865. This course focuses on the interrelationship of social history and American writers and texts. AAS: Humanities elective. IAI: H3 914 Humanities.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 2733 - American Literature From 1865 (3 Credits)**

The student will be introduced to American literature from 1865 to the present. This course focuses on the interrelationship of social history and American writers and texts. IAI: H3 915 Humanities.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

### **ENGL 2813 - Creative Writing (3 Credits)**

The student will sharpen his or her perceptions and ability to express them creatively. Published and peer examples of poetry, short fiction and drama will be read and analyzed in a workshop format. The student will compose radio and television scripts, several short stories, and eight to 12 poems in various poetic forms. Competency in English grammar and mechanics is a requirement. AAS: Humanities elective.

Prerequisite: Appropriate assessment score or a grade of C or better in ENGL 1413. - Must be completed prior to taking this course.

## **French**

### **FREN 1514 - Elementary French I (4 Credits)**

This class is held at Olivet Nazarene University. See French 101 in Olivet Nazarene University catalog.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **FREN 1524 - Elementary French II (4 Credits)**

This class is held at Olivet Nazarene University. See French 102 in Olivet Nazarene University catalog.

Prerequisite: FREN 1514 with a grade of C or better - Must be completed prior to taking this course.

### **FREN 2513 - Intermediate French I (3 Credits)**

This class is held at Olivet Nazarene University. Please see FREN 211 in Olivet Nazarene University catalog.

Prerequisite: FREN 1524 with a grade of C or better - Must be completed prior to taking this course.

### **FREN 2523 - Intermediate French II (3 Credits)**

This class is held at Olivet Nazarene University. See French 212 in Olivet Nazarene University catalog.

Prerequisite: FREN 2513 with a grade of C or better - Must be completed prior to taking this course.

### **FREN 2524 - French Culture & Civilization (4 Credits)**

This class is held at Olivet Nazarene University. See French 302 in Olivet catalog. IAI: H1 900 Humanities.

Prerequisite: #NAME?.

### **FREN 2625 - French Culture (3 Credits)**

This class is held at Olivet Nazarene University. See French 325 in Olivet Nazarene University catalog.

Prerequisite: See FREN 325 in Olivet Nazarene University catalog - Must be completed prior to taking this course.

### **FREN 2702 - Communication in French (2 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **FREN 2713 - Advanced Comm in French (3 Credits)**

This class is held at Olivet Nazarene University. See French 342 in Olivet catalog.

### **FREN 2923 - French Lit/Thea/Phil/Poetry (3 Credits)**

This class is held at Olivet Nazarene University. See French 354 in Olivet catalog.

## **Geography**

### **GEOG 1513 - World Regional Geography (3 Credits)**

This course studies major regions of the world, focusing on the relationship of humans with their environment, the movement of people and goods, and the ways regions are formed and undergo change. IAI: S4 900N Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

## **German**

### **GERM 1502 - German Conversation I (2 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **GERM 1514 - Elementary German (4 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **GERM 1524 - Intermediate German (4 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

## **Health**

Students in the Code Specialist program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in the Coding Specialist curriculum with a grade of C or better.

### **HLTH 1312 - Medical Terminology (2 Credits)**

This course is designed to give both allied health professionals and health consumers a working knowledge of medical vocabulary. The course offers a systematic study of medical words that relate to body systems, anatomical structures, medical processes and procedures, and a variety of diseases that afflict the human body.

Prerequisite: READ 0994 and WRIT 0993 or ENGL 0954 with a grade of C or better, or appropriate assessment score. - Must be completed prior to taking this course.

### **HLTH 1343 - ICD-10-CM/PCS (3 Credits)**

This course introduces the theory and structure of the International Classification of Disease - 10 Clinical Modification (ICD-10-CM). Through the use of course materials, the student will become proficient at identifying and accurately assigning ICD-10-CM codes to health records.

Prerequisite: HLTH-1312, BIOL 1564, and HLTH 1372 - Must be completed prior to taking this course.

### **HLTH 1353 - Basic CPT Coding (3 Credits)**

This course introduces the theory and structure of Current Procedural Terminology (CPT) coding. Through course exercises and materials, the student will become proficient at identifying and accurately assigning CPT codes to health records.

Prerequisite: HLTH 1312, BIOL 1564, and HLTH 1372 - Must be completed prior to taking this course.

### **HLTH 1363 - Insurance Procedures (3 Credits)**

This course introduces the basics of medical insurance and reimbursement procedures. Students will become familiar with types of insurance and coverage as well as electronic claims processing and will receive an overview of coding systems and reimbursement processing.

Prerequisite: HLTH 1343, HLTH 1353, and HLTH 1372 - Must be completed prior to taking this course. HLTH 1343 and HLTH 1353 - Must be taken either prior to or at the same time as this course.

### **HLTH 1372 - Ethical and Legal Issues (2 Credits)**

This course will examine legal and ethical issues related to the health care field. An emphasis will be placed on federal and state health care legislation and regulations. HIPAA (Health Insurance Portability and Accountability Act) rules and regulations and their influence on the health care field will be discussed. Legal cases affecting health care will be analyzed. An ethical decision-making framework to solve ethical problems encountered in the health care field will be utilized.

### **HLTH 1404 - Phlebotomy Techniques (4 Credits)**

This is a four-credit-hour course which consists of lecture and laboratory practice in the proper collection of laboratory specimens. The lecture and lab sessions include terminology, anatomy and physiology appropriate to phlebotomy, phlebotomy techniques, safety, quality control, attitudes, and professionalism. It provides proper job skills for effective functioning as part of the medical lab team and includes instruction, demonstration, and clinical practice of blood collection, and communication techniques consistent with standards of competency.

Prerequisite: HLTH 1312 and high school diploma or GED - Must be taken either prior to or at the same time as this course.

### **HLTH 1412 - Phlebotomy Techniques Practicum (2 Credits)**

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.

Prerequisite: HLTH 1404 with a grade of C or better or consent of instructor. HLTH 1412 cannot be taken more than 13 months after completing HLTH 1404. - Must be completed prior to taking this course.

### **HLTH 1492 - Coding Practicum (2 Credits)**

This course will provide students with experience performing coding and billing by completing case studies in a simulated medical office setting. Students will gain experience in coding procedures and diagnoses, filing insurance claims, troubleshooting rejected claims, catching common coding errors, evaluating compliance with HIPAA (Health Insurance Portability and Accountability Act), and keeping the policy manual up to date. Select medical office procedures will also be emphasized.

Prerequisite: HLTH 1343, HLTH 1353, and HLTH 1363 - Must be completed prior to taking this course. HLTH 2123 and HLTH 2172 - Must be taken either prior to or at the same time as this course.

### **HLTH 1513 - Nutrition (3 Credits)**

This course will introduce the student to concepts and principles of normal nutrition. Students will examine the functions of nutritional components, digestion, metabolism, and energy requirements. Nutritional requirements and the relationship between health and nutrition throughout the life cycle will be studied. An emphasis will be placed on the practical application of nutritional concepts in everyday life. Course may transfer as health or other elective. Consult adviser.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HLTH 2123 - Pathophysiology for Health Careers (3 Credits)**

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 2172 - Pharmacology for Health Careers (2 Credits)**

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.

## **History**

### **HIST 1513 - Western Civilization to 1648 (3 Credits)**

This course traces the development of Western civilization from ancient times to the religious wars of the 17th century. It focuses on the rise of civilizations in the Middle East, the influence of classical Greece and Rome, the rise and spread of Christianity and Islam, European society in the Middle Ages, the Renaissance, and the causes and effects of the Protestant and Catholic Reformations. IAI: H2 901 Humanities.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 1523 - History of West Civilization 1500-1815 (3 Credits)**

The course traces the development of Western civilization from the 15th century Renaissance to the age of Napoleon. Course highlights include the Renaissance, the Protestant movement, scientific revolution, age of Louis XIV, the Enlightenment, and the French Revolution. AAS: Humanities elective. IAI: H2 902 Humanities; HST 914 History.

Prerequisite: ENGL 1413 Minimum Grade C OR minimum Compass Writing score: 77 or minimum ASSET Writing score: 45 or minimum ACT Writing score: 20 - Must be completed prior to taking this course.

### **HIST 1533 - Western Civilization 1648 to Present (3 Credits)**

This course traces the development of Western Civilization from the birth of the European state system in the mid-17th century to the present. It will focus on the development of constitutionalism and absolutism; the impacts of the Atlantic economy and the Enlightenment; the French Revolution and the Napoleonic period; new political ideologies such as liberalism, nationalism, and socialism; the Industrial Revolution; the global causes and effects of European imperialism, World Wars, and the Cold War; the rise of totalitarian dictatorships; and the post-Cold War world. AAS: Humanities elective. IAI: H2 902 Humanities.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 1534 - Western Civ Through Independent Study (4 Credits)**

Students will travel through various foreign countries for an in-depth study of each specific country's contributions to Western civilization. The course work involves attendance at orientation sessions, independent study for the educational tour, a formal writing assignment, and participation in the foreign country tour. This course may be repeated twice for credit. AAS: Humanities elective.

### **HIST 1613 - Austrian Civilization (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **HIST 1643 - Middle East History 600 to Present (3 Credits)**

This course covers the history of the Middle East after the birth of Islam, with greater emphasis on developments after about 1800. It will focus especially on the beginnings and spread of Islam, civilization during the Islamic caliphates and empires, responses to increasing European involvement in the region, the effects of World War I, the possibilities and problems for newly independent Middle Eastern states after the World Wars up to the present, the founding of Israel, subsequent Arab-Israeli conflicts, and the roots and importance of Islamic terrorism. IAI: H2 903N.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 1823 - African American History (3 Credits)**

This course examines the role African Americans have played in the political, economic, cultural, and social movements within the United States from their arrival in America to the present. AAS: Social and behavioral science elective.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 1913 - Illinois History (3 Credits)**

This course is a survey of the history of Illinois from its early Native American history to the present. Emphasis will be on the political, social, economic, and cultural forces that have shaped the state's past. AAS: Social and behavioral science elective.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 2513 - History of the US to 1877 (3 Credits)**

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.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 2523 - History of the U.S. 1877 to Present (3 Credits)**

A survey of the history of the United States from the late 1870s to the present. Emphasis is placed on political as well as economic, cultural, and social forces which have shaped the American past. IAI: S2 901 Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 2533 - Latin American History (3 Credits)**

This course will survey the growth and development of Central and South American countries from the early 19th century to the present. Special emphasis will be placed on the relationship between these Latin American countries and the United States of America. A formal paper is required in this course. This course satisfies the non-Western studies requirement for education majors. IAI: S2 911N Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HIST 2543 - British History I (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **HIST 2553 - British History II (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **HIST 2613 - Modern Britain (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **HIST 2633 - Middle Ages (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **HIST 2643 - US History 1933-1950 (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **HIST 2903 - History of Spain (3 Credits)**

This course is taught at a study abroad site. Students will gain a basic knowledge of the history of Spain, placed within a European and international context. After evaluating the impact of Roman, Visigoth, and Muslim rule on Spain, Spanish contributions and responses to historical phenomena including the Renaissance, Reformation, Napoleonic Wars, Enlightenment, industrialization, fascism, and the European Community will be considered. Students will analyze primary sources to enter scholarly debates over aspects of Spanish history.

## **Horticulture**

### **HORT 1014 - Fundamentals of Horticulture (4 Credits)**

The purpose of this course is to 1) introduce the student to the employment options in the horticulture industry; 2) develop the student's ability to apply the biological concepts of plant structure and function to horticulture practices; 3) develop the student's use of the horticulture terminology; and 4) have the student perform basic horticultural tasks.

### **HORT 1023 - Plant Propagation (3 Credits)**

This course introduces students to the basic principles, techniques, and facilities used in the propagation of horticultural plants. Students will learn to effectively and efficiently propagate plants using seeds and vegetative organs, discriminate among the various major methods of plant propagation, devise propagation plans for various horticultural plants, apply practical plant propagation knowledge to real world settings.

### **HORT 1154 - Landscape Layout and Design (4 Credits)**

The purpose of this course is to: 1) develop a knowledge of the materials used in landscape construction; 2) develop an understanding of the selection criteria for common construction materials; 3) develop the ability to estimate the quantity of construction materials required for construction; 4) develop the ability to estimate the cost of landscape construction projects; 5) learn and practice basic construction techniques; and 6) learn and demonstrate appropriate safety practices.

### **HORT 1173 - Greenhouse Operations (3 Credits)**

The purpose of this course is to provide information needed for basic greenhouse production including study of the principles and practices used by commercial growers in production of bulbs, cut flowers, and potted plants. Environmental and nutritional factors are emphasized along with concentration on flowering potted plants production.

### **HORT 1234 - Turf Management (4 Credits)**

The purpose of this course is to have students apply irrigation principles, maintain golf tees, traps, greens and fairways on golf courses. Students will also learn about maintenance of high and low intensity use turf including scheduling and equipment. Selection of fertilizers, pesticides and turf grass varieties will be emphasized.

### **HORT 1314 - Landscape Plants and Design (4 Credits)**

The purpose of this course is for students to be able to identify characteristics of common landscape plants, such as evergreen plants, ground covers, vines, and deciduous trees and shrubs. Emphasis is placed on their culture, use, and aesthetic value. In addition, students will develop knowledge of the materials used in landscape construction and how to select those materials. Students will learn and practice basic construction techniques and learn how to demonstrate appropriate safety practices.

### **HORT 1323 - Fruit and Vegetable Production (3 Credits)**

This course provides the fundamental principles of successful growing, harvesting, storing, and marketing of fruit and vegetable crops. In addition, sustainable agriculture, plant development, composting, and food safety will be studied.

### **HORT 1513 - Introduction to Horticulture Science (3 Credits)**

This course is an introduction to the principles and practices in the development, production, and use of horticultural crops including fruits, vegetables, greenhouse, turf, nursery, floral and landscape. It includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries. This course is not part of the Horticulture Technology program or certificate. IAI: AG 905 Agriculture.

## **Humanities**

### **HUMS 1513 - Introduction to Humanities (3 Credits)**

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.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HUMS 1534 - Int'l Studies in the Humanities (4 Credits)**

Students will travel to international/regional locations that may vary from year to year to study selected topics in the humanities. These topics may include the literature, language, performing arts, visual arts, or philosophy of the area. The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include--but are not limited to--field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of four credit hours can be used toward a degree or certificate.

### **HUMS 1553 - Intro to Women's & Gender Studies (3 Credits)**

This interdisciplinary course introduces historical, sociological, political, cultural, and economic study of women and gender construction. Students will learn about the development of modern feminism in relation to the roles of women throughout history in North America and abroad. The functions of gender and sexuality as reflected in various cultural forms will be identified and analyzed. AAS: General Humanities IAI: H9 900 Interdisciplinary Humanities

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HUMS 1712 - Leadership Development (2 Credits)**

Students will develop leadership abilities through the use of theoretical and practical experiences. The course includes topics such as leadership and group dynamics, moral and ethical responsibilities of leadership, delegation of authority, conflict resolution, essential leadership skills, and productive leadership behavior.

### **HUMS 1813 - African-American Cultural Expression (3 Credits)**

Interdisciplinary study of art, architecture, music, literature, history, and philosophy reflecting the cultural identity of African-Americans. IAI: HF 906D Interdisciplinary.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HUMS 1833 - Hispanic-Latino Culture (3 Credits)**

This interdisciplinary survey of Spanish and Latin-American life and institutions is intended as a background for literacy studies and a better understanding of Hispanic/Latino world contributions. A research project is required.

Prerequisite: Appropriate assessment score or ENGL 1413 - Must be completed prior to taking this course.

### **HUMS 1853 - Arts and Culture of the Middle East (3 Credits)**

Through study of selected works of literature, philosophy, visual art, music and other performing arts, this interdisciplinary course presents the student with significant intellectual and artistic achievements of several cultures, including Mesopotamia (Iraq), Anatolia (Turkey), Persia (Iran), and Levant/Palestine (Israel, Syria, Jordan). The class will include a comparison of the values, motifs and aesthetics of these cultures to Western cultural expression. Extensive use will be made of multimedia resources in addition to reading and viewing assignments in specific discipline areas. IAI: HF 904N

Prerequisite: ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **HUMS 2613 - World Religions (3 Credits)**

An introductory survey of selected teachings, practices and institutions of major Eastern and Western religions. May include the role of history; appreciation for forms of expressions; and criticism of their origins, rituals and forms of religious knowledge and destiny. IAI: H5 904N Humanities.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **HUMS 2903 - The Three Cultures of Spain (3 Credits)**

This course (taught at a study abroad site) will explore the nature, challenges and results of conflict and co-existence among Jews, Muslims, and Christians in medieval Spain. It will examine the breakdown of tolerance leading to the expulsions of Spanish Jews in 1492, Spanish Muslims in 1502, and the Moriscos of Spanish Muslim descent in 1609. Spain's subsequent involvement in Morocco will receive particular attention as will the roles of Christians, Jews, and Muslims in present-day Spain. IAI HF902

## **Journalism**

### **JOUR 1653 - Introduction to Journalism (3 Credits)**

The student will examine an overview of the historical development of journalism followed by study and practice which emphasizes the development of professional news gathering and writing. Students will study and write each of the following: news stories, sports stories, feature articles, book reviews, interviews, publicity releases and organizational newsletters. IAI: MC919 Mass Communications.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **JOUR 1673 - Introduction to Mass Communication (3 Credits)**

The student will examine the nature and impact of mass communication in our society including historical development and contemporary changes, functions and social responsibilities of media, ethical issues facing media, and freedom of the press. The course includes major media including newspapers, magazines, radio, television, and movies. IAI: MC911 Mass Communication.

### **JOUR 1683 - Introduction to Radio Production (3 Credits)**

This course will examine theory and operation of broadcast control room and studio equipment. It will focus on the basic planning and production techniques for radio programs, station promotions, commercials and public service announcements. IAI: MC915 Mass Communication.

Prerequisite: Appropriate assessment score or ENGL 1413 - Must be completed prior to taking this course.

## **Law Enforcement**

### **LAWF 1513 - Introduction to Criminal Justice (3 Credits)**

A survey and analysis of the criminal justice system, including a historical and philosophical overview of its development, with special emphasis on the system's primary components and its relationship among these components in the administration of criminal justice in America. IAI: CRJ 901 Criminal Justice.

### **LAWF 1613 - Police Operations & Services (3 Credits)**

The student will review basic line procedures with patrol as a fundamental function of the police operation. He or she shall be able to describe and explain special operational units, staff employment, involvement policies, and basic principles involved in handling police problems.

### **LAWF 1623 - Traffic Administration (3 Credits)**

The course will consist of a study of traffic law enforcement; traffic regulation and control; traffic accident investigation and prevention; and the relationship of road engineering to safety. Also included will be a review of the Illinois Vehicle Code.

### **LAWF 1713 - Basic Criminal Law (3 Credits)**

Studying case law, the student will be expected to demonstrate an understanding and awareness of the components, purposes, and functions of criminal law and the elements necessary to establish a crime and criminal intent, and distinguish misdemeanor and felony.

### **LAWF 1723 - Criminal Evidence & Procedures (3 Credits)**

The student will relate knowledge of basic criminal law to the procedures necessary for arrest, use of force, search and seizure, admissions, and confessions.

### **LAWF 1733 - Criminal Investigation (3 Credits)**

The student will examine the fundamentals and procedures of investigation; crime scene applications; the collection, marking, and preservation of evidence; and the techniques and procedures of the follow-up investigation.

### **LAWF 1753 - Juvenile Delinquency (3 Credits)**

Using case histories of juvenile delinquents as background information, the student will identify and explain the underlying causes and behavioral patterns of the juvenile delinquent. He or she will utilize this knowledge in applying theories, preventative methods and techniques. IAI: CRJ 914 Criminal Justice.

### **LAWF 2315 - Selective Problems in Law Enforcement (5 Credits)**

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 Credits)**

This course will provide the student a rudimentary understanding of the expanding field of computer crime investigation. Through the examination of the operations and interrelationship of computers, software and the internet, the unique challenges, limitations, liabilities and goals of the computer crime investigator will be revealed to the student. Also addressed will be the emerging forensic science field of forensic computer examination.

Prerequisite: LAWF 1733 or consent of instructor - Must be completed prior to taking this course.

### **LAWF 2513 - Criminology (3 Credits)**

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 - Intro to Prob, Parole, & Comm Correct (3 Credits)**

This course will offer an overview of the history and philosophical foundations of probation, parole, and community corrections in the United States. The course also includes study of the organization and operations of probation and parole agencies as particular segments of the criminal justice system.

### **LAWF 2623 - Organization & Administration (3 Credits)**

The student will investigate police organizational structure as a means by which goals are achieved. He or she will identify variations in organizational patterns which result from differing and changing police science objectives.

### **LAWF 2713 - Community-Oriented Policing (3 Credits)**

The student will identify concepts of community relations through an interdisciplinary survey of problems in the field of police and community relations, emphasizing police administration responsibilities as well as the police role in community tensions and conflicts.

### **LAWF 2723 - Introduction to Corrections (3 Credits)**

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 Credits)**

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.

## **Learning Resource Center**

### **LRCS 1512 - Library and Information Literacy (2 Credits)**

Students will receive practical experience in using information, regardless of its format (print, subscription database, or Internet) or source (library or Internet). Core topics include: basic research skills in all formats; general organization of materials (classification and online catalog), going beyond keyword searches, critical evaluation of resources and bibliographic form. This is an eight-week course (online or independent study), and students should expect an average of six hours of coursework per week. This course may be taken under the Pass/Fail grading option.

## **Machine Tool Operations**

### **MCHN 1214 - Machine Tool I (4 Credits)**

The student will explain the proper procedures for layout methods, use of measuring tools, hand tool operation, tap and die work, drill press operation, use of offhand grinders, tool sharpening, and brand machining. The student then will demonstrate these procedures with practical applications in the machine tool laboratory. Basic tools must be supplied by the student.

Prerequisite: MCHN 1311 - Must be taken either prior to or at the same time as this course.

### **MCHN 1224 - Machine Tool II (4 Credits)**

The student will describe engine lathe types and construction, milling machine types and construction, lathe cutting tools, and milling cutters. He or she will explain proper procedures for maintenance of the lathe and milling machines, for lathe facing operations, for lathe speeds and feeds, for center drilling in the lathe, for drilling, reaming, and straight turning in the lathe, for milling speeds and feeds, and for basic milling operations. The student will describe necessary safety precautions for machine tool operations. The student will describe necessary safety precautions for working with the lathe and milling machines and demonstrate these procedures and operations in practical applications in the machine tool laboratory.

Prerequisite: MCHN 1214 - Must be taken either prior to or at the same time as this course.

### **MCHN 1234 - Machine Tool III (4 Credits)**

The student will explain the proper procedures for grinding, boring, internal thread cutting, external thread cutting, tapping, taper turning, and honing on the lathe. He or she will describe the accepted procedures for advanced milling machine operations. The student then will demonstrate these procedures and operations in practical applications in the machine tool laboratory.

Prerequisite: MCHN 1224 or concurrent enrollment - Must be completed prior to taking this course.

### **MCHN 1311 - Precision Measurement (1 Credit)**

This is a course designed to provide students with skills that are essential to a wide variety of industrial and technical trade areas. Topics include on-the-job applications of whole numbers, fractions, decimals, percents, measurement and operations with signed numbers.

### **MCHN 1323 - Fabrication (3 Credits)**

Students will learn practical layout and fabrication techniques. A primary focus will be sheet metal fabrication to safely operate equipment such as power shears, hydraulic press brakes, slip rollers, and finger brakes. Some welding techniques will be discussed and performed. This is a hands-on, project-oriented course. Long sleeves, a welding jacket and boots are required at all class meetings.

### **MCHN 1432 - Millwright (2 Credits)**

This course is an introductory course covering information needed to become an entry level millwright. Upon completion the student will have a basic understanding of industrial safety, proper use and application of millwright tools, installation and removal of seals, bearings, belts and chains, troubleshooting and repair of gear boxes, coupling alignment and identification, and application of bolt and fasteners.

### **MCHN 1442 - Rigging (2 Credits)**

This course will familiarize the student with safe and accepted industry practices as applied to rigging, rigging equipment and the proper maintenance of rigging equipment.

### **MCHN 1452 - Lubrication (2 Credits)**

This course introduces the student to the theories of lubrication, lubricating oils, greases and solid lubricants, as well as the principles of lubrication, lubricating machine parts, lubrication storage and safety while working with lubricants. Other topics of discussion shall include lubricant application; history of lubricant application; centralized lubricating systems; and system components, conductors and connectors. Preventive and predictive maintenance also will be covered.

### **MCHN 2314 - Fund of CNC Machining & Programming (4 Credits)**

The student will plan, G code program, and machine parts on a CNC machining center. The student will demonstrate the components of planning the machining of parts on a CNC milling machine, tool qualifications and definitions, safety set-up, proper use of preparatory commands, miscellaneous functions, incremental and absolute modes, tool path and offset programming.

Prerequisite: MCHN 1224 - Must be completed prior to taking this course. MATH 1123 - Must be completed prior to taking this course.

## **Manufacturing Technology**

### **MAFT 1102 - Manufacturing Forklift (2 Credits)**

This course is designed to provide the student with training in the safe operation of a forklift.

### **MAFT 1112 - Intro to Manufacturing and Safety (2 Credits)**

This course provides the student with an introduction to manufacturing including specific instruction to facilitate safe work practices in industrial environments. It introduces manufacturing specializations such as mechatronics, precision machining and welding. The course also covers fire safety, pressurized gases, electrical hazards, and safe machine usage. Students will become acquainted with Occupational Safety and Health Administration (OSHA) policy. Upon completion, students will have the opportunity to earn the Safety Certification through the Manufacturing Skills Standards Council (MSSC).

### **MAFT 1222 - Quality and Measurement (2 Credits)**

This course provides an introduction to controlling and improving quality in a manufacturing setting. This course explores ways that manufacturers use data and analysis to improve quality. Upon completion, students will have the opportunity to earn the Quality Practices and Measurement Certificate through the Manufacturing Skills Standards Council (MSSC).

### **MAFT 1232 - Manufacturing Processes (2 Credits)**

This course provides the fundamentals of machine shop theory and safe practice. While providing the basics of how manufacturing transforms materials into products, students will become familiar with tools, equipment and practices of tool, die and precision metal-working industries. The course also includes theory and operation of lathes, mills and surface grinders. Through classroom and laboratory learning experiences, students will make a working tool. They also will learn about types of production, materials used in production, and manufacturing processes including machining, casting and assembly. Upon completion, students will have the opportunity to earn the Manufacturing Processes and Production Certification through the Manufacturing Skills Standards Council (MSSC).

### **MAFT 1312 - Intro to Manufacturing Maintenance (2 Credits)**

This course provides a basic understanding of tools and equipment used in manufacturing as well as knowledge of how to improve productivity through predictive and preventive maintenance. Upon completion, students will have the opportunity to earn the Maintenance Awareness Certification through the Manufacturing Skills Standards Council (MSSC).

### **MAFT 1323 - Lean and Quality Overview (3 Credits)**

This course provides the student with an introduction to the eight critical quality management areas: customers, leadership, strategic planning, human resource development, information flow and knowledge management, project management and business results. Emphasis is on the industrial applications of Lean and Quality Management principles, tools, and techniques.

## **Marketing**

### **MKTG 1253 - Sales & Customer Service (3 Credits)**

The student will study and practice sales and customer service skills. He/she will be able to identify customer needs, communicate the selling points of a product, demonstrate the techniques of making a sale, and describe how to establish long-term relationships with clients by providing follow-up and customer service after the sale.

### **MKTG 1553 - Principles of Marketing (3 Credits)**

The student will study basic marketing methods and practices including the functions of planning, pricing, promotion and distribution. Theoretical and practical learning exercises will be incorporated in the class.

### **MKTG 2063 - Fundamentals of Advertising (3 Credits)**

The student will study advertising planning and strategy. Topics include marketing research, target marketing, copy, media, budget, and sales promotion strategy. Theoretical and practical learning exercises will be incorporated in the class.

## **Mathematics**

### **MATH 0974 - Fundamentals of Mathematics (4 Credits)**

The student will study arithmetic concepts, including the four operations of real numbers, rates, proportions, and measurements. This course includes an introduction to algebra in simplifying expressions and solving simple linear equations. Computations and applications will be stressed. This course is designed to prepare students for college-level coursework.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

### **MATH 0983 - Preparation for College Math I (3 Credits)**

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.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

### **MATH 0993 - Preparation for College Math II (3 Credits)**

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.

Prerequisite: A grade of C or better in MATH 0983 or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1113 - Technical Mathematics I (3 Credits)**

This course concentrates on real number operations, measurements, plane and solid geometry, algebraic operations (including factoring, fractions, and exponents), linear functions, and inequalities (including their graphs). AAS: Mathematics elective.

Prerequisite: A C or better grade in MATH 0974 or MATH 0993 or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1123 - Technical Mathematics II (3 Credits)**

Topics in algebra and trigonometry are developed and applied to basic problems in technology. Topics include expressions (polynomial, fractional, radical, and exponential), equations (linear, quadratic, and fractional), word problems, linear inequalities, systems of equations, functions, graphs, and right-triangle trigonometry. AAS: Mathematics elective.

Prerequisite: MATH 1113 with a grade of C or better or grades of C or better in both MATH 1414 and MATH 1453/one year of high school geometry or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1141 - Introduction to Dosage Calculations (1 Credit)**

This is designed as a refresher course to help prepare first year registered nursing students for the mathematics competency test taken in RNUR 1129. Topics include systems of measurement, use of formulas, dimensional analysis, solutions, and dosage calculations.

Prerequisite: RNUR 1106 - Must be taken either prior to or at the same time as this course.

### **MATH 1213 - Applied Arithmetic (3 Credits)**

The emphasis in this course is on real-world mathematics concepts used in the workplace or in a person's daily life. This course will develop skills needed for solving business and consumer-related problems, analyzing and interpreting data, and applying sound decision-making skills. After a review of the fundamental processes, problems are covered which involve percentage, markup, discounts, interest, taxation, bank reconciliation, payroll, and insurance. AAS: Mathematics elective.

Prerequisite: MATH 0983 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1414 - Basic Algebra (4 Credits)**

The course presents the basic principles of algebra and its application. Topics include the study of properties of real numbers, equations and inequalities of one variable, introduction to graphing, systems of equations in two variables, and operations and factoring of polynomials. Skills for success in more advanced courses are emphasized; consequently, the student must have a strong working knowledge of arithmetic before entering this course. AAS: Mathematics elective.

Prerequisite: MATH 0974 or MATH 0993 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1424 - Intermediate Algebra (4 Credits)**

Topics include sets, real numbers, factoring, functions, expressions (polynomial, rational, exponential, logarithmic, and radical), equations (linear, absolute value, ratios, 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.

Prerequisite: MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1453 - Geometry (3 Credits)**

The student will use inductive, deductive, and indirect proofs in the study of plane and solid geometry, properties of congruence, similarity, ratio and proportion, area, perimeter, and volume of basic figures. AAS: Mathematics elective.

Prerequisite: MATH 1424 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1613 - Mathematics for Elementary Teachers I (3 Credits)**

Models for operations with whole numbers are developed and relationships between the operations are studied. Numeration systems and additional properties of whole numbers are explored, leading to the development of fractions and integers. In addition, calculators, elementary logic, and Polya's four-step process are used in problem solving. This course cannot be used to satisfy the math requirement for an associate degree.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course.

### **MATH 1623 - Math for Elementary Teachers II (3 Credits)**

Introductory topics in statistics, probability, geometry (including shapes, congruence, relationships, constructions, and the Pythagorean theorem), and measurement are studied. This course may be used to satisfy one of the two mathematics requirements for an associate in science degree in Elementary Education. IAI: M1 903 Mathematics.

Prerequisite: MATH 1613 with a grade of C or better - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1704 - Contemporary Mathematics (4 Credits)**

This is a general education mathematics course that focuses on mathematical reasoning and solving real-life problems. Topics include counting techniques and probability, logic and set theory, the mathematics of finance, and statistics. Some of the topics may be substituted with geometry, graph theory, mathematical modeling, game theory, or linear programming. IAI: M1 904 Mathematics.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement: (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1713 - Finite Mathematics (3 Credits)**

Methods from linear algebra and probability are developed and applied to problems in business and the social sciences. Topics include word problems, functions, graphs, systems of equations, matrices, linear programming, sets, probability, counting techniques, finite geometric series, and annuities. IAI: M1 906 Mathematics.

Prerequisite: MATH 1814 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1774 - Statistics (4 Credits)**

This course serves as a general introduction to statistics, focusing on mathematical reasoning and the solving of real life problems. Contents include descriptive methods, measures of central tendency and variability, elementary probability theory, elementary combinatorics, probability distributions, sampling techniques, confidence intervals for the mean or proportion, tests of hypotheses, chi square, correlation and linear regression, and the F-test and one-way analysis of variance. Students cannot receive credit for both MATH 1774 and BSNS 2514. IAI: M1 902 Mathematics.

Prerequisite: Appropriate assessment score or MATH 1424 with a grade of C or better and completion of geometry requirement: (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 1803 - Trigonometry (3 Credits)**

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.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course.

### **MATH 1814 - College Algebra (4 Credits)**

Polynomial, rational, exponential, and logarithmic functions and their graphs are studied in detail. Topics include the algebra of functions, symmetry and transformations, conic sections, equations (linear, absolute value, fractional, quadratic, polynomial, radical, exponential, and logarithmic), inequalities (linear, absolute value, and quadratic), and systems of equations. AAS: Mathematics elective.

Prerequisite: Appropriate assessment score or MATH 1424 with a C or better and completion of geometry requirement (MATH 1453 or one year of high school geometry with a C or better) - Must be completed prior to taking this course.

### **MATH 1834 - Calculus for Business & Social Science (4 Credits)**

Introductory calculus will be applied to problems in business and the social sciences. Emphasis will be on applications of basic calculus concepts rather than proofs. Topics include limits; techniques of differentiation applied to polynomial, rational, exponential, and logarithmic functions; partial derivatives and applications; finding the minima and maxima of functions; and integration techniques such as substitution and integration by parts. IAI: M1 900-B Mathematics.

Prerequisite: MATH 1814 and ENGL 1413 with a grade of C or better; or appropriate assessment scores - Must be completed prior to taking this course.

### **MATH 2113 - Technical Mathematics III (3 Credits)**

Techniques involving logarithmic functions, trigonometric functions, and complex numbers are used to analyze transient DC and steady-state AC voltages and currents in linear circuits. Other topics include inverse functions, laws of sines, and cosines, and solving exponential equations. AAS: Mathematics elective.

Prerequisite: MATH 1123 with a grade of C or better; or grades of C or better in both MATH 1424 and MATH 1453 (or one year of high school geometry); or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 2515 - Calculus & Analytic Geometry I (5 Credits)**

Derivatives and integrals are carefully developed as applications of the limit concept. These ideas are extended to algebraic, trigonometric, and logarithmic functions. A strong emphasis is given to applications in physics, geometry, and other sciences. IAI: M1 900-1 Mathematics. IAI: MTH 901 Mathematics.

Prerequisite: Grades of C or better in both MATH 1803 and MATH 1814 or appropriate assessment score - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 2524 - Calculus & Analytic Geometry II (4 Credits)**

Integration techniques, indeterminate forms, improper integrals, and power series expansions are the principal topics of the course. Specific topics include integration (by parts, substitutions, partial fractions, and inverse circular and hyperbolic functions), L'Hopital's rule, convergences tests for infinite series, and Taylor polynomials. AAS: Mathematics elective. IAI: MI 900-2 Mathematics. IAI: MTH 902 Mathematics.

Prerequisite: MATH 2515 with a grade of C or better or appropriate advanced placement exam score - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **MATH 2534 - Calculus and Analytic Geometry III (4 Credits)**

This course is an introduction to vector calculus as well as application of differentiation and integration to functions of several variables. Topics include partial derivatives, directional derivatives, motion in space, line integrals, and multiple integration. IAI: MTH 903 Mathematics.

Prerequisite: MATH 2524 with a grade of C or better - Must be completed prior to taking this course.

### **MATH 2613 - Differential Equations (3 Credits)**

Solution techniques for several types of ordinary differential equations are developed and applied to problems in physics, geometry, and other sciences. Topics include first order equations (separable, homogeneous, exact, and linear), higher-order linear equations with constant coefficients, the Laplace transform, systems of linear equations, and power series solutions. AAS: Mathematics elective. IAI: MTH 912 Mathematics.

Prerequisite: MATH 2524 with a grade of C or better or equivalent - Must be completed prior to taking this course.

# Medical Laboratory Technology

Students in the Medical Laboratory Technology program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in the Medical Laboratory Technology curriculum with a grade of C or better.

## MEDT 1032 - Medical Laboratory Assistant Skills I (2 Credits)

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.

Prerequisite: HLTH 1404 with a grade of C or better - Must be completed prior to taking this course.

## MEDT 1043 - Medical Laboratory Assistant Skills II (3 Credits)

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.

Prerequisite: MEDT 1032 with a grade of C or better - Must be completed prior to taking this course.

## MEDT 1114 - Urinalysis & Body Fluids (4 Credits)

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.

Prerequisite: Admission to the Medical Laboratory Technology Program, or consent of instructor - Must be completed prior to taking this course.

## MEDT 1124 - Hematology & Coagulation (4 Credits)

This course is designed to prepare the student for Clinical Practicum I and II. Included are introductions to the following topics: lab safety, lab instrumentation, and laboratory mathematics. Theoretical and practical laboratory applications of principles and techniques in phlebotomy, normal to abnormal hematology, and coagulation are covered in depth. 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.

Prerequisite: Admission to the Medical Laboratory Technology program and CHEM 1514 or consent of instructor. - Must be completed prior to taking this course.

## MEDT 1415 - Physiologic Systems (5 Credits)

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.

Prerequisite: Admission to the Medical Laboratory Technology program, or consent of instructor - Must be completed prior to taking this course.

## MEDT 2044 - Clinical Microbiology (4 Credits)

This course is an in-depth presentation of clinical bacteriology. Topics to be covered include specimen collection and transport, normal human flora and the sites associated with it, medias used for culturing and identification of bacteria from human sources, pathogen susceptibility testing, and pathology and treatment of human bacterial infections. Also included is a study of human pathological mycology, the epidemiology and pathology of fungal infection, the culturing and identification of pathogenic and normal flora fungi and the treatment of fungal diseases. In addition, human parasitology including the epidemiology, pathology, identification from human sources, and treatment of parasitic infestations will be covered. The student performs laboratory exercises that simulate hospital procedures in clinical bacteriology, mycology, and parasitology.

Prerequisite: Admission to the Medical Laboratory Technology program and BIOL 2714; or consent of instructor. - Must be completed prior to taking this course.

## MEDT 2124 - Serology & Blood Banking (4 Credits)

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.

Prerequisite: MEDT 1114 or consent of instructor - Must be completed prior to taking this course.

## MEDT 2214 - Clinical Chemistry (4 Credits)

The course encompasses an in-depth study and understanding of the physiologic and biochemical processes operant in both health and illness. The student will perform analyses on various body fluids, grouped according to function of organ system and will be able to apply and explain the chemical principles, physiologic and chemical changes, and the clinical interpretation of their results. Understanding the theory and application of laboratory instruments (including computers or laboratory information systems), laboratory math, quality control, and laboratory safety is emphasized.

Prerequisite: MEDT 1124 and CHEM 1524; or consent of instructor - Must be completed prior to taking this course.

### **MEDT 2316 - Clinical Practicum I (6 Credits)**

This course consists of supervised clinical training and is taken simultaneously with MEDT 2326. Students must have a criminal background check without any disqualifying convictions and a negative drug screen prior to enrollment.

Prerequisite: MEDT 1114, MEDT 1415, MEDT 1124, MEDT 2124, MEDT 2044 and MEDT 2214 with a grade of C or better - Must be completed prior to taking this course. MEDT 2326 - Must be taken at the same time as this course.

### **MEDT 2326 - Clinical Practicum II (6 Credits)**

This course consists of supervised clinical training and is taken simultaneously with MEDT 2316. A minimum grade of 70 percent for each departmental evaluation, and 75 percent for each departmental exam must be attained to successfully pass the practicum and graduate from the program.

Prerequisite: MEDT 2214 and MEDT 2044 - Must be completed prior to taking this course. MEDT 2316 - Must be taken at the same time as this course.

### **MEDT 2462 - Medical Laboratory Technology Seminar (2 Credits)**

This course is the culmination of the Medical Laboratory Technology program. It provides the student the means to do a comprehensive review in preparation to take the American Society for Clinical Pathology Board of Certification exam or other certifying agency exam. The course also helps prepare students to be workforce ready by giving them the opportunity to perform and teach others important skills used by medical personnel. Lastly, students will compile a working resume and interview skills that can be used when applying for positions in the medical laboratory.

Prerequisite: MEDT-2214 and MEDT-2044 with grades of C or better - Must be completed prior to taking this course.

## **Music**

### **MUSC 1513 - Music Appreciation (3 Credits)**

Students will study representative characteristics and genres from major historical eras. Emphasis will be on perceptive listening. The first unit will address basic elements of music, music terminology, and performing ensembles. The second unit is a survey of the style periods: Medieval/Renaissance, Baroque, Classicism (18th century), Romanticism (19th century), Impressionism (late 19th century/early 20th century), and current trends in music. AAS Humanities elective. IAI: F1 900 Fine Arts.

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better - Must be completed prior to taking this course.

### **MUSC 1621 - Community Choir (1 Credit)**

This course provides a variety of choral experiences to community members-as well as college students-who are interested in singing. This course may be repeated for up to four credit hours.

### **MUSC 1623 - World Music (3 Credits)**

This course will study representative music of the non-Western world, with an emphasis on its function within the culture where it is practiced. This non-Western Humanities course is designed to introduce the student to a study of music through the examination of both traditional and popular music and cultures from different regions and peoples of the world. No previous musical knowledge is required. AAS: Humanities elective. IAI: F1 903N: Non-Western Music.

Prerequisite: Appropriate assessment score or ENGL 1413 with grade of C or better - Must be completed prior to taking this course.

### **MUSC 1641 - Music Performance and Ensemble (1 Credit)**

Students in this course will pursue excellence in music through collaborative pursuit of musical expression. Students from all academic disciplines are welcomed. Each student must exhibit dedication to the course's objectives through exemplary attendance, discipline, and proper instrumental techniques. This course will be offered at Olivet Nazarene University.

Prerequisite: Audition and acceptance into course - Must be completed prior to taking this course.

## Orientation

### **ORIN 1501 - College Success Skills (1 Credit)**

This is a foundational course in active learning strategies and effective study skills that focuses on the learner's role and responsibility in the learning process. The course presents college survival skills which facilitate student success. Topics such as effective note taking, time management, study methods, and test-taking tips are covered.

### **ORIN 1503 - First Year College Experience (3 Credits)**

This is a foundational course in active learning strategies and effective study skills that focuses on the learner's role and responsibility in the learning process. Topics will include time management, study methods, test-taking tips, information literacy, and financial awareness.

### **ORIN 1542 - Strategies for Academic Success (2 Credits)**

Students will receive instruction on study skills essential for success in reading, writing, and mathematics courses. Students will complete a customized learning plan and develop in areas where they have the greatest academic needs.

### **ORIN 1601 - Career Exploration (1 Credit)**

This course is for students who have not yet committed to a major and who want to explore their academic options. Topics will include the major/career decision-making process, including self-assessment, majors and careers options, and action plans. In addition, students will explore career interests, skills, abilities, and work-related values to develop an informed educational and career plan.

## Paralegal Assistant

### **PLAS 1103 - Intro. to Paralegal/Legal Assistant (3 Credits)**

This is a survey course introducing students to the paralegal profession. A practical approach is used to explain a paralegal's roles, skills, and responsibilities. The course also emphasizes mastering terms, reviewing basic techniques of legal research and writing, and ethics for paralegals. To continue enrolling in Paralegal/Legal Assistant Studies courses, this course must be completed with a grade of B or better.

Prerequisite: Appropriate WorkKeys assessment score - Must be completed prior to taking this course. ENGL 1613 - Must be taken either prior to or at the same time as this course.

### **PLAS 1123 - Legal Research & Writing I (3 Credits)**

This course, the first in a two-semester sequence, emphasizes performing legal research in the library and on the computer. The fundamentals of legal analysis and writing, correct citation form, and eliminating mechanical errors are stressed.

Prerequisite: PLAS 1103 with a grade of B or better - Must be completed prior to taking this course. ENGL 1613 with a grade of C or better - Must be completed prior to taking this course. PLSC 1513 - Must be completed prior to taking this course. COSC 1352 or Microsoft Office Specialist certification or instructor consent - Must be completed prior to taking this course.

### **PLAS 1133 - Legal Research & Writing II (3 Credits)**

This course, the second of a two-semester sequence, continues to emphasize performing legal research in the library and on the computer. While the first semester stresses research techniques, this course stresses online research, correct citation form, and eliminating grammatical, spelling, and other writing errors.

Prerequisite: PLAS 1123, PLAS 1213 and BSNS 1653 - Must be completed prior to taking this course.

### **PLAS 1153 - Law Office Management (3 Credits)**

This course offers a realistic look at the law office environment. Practical information to be covered will include client management, case files, confidentiality, deadlines, computer file access and billable hours.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 1213 - Civil Litigation (3 Credits)**

This course covers both substantive civil law and civil procedure. Special emphasis will be placed on Illinois and federal civil codes. The role of the paralegal in civil litigation, from the client interview through the appeals process, will be addressed.

Prerequisite: PLAS 1103 with a grade of B or better; ENGL 1613 with a grade of C or better - Must be completed prior to taking this course. PLAS 1123 - Must be taken either prior to or at the same time as this course.

### **PLAS 2113 - Legal Technology (3 Credits)**

This course gives the paralegal student a thorough overview of technology used in the law office. Students will complete online research assignments and use demonstration models of a variety of legal software applications.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2213 - Real Estate Law (3 Credits)**

This course provides a comprehensive understanding of the law of real property. Types of ownership, surveys and legal descriptions, and encumbrances are discussed. The course also addresses contracts and related issues; property transfers by deed; real estate finance and mortgages; title to property; and real estate closings. The paralegal's role in these transactions is a foundation of the course.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2223 - Estates, Trusts and Wills (3 Credits)**

This course covers the law of the estate planning and probate processes and specifically addresses the role of the paralegal in such transactions. Special emphasis will be placed on Illinois law in the drafting of wills and trusts. The course also addresses the statutory guidelines and court rules that apply to the probate process.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2233 - Criminal Litigation (3 Credits)**

This course covers both substantive criminal law and criminal procedure. Special emphasis will be placed on Illinois and federal criminal codes. The role of the paralegal in criminal litigation, both from prosecution and defense perspectives, will be addressed.

Prerequisite: PLAS 1213 - Must be completed prior to taking this course. PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2253 - Corporate Law (3 Credits)**

This course covers the law of business organizations, including corporations, partnerships, and sole proprietorships. Information on corporate finance and securities regulations, changes to corporate structure, and the role of a corporate paralegal also are covered.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2263 - Family Law (3 Credits)**

This course provides a detailed review of family law issues in Illinois and the paralegal's role in addressing these issues. Special emphasis will be placed on current trends in family law and the implications of these trends on family law proceedings in the 21st Judicial Circuit.

Prerequisite: One of the following: COSC 1372, Microsoft Office Specialist Certification, or instructor consent - Must be completed prior to taking this course. PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2333 - Laws of Evidence (3 Credits)**

This course provides a detailed review of the rules of evidence and emphasizes the role and importance of these rules to any legal action. The course specifically emphasizes how the paralegal assists the attorney in recognizing and identifying admissible evidence and the challenges to admissibility of evidence.

Prerequisite: PLAS 1133 - Must be taken either prior to or at the same time as this course.

### **PLAS 2403 - Special Topics in Paralegal Studies (3 Credits)**

This course allows the student to apply knowledge of the law to a problem or research topic under the supervision of the program coordinator. A comprehensive capstone project or legal research project will be required at the conclusion of the course.

Prerequisite: PLAS 1123, PLAS 1133, and PLAS 2113; or consent of the program coordinator - Must be completed prior to taking this course.

### **PLAS 2413 - Paralegal Internship (3 Credits)**

This course is a culmination of all previous PLAS courses and applies the paralegal skills learned in class to use in a real-life setting. 240 hours of on-site time will be required for three credit hours. The program coordinator will make periodic visits to the site for observation and feedback from the internship provider.

Prerequisite: All required PLAS courses or consent of the program coordinator. - Must be completed prior to taking this course.

## **Paramedic**

Students in the Paramedic and Emergency Medical Technician programs are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in these curricula with a grade of C or better.

### **PMED 1017 - Emergency Medical Technician--Basic (7 Credits)**

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.

Prerequisite: Appropriate assessment score; the Office of Admissions and Registration must have proof of current CPR certification at the "Healthcare Provider" level; and the student's official high school transcript indicating graduation or GED scores indicating successful completion must be on file. (High school seniors should consult an advisor for requirements.) To sit for the Illinois Department of Public Health EMT-B test.

### **PMED 2115 - Paramedic I (15 Credits)**

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.

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. - Must be completed prior to taking this course.

### **PMED 2215 - Paramedic II (15 Credits)**

The anatomy and physiology of the cardiovascular system will be studied, including the structure, function and electrical conduction system of the heart. The student will learn how to manage traumatic injuries, including those related to fluid, shock and the respiratory system. Students will study the electrocardiogram (EKG) interpretation and treatment of various arrhythmias and specific treatment techniques. Classroom and clinical experiences will cover environmental emergencies, infectious and communicable diseases, psychiatric disorders, and substance abuse.

Prerequisite: PMED 2115 - Must be completed prior to taking this course.

### **PMED 2315 - Paramedic III (15 Credits)**

A variety of medical emergencies including obstetric and gynecologic, pediatric-neonatal, and trauma will be studied in-depth. Classroom and clinical experience will be focused on transportation of critical patients, Emergency Management System operations command and control, vehicle rescue, tactical EMS, crime scene and hazardous materials awareness. Pediatric Advanced Life Support along with International Trauma Life Support will be studied.

Prerequisite: PMED 2215 - Must be completed prior to taking this course.

## **Physical Education - PHEC**

### **PHEC 1611 - Personal Fitness (1 Credit)**

Take part in an individualized fitness program based at KCC's Fitness Center. Guided by a professional staff, students are encouraged to pursue goals such as weight loss; increase muscle strength; improve athletic performance; improve endurance levels; improve cardiovascular health; lower blood pressure, cholesterol and blood sugar levels; reduce body fat percentage; reduce stress; and maintain current fitness levels. Available equipment includes treadmills, exercise cycles, elliptical cross-trainers, stair climber machines, resistance strength training equipment and free weights. First-time students must attend a fitness orientation. May be taken under the pass/fail grading option.

### **PHEC 1711 - Low Impact Aerobics (1 Credit)**

This class is appropriate for all fitness levels. It incorporates exercises where at least one foot is on the floor at all times to minimize the impact on joints. Emphasis will be on strengthening muscles, cardiovascular endurance, balance and flexibility. Fundamental principles of physical fitness, life-long health and wellness will be discussed.

### **PHEC 1721 - Total Body Conditioning (1 Credit)**

This is a sports-inspired cardio workout with strength conditioning, toning, and muscle development through interval training. It will challenge students' muscle endurance, balance and coordination by moving through all planes of motion with multi-joint and compound exercises. Options for exercise and intensity will be appropriate for students who are at beginning to advanced levels. The fundamental principles of physical fitness, life-long health and wellness will be discussed.

### **PHEC 1731 - Kickboxing Plus (1 Credit)**

During this powerful high intensity workout, students will utilize kicking, boxing, aerobic movements and martial-arts type action for a challenging total body conditioning experience. Learn proper techniques for kicking, punching and various self-defense moves. Students will learn the importance of adhering to a fitness lifestyle to achieve total wellness. This class is appropriate for all fitness levels.

### **PHEC 1741 - Zumba Fitness (1 Credit)**

Zumba is a dance-fitness class that incorporates Latin and international music and dance movements for a dynamic, exciting, and effective workout. Zumba integrates basic principles of aerobic, interval, and effective fitness resistance training to maximize caloric output, cardiovascular benefits, and total body toning. Through Zumba, non-dancers also can experience group aerobics without anxiety.

### **PHEC 1751 - Pound Fitness (1 Credit)**

POUND is a full-body cardio jam session, combining light resistance with constant simulated drumming. Pound fuses cardio, Pilates, isometric movements, plyometrics and Isometric poses together. This class maximizes the use of upper body, core as well as lower body through continual motion using our lightly weighted drumsticks, called RipstixT. This course uses steady beat, rhythmic subdivisions and precision as well as physical movement to develop and strengthen major muscle groups including-but not limited to-the front, side and back obliques; gluteals; and quadriceps. Use of musical subdivision also will enhance cognitive processing through movement combined with auditory stimulation.

### **PHEC 1761 - Pilates/Yoga Fusion (1 Credit)**

This class combines Yoga and Pilates into one low-impact workout that focuses on connecting the body and mind through breath and dynamic movement. Emphasis will be on movements that build a strong core (abdominal and back muscles); enhance strength, muscular symmetry, alignment flexibility, grace and coordination; and develop long, lean, and flexible muscles. Additional benefits include more strength, enhanced concentration and memory, better energy and sleep.

### **PHEC 1781 - Boot Camp Fitness (1 Credit)**

This course presents the fundamental principles of circuit training through participation in a fast-paced regime that works the entire body through calisthenics, running, resistance training, plyometric training, agility drills, and other training. Emphasis will be on discipline, intensity and goal-oriented results. Students will train with a variety of equipment including jump ropes, weights, kettlebells, and medicine balls.

## Physical Education - PHED

The college reserves the right to require a physical examination or the written consent of the student's physician prior to allowing a student to participate in certain physical activities classes.

### PHED 1512 - Health Education (2 Credits)

A fundamentals course dealing with personal lifestyle choices and health. Information units may include: drugs, sexuality, mental health, physical health, nutrition, environmental issues, aging, consumer education, and death. AAS: Health education elective.

### PHED 1713 - Intro to P.E. and Kinesiology (3 Credits)

This course explores the history, philosophies, and principles of today's physical education programs within a practical, career-oriented framework. It presents the basic scientific foundations of and techniques used in the various sub-disciplines of exercise science. In addition, this course gives an overview of managerial theories and applications including responsibilities and practices associated with broad perspectives of sport enterprise.

### PHED 1723 - Careers in Sports and Recreation (3 Credits)

An introduction to the scope of sport enterprise, including an overall evaluation of sport management and recreation as a profession. The philosophy of athletics and sport programs, communication and leadership skills, facilities and equipment management, budgeting, personnel management, risk management, public relations and current issues will be explored. Students will prepare position papers, research reports, and presentations relating to the administration of athletic and sport programs, amateur, professional, public and private athletic sport settings will be discussed.

### PHED 1811 - Officiating Men's Basketball (1 Credit)

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in men's basketball.

### PHED 1821 - Officiating Women's Basketball (1 Credit)

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in women's basketball.

### PHED 1831 - Officiating Men's Baseball (1 Credit)

This course is designed to serve as background for students planning to major in physical education and also to prepare a student to be a registered official in men's baseball.

### PHED 1841 - Officiating Women's Softball (1 Credit)

This course is designed to serve as a background for students planning to major in physical education and also to prepare a student to be a registered official in women's softball.

### PHED 1852 - Theory of Coaching Basketball (2 Credits)

This course is designed for the individual who is interested in learning the basics of coaching basketball. The course is designed for the physical education major or minor and will deal with all the technical aspects of coaching basketball.

### PHED 1862 - Theory of Coaching Baseball (2 Credits)

This course is designed for the individual who is interested in learning the basics of coaching baseball. The course is designed for the physical education major or minor and will deal with all technical aspects of coaching baseball.

### PHED 1913 - Introduction to Athletic Training (3 Credits)

This course is designed for the individual who is interested in learning about the profession of athletic training. The course covers basic aspects of sports-related health conditions and training techniques.

### PHED 1942 - First Aid/Emergency Care (2 Credits)

This course is designed to introduce students to basic first aid and emergency care techniques.

### PHED 1952 - Principles & Problems of Coaching (2 Credits)

A foundations course placing emphasis on basic coaching principles applied within effective learning techniques and procedures. Practical guidelines, how to skills, and behavioral coaching characteristics will be included.

## Physical Education - PHEM

### PHEM 2511 - Physical Activities-Men (1 Credit)

Intercollegiate basketball and baseball teams.

### PHEM 2521 - Physical Activities-Men (1 Credit)

Intercollegiate basketball and baseball teams.

## Physical Education - PHEW

**PHEW 2511 - Physical Activities-Women (1 Credit)**  
Intercollegiate volleyball and basketball teams.

**PHEW 2521 - Physical Activities-Women (1 Credit)**  
Intercollegiate basketball and softball teams.

## Philosophy

**PHIL 2513 - Introduction to Philosophy (3 Credits)**  
An introduction to the perennial issues of philosophy. Both historical and contemporary approaches may be explored. IAI: H4 900 Humanities.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

**PHIL 2523 - Ethics (3 Credits)**  
An evaluation of competing philosophical justifications of moral responsibility. Issues such as obligation, praise and blame, right and wrong, goodness and badness will likely be examined. IAI: H4 904 Humanities.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

**PHIL 2533 - Logic (3 Credits)**  
A study of the rules of valid judging and reasoning, both inductive and deductive with an emphasis on traditional, language-centered context with some exposure to symbolic logic. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements is included. Logical analysis is applied to concrete problems dealing with our knowledge of reality. IAI: H4 906 Humanities.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

**PHIL 2543 - Death and Dying (3 Credits)**  
An examination of the philosophical issues immediately related to death. Principal consideration will be given to whether it is reasonable to believe human beings will survive the death of their bodies. Questions concerning the value of death also will receive attention. Is death bad? What makes killing wrong? Can it be morally permissible to commit suicide? AAS: Humanities elective.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

**PHIL 2713 - Introduction to Religion (3 Credits)**  
This course is an introduction to the concept of religion as religion. Special emphasis is given to the legitimacy of the religious experience in the modern world. Both religious and naturalistic approaches to the subject will be explored. IAI: H4 905 Philosophy.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

## Physical Science

**PSCI 1514 - Introduction to Physical Science (4 Credits)**  
This course is designed to introduce the non-science major to the basic concepts and applications of physics and chemistry. The student will describe and analyze these ideas in the classroom and perform experiments in the laboratory dealing with the verification and/or application of physical laws. IAI: P1 900L Physical science.

Prerequisite: MATH 1113 or MATH 1414 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course. READ 1484 or READ 0963 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

**PSCI 1524 - Earth Science & Astronomy (4 Credits)**  
This course is designed to introduce the non-science major to the basic concepts of the earth sciences and astronomy. The student will describe and analyze the structure, evolution and dynamics of the earth, our solar system, and the universe. In the laboratory, the student will apply this knowledge to the identification of earth materials and the analysis of astronomical phenomena. Some algebra is required in this course. IAI: P1 905L Physical science.

Prerequisite: Appropriate assessment score or completion of READ 1484 or READ 0963 with a grade of C or better - Must be completed prior to taking this course.

## Physical Therapist Assistant

Students in the Physical Therapist Assistant program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in the curriculum with a grade of C or better.

**PHTA 1101 - Introduction to Health Care (1 Credit)**

This course introduces students to the historical foundations and contemporary practice of physical therapy within an ever-changing health care environment. Traditional and emerging roles and responsibilities, professional relationships, and professional behaviors requisite to functioning as a physical therapist assistant will be explored and emphasized. Students will cultivate self-awareness and personal and professional development in cultural competence, communication and interpersonal skills, professionalism, group dynamics and leadership. A culture rooted in the core values of the profession will be established and provide the base for on-going consideration of ethical and legal issues. Students will be introduced to strategies to acquire, appraise, and integrate professional literature and resources into evidence-based practice.

Prerequisite: Admission to the Physical Therapist Assistant program - Must be completed prior to taking this course.

### **PHTA 1115 - PTA Fundamentals I (5 Credits)**

This course provides the study of basic physical therapy theory and principles, and a hands-on introduction to the patient care. Emphasis is on standard precautions, infection control and blood borne pathogens, vital signs, transfer techniques, wheelchairs (including basic management and mobility), use of assistive devices/ introduction to assisted gait patterns, introduction to normal gait, passive range of motion exercises and other functional skills and training with age specific information as pertains to each topic.

Prerequisite: Admission to Physical Therapist Assistant program and BIOL 2644 - Must be taken either prior to or at the same time as this course.

### **PHTA 1133 - PTA Fundamentals II (3 Credits)**

Students will study and apply scientific concepts and skills related to safe and effective application of physical therapy interventions and patient interactions while following the established plan of care developed by the physical therapist. The concepts and skills studied include electrotherapeutic modalities; physical agents and mechanical modalities, and other adjunctive modalities commonly utilized in physical therapy. Students will further develop clinical documentation skills.

Prerequisite: Admission to the Physical Therapist Assistant program and BIOL 2644 (or concurrent enrollment) - Must be taken either prior to or at the same time as this course.

### **PHTA 1172 - Pathology I for the PTA (2 Credits)**

This course presents students with a body systems approach to the etiology, pathology, signs/symptoms, risk factors, and prognosis and medical treatment of specific diseases and conditions across the lifespan often seen in physical therapy. Students will be introduced to behavioral, social, and environmental factors contributing to disease and dysfunction as well as the psychosocial-spiritual impact on health care. Primary systems of study include musculoskeletal, neuromuscular, integumentary, and endocrine and diseases affecting multiple systems. Students will study the fundamental basis of these diseases and conditions related to these systems and discuss related physical therapy implications. This course may be taught in an on-line or hybrid format.

Prerequisite: Admission to the Physical Therapist Assistant program and BIOL 2644 (or concurrent enrollment) - Must be taken either prior to or at the same time as this course.

### **PHTA 1243 - Manual Therapy for the PTA (3 Credits)**

This course introduces students to the concepts and skills of the manual techniques utilized by the physical therapist assistant. Laboratory practice will allow for safe and effective hands-on application of selected techniques including: palpation of body landmarks, muscles, and other soft tissues; soft-tissue mobilization; joint mobilization; and therapeutic massage.

Prerequisite: PHTA 1115, PHTA 1133, PHTA 1172, and BIOL 2654 - Must be completed prior to taking this course. BIOL-2654 - Must be taken either prior to or at the same time as this course.

### **PHTA 1246 - Kinesiology (6 Credits)**

This course includes an in-depth scientific analysis of human movement across the lifespan. Students will study normal postural alignment, gait, joint and muscle actions with an emphasis on functional mobility and activities, manual muscle testing, muscle length testing, goniometry, and an introduction to principles of exercise through a study of the musculoskeletal and neuromuscular systems. Laboratory will allow for hands-on practice and application of the concepts and skills necessary for the understanding of normal human movement.

Prerequisite: PHTA 1115, PHTA 1133, PHTA 1172, and BIOL 2654 - Must be taken either prior to or at the same time as this course. BIOL 2654 - Must be taken either prior to or at the same time as this course.

### **PHTA 1272 - Pathology II for the PTA (2 Credits)**

This course is a continuation of PHTA 1172 and presents students with a body systems approach to the etiology, pathology, signs/symptoms, risk factors, and prognosis and medical treatment of specific diseases and conditions across the lifespan often seen in physical therapy. Students will further explore the behavioral, social, and environmental factors contributing to disease and dysfunction as well as the psychosocial-spiritual impact on health care. Primary systems of study include the cardiovascular, respiratory, gastrointestinal other special systems. Students will study the fundamental basis of diseases and conditions and discuss related physical therapy implications. This course may be taught in an on-line or hybrid format.

Prerequisite: PHTA 1115, PHTA 1133, PHTA 1172, and BIOL 2654 - Must be completed prior to taking this course. BIOL 2654 - Must be taken either prior to or at the same time as this course.

### **PHTA 2001 - Professional Standards of the PTA (1 Credit)**

Professionalism through effective verbal and nonverbal communication with all members of the healthcare delivery team, the patient-caregiver interaction, interpersonal skills, and cultural sensitivity will be further reinforced. Students will learn techniques to provide psycho-social support for patients, families, and classmates. Individual cultural, religious and socio-economic differences will be explored, as will how these impact a person's response to therapy. Emphasis is placed on developing students' awareness of contributing positively to society and the patient care experience through their individual roles as Physical Therapist Assistants.

Prerequisite: PHTA 1101, PHTA 1243, PHTA 1246, and PHTA 1272 - Must be completed prior to taking this course.

### **PHTA 2053 - PTA Clinical Practicum I (3 Credits)**

This 200-hour clinical experience is designed to introduce students to the healthcare setting through interaction in a physical therapy setting. This course provides a combination of observation and hands-on practice of selected physical therapy interventions in a closely supervised clinical setting with ongoing communication between the student, clinical instructor and academic faculty. Emphasis will be placed on critical thinking and student self-awareness for ongoing personal and professional development.

Prerequisite: PHTA 1243, PHTA 1246, PHTA 1272, and BIOL 2654 - Must be completed prior to taking this course. PHA 2001 - Must be taken either prior to or at the same time as this course.

### **PHTA 2145 - Orthopedics for the PTA (5 Credits)**

This course requires students to apply previously learned concepts and skills to selected orthopedic patient conditions. Laboratory practice will allow hands-on application of selected data collection skills including: gait and balance; joint integrity and mobility; manual muscle testing; pain; postural alignment; goniometry; and edema. In addition, students will apply therapeutic interventions including, but not limited to: functional training; stretching and strengthening; postural awareness; utilization of exercise equipment; and establishment and implementation of a HEP. Students will develop the ability to safely and effectively implement progress, adjust and document interventions to patient conditions across the life span utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2001 and PHTA 2053 - Must be completed prior to taking this course.

### **PHTA 2156 - PTA Fundamentals III (6 Credits)**

This course requires students to apply previously learned concepts and skills to selected neurological patient conditions. Laboratory practice will allow hands-on application of selected data collection skills including: arousal, mentation, and cognition; assistive devices; gait, balance, and locomotion; neuromotor development; and postural alignment. In addition, students will apply therapeutic interventions including, but not limited to: functional training; balance and coordination training; postural awareness training; neuromotor rehabilitation techniques; and establishment and implementation of a HEP. Students will develop the ability to safely and effectively implement progress, adjust and document interventions to patient conditions across the life span utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2001 and PHTA 2053 with grades of C or better - Must be completed prior to taking this course.

### **PHTA 2185 - PTA Fundamentals IV (5 Credits)**

This course requires students to apply previously learned concepts and skills to selected cardiac, vascular, pulmonary, and integumentary conditions with integration of other systems as applicable. Laboratory practice will allow hands-on application of selected data collection skills including: aerobic capacity and endurance; assistive, adaptive, orthotic, and prosthetic devices; integumentary integrity; postural alignment; and ventilation and respiration examination. In addition, students will apply therapeutic interventions including, but not limited to: prosthetic and orthotic functional training; sterile techniques; wound management; and establishment and implementation of a HEP. Students will develop the ability to safely and effectively implement, progress, adjust, and document interventions to patient conditions across the life span utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2001 and PHTA 2053 - Must be completed prior to taking this course.

### **PHTA 2201 - Current Issues in PT Practice**

#### **(1 Credit)**

This course provides the opportunity for student discussion, sharing of clinical experiences and student presentations related to their clinical experiences. As the final preparation before entering the profession, topics will include: board exam review, licensure, job skills, practitioner roles, determining areas of clinical interest and legal and ethical issues.

Prerequisite: PHTA 2145, PHTA 2156, and PHTA 2185 - Must be completed prior to taking this course.

### **PHTA 2224 - PTA Clinical Practicum II (4 Credits)**

This 240-hour clinical education experience is designed to simulate full-time clinical work, allowing students to perform physical therapy interventions and procedures with increased hands-on patient care in a supervised clinical setting with ongoing communication between the student, clinical instructor and academic faculty. Students will continue to develop professional skills and behaviors as well as critical thinking skills to advance patient care interventions.

Prerequisite: PHTA 2145, PHTA 2156, PHTA 2185, and PHTA 2293 - Must be completed prior to taking this course. PHTA 2293 - Must be taken either prior to or at the same time as this course.

### **PHTA 2234 - PTA Clinical Practicum III (4 Credits)**

This 240-hour clinical education experience is the culmination of all academic and clinical education preparation and is designed to simulate full-time clinical work, allowing students to practice advanced skills and interventions in a supervised clinical setting with ongoing communication between the student, clinical instructor and academic faculty. Emphasis is placed on mastery of entry-level skills in all communication, patient care interventions, and interactions with patients, families/caregivers, the public and other health care workers.

Prerequisite: PHTA 2145, PHTA 2156, and PHTA 2185 and PHTA 2224 - Must be completed prior to taking this course. PHTA 2224 - Must be taken either prior to or at the same time as this course.

### **PHTA 2293 - PTA Fundamentals V (3 Credits)**

This course expands upon previous Physical Therapist Assistant program coursework with an emphasis on special patient populations and topics in physical therapy. Students will develop the ability to safely and effectively implement, progress, adjust, and document interventions for these selected patient populations utilizing critical thinking while following the established plan of care developed by the physical therapist.

Prerequisite: PHTA 2145, PHTA 2156 and PHTA 2185 - Must be completed prior to taking this course.

## Physics

### **PHYS 1514 - General Physics I (4 Credits)**

The student will explain the basic theories of classical mechanics, simple harmonic motion, and heat and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. Algebra is required for this course. IAI: P1 900L Physical science.

Prerequisite: MATH 1803 and MATH 1814 with grades of C or better or appropriate assessment score - Must be completed prior to taking this course. ENGL 1413 with a grade of C or better or appropriate assessment score - Must be completed prior to taking this course.

### **PHYS 1524 - General Physics II (4 Credits)**

The student will explain the basic theories of electricity, magnetism, atomic and nuclear physics, special relativity, and optics and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. Algebra is required for this course. AAS: Physical science (laboratory science) elective.

Prerequisite: PHYS 1514 with a grade of C or better - Must be completed prior to taking this course.

### **PHYS 2614 - Physics I (4 Credits)**

The student will explain the basic theories of classical mechanics and simple harmonic motion and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. IAI: P2 900L Physical Science.

Prerequisite: MATH 2515 with a grade of C or better or concurrent enrollment - Must be taken either prior to or at the same time as this course.

### **PHYS 2624 - Physics II (4 Credits)**

The student will explain the basic theories of heat, electricity, and magnetism and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements results. AAS: Physical science (laboratory science) elective.

Prerequisite: PHYS 2614 and MATH 2515 both with a grade of C or better - Must be completed prior to taking this course.

### **PHYS 2634 - Physics III (4 Credits)**

The student will explain the basic theories of atomic/nuclear physics, special relativity, and optics and will apply these ideas to the mathematical solution of problems. In the laboratory, the student will attempt to verify several of these theories by comparing experimental measurements with mathematical results. AAS: Physical science (laboratory science) elective.

Prerequisite: PHYS 2624 with a grade of C or better - Must be completed prior to taking this course.

## Political Science

### **PLSC 1513 - American Government (3 Credits)**

The student will describe and analyze the basic principles of the U.S. Constitution, the role of voters, political parties, campaigns, and the structure and processes of the three branches of the national government. (This course satisfies the U.S. Constitution requirements for graduation.) IAI: S5 900 Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

### **PLSC 1523 - State and Local Government (3 Credits)**

The student will describe and analyze the role of state and local governments in the American Union. He or she will describe the differences in the branches of various state governments and in the structures of local governments and the problems of conflicting local jurisdictions. (This course satisfies the Illinois Constitution requirement for graduation.) IAI: S5 902 Social and behavioral science.

Prerequisite: PLSC 1513 - Must be completed prior to taking this course.

### **PLSC 1553 - Comparative Government (3 Credits)**

The student will compare and contrast the problems, political institutions, and political processes of countries throughout the world. He or she will examine in detail the similarities and differences of the political systems of Great Britain, France, Germany, and Russia.

### **PLSC 1723 - European Politics (3 Credits)**

This course is offered through the Study Abroad program. Consult an advisor in Student Services for more details.

### **PLSC 2613 - Introduction to International Relations (3 Credits)**

This course introduces students to the study of international relations as a broad sphere of international human interaction with subcategories of international organizations, politics, law, economics, security affairs, and development. Emphasis will be placed on an understanding of power, legitimacy, morality, and welfare through a study of contemporary theory and practice in international relations. IAI: S5 904N Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 - Must be taken either prior to or at the same time as this course.

# Practical Nursing

Students in the Practical Nursing program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in the Practical Nursing curriculum with a grade of C or better.

## **PNUR 1138 - Practical Nursing I (8 Credits)**

Theory and clinical experience are correlated to provide the student with the opportunity to assist the individual in meeting his/her basic needs through the basic use of the nursing process. In addition to basic needs and the nursing process, emphasis will be placed on therapeutic nursing skills, communication skills, growth and development and the legal and ethical aspects of nursing as they relate to physiologic and safety needs. Man will be viewed as a holistic being. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: Admission to the Practical Nursing program and BIOL 1564; or both BIOL 2644 and BIOL 2654 (may be taken concurrently). - Must be taken either prior to or at the same time as this course.

## **PNUR 1140 - Practical Nursing II (10 Credits)**

Theory and clinical experiences will be correlated as the student studies man's adaptation to major illness states in his/her attempt to attain, regain, or maintain health. The student will expand upon previous learning of the nursing process, therapeutic nursing skills and communication to provide nursing care to individuals throughout the life cycle who are experiencing interferences with physiologic and safety needs.

Prerequisite: PNUR 1138 and PNUR 1241 - Must be completed prior to taking this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be completed prior to taking this course.

## **PNUR 1241 - Practical Nursing Pharmacology I (1 Credit)**

The nursing process will be used to teach skills to prepare medications, administer by various routes, and record accurately. Basic mathematical calculations necessary to correctly calculate dosages for a variety of clients will be included. Terminology, abbreviations, and legal implications of drug administration will be emphasized. Basic knowledge of the LPN's responsibilities in IV therapy will be taught. Students must pass this course to participate in the clinical rotation in PNUR 1138.

Prerequisite: Admission to Practical Nursing program; PNUR 1138 - Must be taken at the same time as this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be taken either prior to or at the same time as this course.

## **PNUR 1262 - Practical Nursing Pharmacology II (2 Credits)**

The student will study the administration of medications in relation to the nursing process and the role of drug therapy in the prevention of disease and the promotion of health. Classification of drugs will be studied to give the student knowledge of their actions, interactions, side effects, contraindications, dosages and routes, and nursing implications. Concepts of client assessment, care and teaching will be included with each drug classification group.

Prerequisite: PNUR 1241 - Must be completed prior to taking this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be completed prior to taking this course. PNUR 1140. - Must be taken at the same time as this course.

## **PNUR 1316 - Practical Nursing III (6 Credits)**

The course is designed to prepare the practical nursing student to care for persons during the normal childbearing cycle, children during the neonatal period, and individuals throughout the life cycle. Emphasis is placed on organizing care for a group of clients.

Prerequisite: PNUR 1140 and PNUR 1262 - Must be completed prior to taking this course. BIOL 1564 or both BIOL 2644 and BIOL 2654 - Must be completed prior to taking this course.

## **PNUR 1438 - Nursing Assistant (8 Credits)**

The course is designed to prepare individuals to function in the role of nursing assistants under the supervision of a licensed nurse. Students will be prepared to offer basic services relating to the comfort, welfare and safety of persons requiring health care. The course is designed to meet the curriculum requirements of the Illinois Department of Public Health. The KCC Physical Examination form must be completed prior to beginning the clinical experience; forms are available in the Division of Student Services. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

## **PNUR 1491 - Practical Nursing Seminar (1 Credit)**

The course is designed to assist graduates of practical nursing programs to prepare for the National Council Licensure Examination for Practical Nurses. Principles and theories relating to medical-surgical nursing, maternal-child nursing, mental health concepts, and pharmacology will be reviewed, utilizing lectures, discussions and testing to simulate the exam experience. This course does not guarantee satisfactory results on the exam. Guidance will be given regarding the method of testing and how to prepare for the examination.

Prerequisite: Practical Nursing advanced certificate - Must be completed prior to taking this course.

## **PNUR 2016 - Practical Nursing Refresher (6 Credits)**

Prerequisites: Graduate of a state-approved P.N. program with proof of original licensure; letter from the Illinois Department of Professional Regulation confirming the intention to restore license; valid CPR certification; and completed physical exam. This course is a planned educational offering which provides a basic review and updating of nursing knowledge. The course is for practical nurses preparing to re-enter nursing practice. Satisfactory completion of this course will meet one of the requirements for restoration of license after five or more years of inactive status or five or more years of lapse of licensure.

# Psychology

## **PSYC 1013 - Practical Psychology (3 Credits)**

The goal of this course is to increase the student's awareness of his or her behavior. Students will learn techniques in resolving conflicts where both parties win and how to modify or change some aspects of their own behavior. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. AAS: Social and behavioral science elective.

## **PSYC 1813 - Introduction to Psychology (3 Credits)**

This course consists of a survey of the major topics in psychology; analysis of psychological research; intelligence, memory, and thinking; the biological basis of behavior; emotions, perception and sensation, motivation; wellness and stress; personality; heredity and learning; developmental psychology; social psychology, abnormal psychology (including therapy and treatment); and states of consciousness. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. IAI: S6 900 Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

## **PSYC 2513 - Abnormal Psychology (3 Credits)**

This course will cover the major topics of abnormal behavior: diagnosis, assessment, theories of abnormal behavior, methods of treatment, and prevention. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. AAS: Social and behavioral science elective. IAI: PSY 905 Psychology.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

## **PSYC 2553 - Lifespan Developmental Psychology (3 Credits)**

This course focuses on the changes which occur in normal development between conception and death in the areas of cognitive, physical, and social development. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. IAI: S6 902 Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better. - Must be completed prior to taking this course.

## **PSYC 2563 - Alcoholism (3 Credits)**

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.

Prerequisite: PSYC 1813 or SOCY 2513 - Must be completed prior to taking this course.

## **PSYC 2573 - Adulthood and Aging (3 Credits)**

The student will investigate the biological, cognitive, and psychosocial factors from early adulthood through old age. Topics such as age, gender, race/ethnicity, socioeconomic status, culture; career choice and development; mate selection and marriage; conventional and nonconventional families; theories of adult personality development; mid- and late-life transitions; aging; and dying, death and bereavement are included. IAI: S6 905 Social and behavioral sciences

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

## **PSYC 2773 - Social Psychology (3 Credits)**

This course focuses on the scientific study of social factors which influence individual and group behavior. It includes social perception, social interaction, and social influence. Some sections of this course are taught in the computer lab; computer literacy skills are recommended. AAS: Social and behavioral science elective. IAI: S8 900 Social and behavioral science.

Prerequisite: PSYC 1813 - Must be completed prior to taking this course.

# Radiography

Students in the Radiography program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in the Radiography curriculum with a grade of C or better.

## **XRAY 1014 - Introduction to Radiography (4 Credits)**

The student will learn and have an understanding of radiographic history, radiographic room terminology, equipment, physics, radiation biology, and protection. The student will be exposed to basic patient care, medical ethics, medical-legal consequences and program regulations. The student will explore the radiology departments of area hospitals through a half-day orientation. A Health Care Provider CPR certification is required before completion of this course.

Prerequisite: Admission to Radiography program - Must be completed prior to taking this course.

## **XRAY 1033 - Radiologic Anatomy & Positioning I (3 Credits)**

This course is designed to provide the student precise and detailed information on the various positions of the chest, abdomen, upper and lower extremities, and upper and lower gastrointestinal system. A carefully correlated instruction in anatomy will precede each unit. Knowledge of the anatomy is essential to enable the student to understand the importance of routine positions as well as a basis for future understanding of many more specialized procedures.

Prerequisite: XRAY 1014 - Must be completed prior to taking this course. BIOL 2644 - Must be taken either prior to or at the same time as this course. XRAY 1202 and XRAY 1316 - Must be taken at the same time as this course.

## **XRAY 1042 - Radiographic Quality (2 Credits)**

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.

Prerequisite: XRAY 1316, XRAY 1033, and XRAY 1202 - Must be completed prior to taking this course. XRAY 1326, XRAY 1222 and XRAY 1053 - Must be taken at the same time as this course.

## **XRAY 1053 - Radiographic Anatomy & Positioning II (3 Credits)**

This course is a continuation of XRAY 1033. It is designed to provide the student precise and detailed information on the various positions of the gallbladder, urinary system, cranium, sella turcica and petrous bones, facial bones, zygomatic arches, optic foramen, mandible, TMJ, sinuses, temporal bones of the skull and face, spine to include cervical, thoracic, lumbar, sacrum and coccyx, and ribs to include sternum and mammary glands.

Prerequisite: XRAY 1316, XRAY 1202, and XRAY 1033 - Must be completed prior to taking this course. XRAY 1326, XRAY 1222 and XRAY 1042 - Must be taken at the same time as this course. BIOL 2654 - Must be taken either prior to or at the same time as this course.

## **XRAY 1202 - Clinical Procedures I (2 Credits)**

This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity will consist of instructor demonstration and student return demonstration designed to develop skills necessary for the beginning radiography student to perform future clinical assignments. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: XRAY 1014 - Must be completed prior to taking this course. XRAY 1033 and XRAY 1316 - Must be taken at the same time as this course.

## **XRAY 1222 - Clinical Procedures II (2 Credits)**

This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity is a continuation of XRAY 1202 and will consist of instructor demonstration and student return demonstration designed to develop the necessary skills needed for the beginning radiography student to perform future clinical assignments.

Prerequisite: XRAY 1202, XRAY 1033, and XRAY 1316 - Must be completed prior to taking this course. XRAY 1053, XRAY 1326 and XRAY 1042 - Must be taken at the same time as this course.

## **XRAY 1316 - Clinical I (6 Credits)**

Students will observe/participate in programmed clinical experiences within the radiology departments at area hospitals. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: XRAY 1014 - Must be completed prior to taking this course. XRAY 1033 and XRAY 1202 - Must be taken at the same time as this course.

## **XRAY 1326 - Clinical II (6 Credits)**

Students will continue to observe/participate in programmed clinical experiences within the radiology departments at area hospitals.

Prerequisite: XRAY 1316, XRAY 1033 and XRAY 1202 - Must be completed prior to taking this course. XRAY 1053, XRAY 1042 and XRAY 1222 - Must be taken at the same time as this course.

## **XRAY 1333 - Clinical III (3 Credits)**

Students will participate in programmed clinical experiences within the radiology departments of area hospitals.

Prerequisite: XRAY 1326, XRAY 1053, XRAY 1042, and XRAY 1222 - Must be completed prior to taking this course. XRAY 2312 and XRAY 2222 - Must be taken at the same time as this course.

### **XRAY 1346 - Clinical IV (6 Credits)**

Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals, dealing with advanced radiographic procedures.

Prerequisite: XRAY 1333, XRAY 2311, and XRAY 2222 - Must be completed prior to taking this course. XRAY 2103 - Must be taken at the same time as this course.

### **XRAY 1356 - Clinical V (6 Credits)**

Students will continue to participate in programmed clinical experiences within the radiology departments of area hospitals dealing with difficult exams, surgery and special procedures. Students will be exposed to the diagnostic tools of computer tomography, nuclear medicine, radiation therapy, ultrasound and MRI.

Prerequisite: XRAY 1346 and XRAY 2103 - Must be completed prior to taking this course. XRAY 2125 - Must be taken at the same time as this course.

### **XRAY 2103 - Advanced Radiologic Technology I (3 Credits)**

The student will be acquainted with the complex, specialized, and highly technical field of advanced radiologic technology. The student will gain a better understanding of the principles of his/her previous classroom and clinical studies as they affect: advanced techniques and positioning, special procedures, radiologic departmental administration and the medical-legal aspects of working in a department of radiology. The student also will have a complete review of the fundamentals of X-ray physics and will be exposed to new regulations in radiation safety and advanced techniques governing radiation protection.

Prerequisite: XRAY 1333, XRAY 2222 and XRAY 2312 - Must be completed prior to taking this course. XRAY 1346 - Must be taken at the same time as this course.

### **XRAY 2125 - Advanced Radiologic Technology II (5 Credits)**

This course is designed to give the student a comprehensive review of radiography. The student will cover a vast amount of material—some new, but most in the form of review with emphasis in the areas most needed.

Prerequisite: XRAY 1346 and XRAY 2103 - Must be completed prior to taking this course. XRAY 1356 - Must be taken at the same time as this course. Corequisite: XRAY 1356 - Must be taken at the same time as this course.

### **XRAY 2222 - Clinical Procedures III (2 Credits)**

The student will gain a better understanding of the principles of his/her previous classroom and clinical studies as they affect: advanced radiographic techniques and positioning, special procedures, and surgical procedures. The student will explore topics in advanced imaging modalities such as CT, MRI, nuclear medicine, mammography, interventional - Cardiac Radiography, PET/CT, bone densitometry, ultrasound, and radiation oncology and how these imaging modalities correlate with the studies completed in diagnostic radiology.

Prerequisite: XRAY 1042, XRAY 1053, and XRAY 1326 - Must be completed prior to taking this course. XRAY 2312 and XRAY 1333 - Must be taken at the same time as this course.

### **XRAY 2312 - Survey of Radiographic Pathology (2 Credits)**

This course will acquaint the student with certain changes that occur in the disease process and with injury and their applications to radiography. An understanding of these should enable the student to: handle seriously injured or ill patients more intelligently, produce more informative radiographs, be a more competent member of the health care team, obtain a greater satisfaction from his/her work, and be able to recognize basic radiographic pathology on a finished radiograph.

Prerequisite: BIOL 2644, BIOL 2654, XRAY 1326, XRAY 1053, XRAY 1042, and XRAY 1222, grades of C or better - Must be completed prior to taking this course. XRAY-1333 and XRAY-2222 - Must be taken at the same time as this course.

## **Reading**

### **READ 0963 - Critical College Reading (3 Credits)**

Students will develop strategies to analyze and interpret readings effectively from a variety of nonfiction and fiction texts. The reading formats will include social science, humanities, business, science and technical. Emphasis will be on improving reading for college and career success, including appropriate reading rates and developing skills in written responses.

This course is designed to prepare students for college-level coursework. Students must be enrolled in another course, unless approved by the instructor.

Prerequisite: Grade of C or better in ENGL 0954 or READ 0994 or appropriate assessment score - Must be completed prior to taking this course.

### **READ 0984 - Preparation for College Reading I (4 Credits)**

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.

Prerequisite: Appropriate reading assessment score - Must be completed prior to taking this course.

### **READ 0994 - Preparation for College Reading II (4 Credits)**

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.

Prerequisite: A grade of C or better in READ 0984 or appropriate reading assessment score. - Must be completed prior to taking this course.

## **READ 1484 - Introduction to College Reading (4 Credits)**

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.

Prerequisite: ENGL 0956 or ENGL 0954 with a grade of C or better, or READ 0994 with a grade of C or better, or appropriate reading assessment score. - Must be completed prior to taking this course.

# **Registered Nursing**

## **Associate Degree (Registered Nursing)**

Students in the Associate Degree Nursing program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns completion of all courses in the Associate Degree Nursing curriculum with a grade of C or better.

### **RNUR 1106 - Introduction to Nursing (6 Credits)**

The student will acquire knowledge fundamental to the development of basic skills and attitudes necessary to meet the nursing needs common to man. Students will identify and analyze nursing principles derived from scientific concepts of client care. Concurrent with this theoretical framework, clinical experience which will allow the student to identify and practice safe individualized care is obtained in community facilities. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: Admission to the Associate Degree Nursing program and BIOL 2644 - Must be taken either prior to or at the same time as this course.

### **RNUR 1128 - Nursing--Adult & Child I (8 Credits)**

The student will study nursing care problems of clients of all ages based on normal needs of people and on deviations which affect these needs in times of illness, injury, or surgical intervention. Concurrent clinical experience provides the opportunity for the student to develop appropriate skills in assessing, planning, implementing, and evaluating care of clients in medical/surgical settings.

Prerequisite: MATH 1141, RNUR 1152, and RNUR 1106 - Must be completed prior to taking this course. BIOL 2654 - Must be taken either prior to or at the same time as this course.

### **RNUR 1152 - Introduction to Pharmacology (2 Credits)**

The student will acquire knowledge fundamental to the development of basic skills and attitudes necessary to meet the nursing needs common to man. Students will identify and analyze nursing principles derived from scientific concepts of client care.

Prerequisite: Admission to the Associate Degree Nursing Program - Must be completed prior to taking this course.

### **RNUR 1461 - Nursing Seminar II (1 Credit)**

This course is taken second semester of the program. It provides an introduction to historical development in nursing, the conceptual framework and philosophy of the nursing program. It is designed to present an understanding of nursing in the community and develop a recognition of the needs and methods available for health care.

Prerequisite: RNUR 1106 - Must be completed prior to taking this course.

### **RNUR 2122 - Nursing--Adult & Child III (2 Credits)**

This course is designed to present theories and concepts which deal with clients presenting problems relating to psychosocial adjustments, emotional stress, and behavioral dysfunction. Concurrent clinical experience provides the opportunity for the student to utilize the nursing process with increasing independence.

Prerequisite: RNUR 2228 - Must be completed prior to taking this course.

### **RNUR 2228 - Nursing--Adult & Child II (8 Credits)**

The student will continue to study nursing care problems of clients of all ages based on normal needs of people and on deviations which affect these needs in times of illness, injury, or surgical intervention. The student also will learn nursing care concepts and principles of client care focusing on the maternity cycle and care of the newborn or care of the pediatric client. Concurrent clinical experience provides the opportunity for the student to continue to develop appropriate skills in assessing, planning, implementing, and evaluating care of clients in medical/surgical and maternal/child settings.

Prerequisite: RNUR 1128 - Must be completed prior to taking this course. PSYC 1813 and BIOL 2714 - Must be taken either prior to or at the same time as this course.

### **RNUR 2237 - Nursing--Adult & Child IV (7 Credits)**

Advanced medical-surgical concepts are explored in the classroom setting. Concurrent clinical experiences focus on enabling the beginning graduate nurse to utilize the nursing process in managing and administering safe, individualized nursing care in an advanced medical-surgical setting.

Prerequisite: RNUR 2228 and RNUR 2443 - Must be completed prior to taking this course.

### **RNUR 2443 - Concepts of Clinical Pharmacology (3 Credits)**

Utilizing a nursing process approach, the student will identify fundamental pharmacological principles and develop a theoretical base for the skills involved in administration of medications. Fundamentals of pharmacology, including history of drug administration, legal controls, how medications work in the human body, and principles of drug interactions will be identified. Classifications of drugs will be studied to give the student knowledge of actions, interactions, adverse effects, contraindications, dosages, routes, and nursing implications. The steps of the nursing process are utilized in safe medication administration.

Prerequisite: RNUR 1152 - Must be completed prior to taking this course. RNUR 1128 - Must be taken either prior to or at the same time as this course.

### **RNUR 2461 - Nursing Seminar IV (1 Credit)**

This course is taken during the fourth semester of the program. It provides an introduction to legal aspects of nursing and ethical issues involved in nursing. It also focuses on issues and responsibilities in nursing, implications of the Nurse Practice Act, nursing organizations, and the transition from nursing student to practicing registered nurse.

Prerequisite: RNUR 2228 - Must be completed prior to taking this course.

## **Respiratory Therapist**

Students in the Respiratory Therapist program are advised to consult the Code of Campus Affairs and Regulations (p. 195), section 11.4. This regulation concerns the completion of all courses in the Respiratory Therapist curriculum with a grade of C or better.

### **RESP 1113 - Respiratory Physiology (3 Credits)**

An in-depth study of the cardiovascular and pulmonary systems. The student will learn the mechanics and the neuromuscular control of ventilation. The student also will become familiar with the transport of oxygen and carbon dioxide via the blood.

Prerequisite: Admission to the Respiratory Therapist program, BIOL 1564, and PSCI 1514 - Must be taken either prior to or at the same time as this course.

### **RESP 1224 - Clinical I (4 Credits)**

The student will participate in respiratory therapy situations emphasizing patient assessment, oxygen therapy, bronchial hygiene skills, and aerosol medications. Each student in this course must have a physical exam, criminal background check without any disqualifying convictions and a negative drug screen.

Prerequisite: RESP 1113, RESP 1331, BIOL 1564, and PSCI 1514 with grades of C or better - Must be completed prior to taking this course.

### **RESP 1324 - Respiratory Procedures I (4 Credits)**

This course provides students with an introduction to respiratory care and the basic skills and equipment associated with this health care field. The respiratory skills that will be learned are patient assessment, diagnostic testing and interpretation, humidity and aerosol therapy, medical gas therapy and professional behavior. Basic physics for the respiratory therapist will be introduced. The student also will learn the function, application, and maintenance of common respiratory equipment. Emphasis will be on production, storage, and delivery of medical gases, humidifiers, nebulizers, and oxygen appliances.

Prerequisite: Admission to the Respiratory Therapy program, BIOL 1564 and MATH 1414 or higher level math, with grades of C or better - Must be taken either prior to or at the same time as this course.

### **RESP 1331 - Respiratory Skills I (1 Credit)**

This course emphasizes hands-on learning experiences with respiratory equipment and procedures. The didactic portion of this material was presented in RESP 1324. Students will practice and demonstrate competency of the skills associated with this information.

Prerequisite: RESP 1113, RESP 1324, BIOL 1564, and PSCI 1514 - Must be completed prior to taking this course.

### **RESP 1445 - Respiratory Procedures III (5 Credits)**

This course will provide the student with an in-depth understanding of airway pharmacology and a general knowledge of the most common drugs used in the care of cardiopulmonary patients. The student will be instructed in the proper protective procedures both for the patients and themselves. This includes a general understanding of clinical microbiology as well as specific skills in a variety of infection control procedures.

Prerequisite: RESP 1331 - Must be completed prior to taking this course.

### **RESP 1458 - Intro to Respiratory Critical Care (8 Credits)**

This course stresses interpretation of the findings of the respiratory assessment. The theory and administration of all therapies will be presented. The lab portion of this course will teach the student the technical skills needed to apply theory in a clinical situation. The student will be introduced to acid-base balance factors and how they will affect the patient. A clinical approach to interpretation of arterial blood gases will be discussed. Application of blood gas interpretation as it relates to patient care and treatment will be emphasized.

Prerequisite: RESP 1331 - Must be completed prior to taking this course.

### **RESP 2213 - Clinical Medicine (3 Credits)**

This course is designed to provide students with the basic knowledge and understanding to assess and treat patients with respiratory disease.

Prerequisite: RESP 1224, RESP 1445, and RESP 1458 - Must be completed prior to taking this course.

### **RESP 2225 - Clinical II (5 Credits)**

Increased proficiency in skills and knowledge covered in RESP 1224 will be expected of students in this course. Airway management, arterial blood gases and mechanical ventilation will be stressed.

Prerequisite: RESP 1224, RESP 1445, and RESP-1458 - Must be completed prior to taking this course.

### **RESP 2245 - Clinical III (5 Credits)**

The student will study and work in a clinical setting for 16 hours per week to gain knowledge and experience. Emphasis will be in the following respiratory areas: management of the neonate and pediatric patient, practice in the home setting, practice in skilled, sub-acute care, long-term mechanical ventilation settings, ECG, and stress and sleep testing, and critical care.

Prerequisite: RESP 2453 - Must be completed prior to taking this course.

## **RESP 2353 - Cardiopulmonary Procedures**

### **(3 Credits)**

This course will provide the student with the information to interpret basic cardiac monitoring and drug interventions for treatment of arrhythmias. Current Advanced Cardiac Life Support (ACLS) guidelines will be introduced. This course will also introduce the respiratory therapy student to opportunities in areas other than the acute care setting. It will include home care, nutrition for the pulmonary patient, pulmonary rehabilitation, cardiopulmonary stress testing, and sleep and breathing disorders.

Prerequisite: RESP 2453 - Must be completed prior to taking this course.

## **RESP 2411 - Professional Skills (1 Credit)**

This course will stress the non-technical skills expected of a respiratory therapist. Verbal and written communication skills will be stressed.

Prerequisite: RESP 1224, RESP 1435, RESP 1445, and RESP-1458 - Must be completed prior to taking this course.

## **RESP 2433 - Respiratory Procedures IV (3 Credits)**

The student will be introduced to acid-base balance factors which affect the pH and a clinical approach to interpretation of arterial blood gases. Applying blood gas values to patient care will be emphasized.

Prerequisite: RESP 1331 and RESP 1435 - Must be completed prior to taking this course.

## **RESP 2445 - Respiratory Procedures V (5 Credits)**

This course includes assessment of the critically ill, and in-depth study of airway management, and an in-depth study of mechanical ventilation. The lab portion of the course will reinforce material presented in lecture and will require the student to demonstrate competency in the technical skills expected for each topic.

Prerequisite: RESP 1224, RESP 1445, and RESP 1458 - Must be completed prior to taking this course.

## **RESP 2453 - Respiratory Procedures VI (3 Credits)**

Hemodynamic monitoring and management of the critically ill patient will be studied. An overview of the neonate and pediatric patient will be presented with emphasis on the treatment and management of those with cardiopulmonary disease. Advanced pulmonary function testing and the interpretation of the test results, bronchoscopy and chest tubes also will be covered.

Prerequisite: RESP 2213, RESP 2225, RESP 2411, and RESP 2445 - Must be completed prior to taking this course.

## **RESP 2483 - Respiratory Seminar (3 Credits)**

This course will provide a comprehensive review of all material presented in the program to prepare the student for the National Board for Respiratory Care credentialing exams. Some of the material will be new. The clinical simulation exams will be stressed as well as test-taking skills. The NBRC Entry-Level and Advanced-Level Self-Assessment Exams will be administered. Computerized mock board exams must be passed before the student is eligible to complete the course.

Prerequisite: RESP 2453 - Must be completed prior to taking this course.

## Social Science

### **SOSC 1533 - Int'l Studies in the Social Sciences (3 Credits)**

Students will travel to international/regional locations that may vary from year to year to study selected topics or current issues in the social or behavioral sciences (anthropology, economics, geography, history, political science, psychology). The instructor will assist students in developing required activities or projects undertaken during the travel experience and may accompany them. Appropriate activities will include, but are not limited to, field excursions, lectures, and discussions. Note: Students are responsible for all associated travel expenses in addition to tuition and fees. This course may be repeated twice for credit. A maximum of three credit hours can be used toward a degree or certificate.

## Social Work

### **SOCW 2523 - Introduction to Social Work (3 Credits)**

The student will explore the principles, techniques, and educational requirements for professional practice. The philosophy and values of the profession will be emphasized. The fields of social work practice and their relationship to the other helping professions will be studied.

Prerequisite: PSYC 1813 or SOCY 2513 or ANTH 1713 or experience in the field. - Must be completed prior to taking this course.

## Sociology

### **SOCY 2513 - Sociology (3 Credits)**

This course will acquaint the student with basic concepts and methods used in the study of sociology. Materials will cover major social differences, such as class, race, sex, age, and deviant behavior. Institutions of social life, such as family, education, religion, power, and work will be examined. IAI: S7 900 Social and behavioral science.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

### **SOCY 2523 - Contemporary Social Problems (3 Credits)**

The course will present concepts and methods of sociology and will require an analysis of current issues. The student will learn to select appropriate data from personal experience, journalistic sources, and sociological materials in order to critique and analyze issues. IAI: S7 901 Social and behavioral science.

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713 - Must be completed prior to taking this course.

### **SOCY 2543 - Racial and Ethnic Relations (3 Credits)**

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.

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713 - Must be completed prior to taking this course.

### **SOCY 2553 - Marriage and the Family (3 Credits)**

This course examines the changing nature of the family in America. It considers how mates are selected, the nature of relationships within marriage, and the process and effects of ending or altering the marital situation. IAI: S7 902 Social and behavioral science.

Prerequisite: SOCY 2513 or PSYC 1813 or ANTH 1713 - Must be completed prior to taking this course.

## Spanish

Native speakers of Spanish should consult the department for further information.

### **SPAN 1503 - Basic Spanish (3 Credits)**

The student will be introduced to the basics of Spanish language with emphasis on essential speaking and listening skills. The student will learn the fundamentals of idiomatic vocabulary, basic grammar and syntax, and introductory cultural traditions. This course is not intended to be part of the Spanish language sequence. It is a stand-alone course. It is an excellent supplement to the regular Spanish sequence of SPAN 1514 and SPAN 1524 since it gives additional practice in basic conversational patterns. Students who choose to take the regular sequence can take this course prior to, concurrently with, or following SPAN 1514 and/or SPAN 1524. AAS: Humanities elective.

### **SPAN 1514 - Elementary Spanish I (4 Credits)**

This is a comprehensive elementary course including: grammar, oral and written composition, oral practice, and cultural studies. One research project and one oral presentation will be required. AAS: Humanities elective.

Prerequisite: ENGL 1413 or appropriate assessment score - Must be completed prior to taking this course.

### **SPAN 1524 - Elementary Spanish II (4 Credits)**

This course is a continuation of SPAN 1514 with introduction of the preterite and subjunctive verbs along with emphasis on reading. A research project and oral presentation will be required.

Prerequisite: SPAN 1514 - Must be completed prior to taking this course.

### **SPAN 2514 - Intermediate Spanish I (4 Credits)**

This course provides the advanced student a general review of Spanish grammar and structure with an underpinning of Spanish culture. Sentence structure and verb usage along with other elements of grammar study will be the focus. The customs and traditions of the Spanish people will supply the themes for written work. A research paper and oral presentation will be required.

Prerequisite: SPAN 1524 - Must be completed prior to taking this course.

### **SPAN 2524 - Intermediate Spanish II (4 Credits)**

This is a survey of Spanish and Latin-American life and institutions intended as a background for literary studies and a better understanding of Spanish world contributions. A research project is required. IAI: H1 900 Humanities.

Prerequisite: SPAN 2514 - Must be completed prior to taking this course.

### **SPAN 2533 - Introduction to Mexican Culture (3 Credits)**

This course provides a study of the prehistory through contemporary peoples of Mexico.

### **SPAN 2713 - Advanced Communications in Spanish (3 Credits)**

This course is designed to give intensive practice in communicating in Spanish. The course provides opportunities to improve listening, speaking, and writing abilities.

Prerequisite: SPAN 2514 - Must be completed prior to taking this course.

## **Speech**

### **SPCH 1553 - Introductory Speech (3 Credits)**

The student will be introduced to basic principles of effective speaking and listening. Emphasis is on both understanding basic communication theory and on improving oral communication skills. The student will learn to prepare, organize, and deliver effective research-based informative and persuasive speeches. IAI: C2 900 Communications.

Prerequisite: Appropriate assessment score or ENGL 1413 with a grade of C or better - Must be completed prior to taking this course.

### **SPCH 1563 - Interpersonal Communication (3 Credits)**

The student will study components of face-to-face interaction between individuals and in groups. Relationship skills will be explored, analyzed, and practiced. Among the topics covered are the communication process, verbal and nonverbal communication, cooperation and conflict management. Communication principles will be applied to a variety of settings including family and work situations. AAS: Humanities elective.

## **Sustainability**

### **SUST 1013 - Sustainable Resource Management I (3 Credits)**

This course provides an introduction to sustainable resource management within the context of sustainability. Basic principles and practices will be examined from both historical and contemporary perspectives. Students will compare and contrast various disposal options, and will consider the role of government in sustainable resource management. Markets which use recovered products will be examined and evaluated. Students will be introduced to various career options in sustainable resource management.

### **SUST 1023 - Sustainable Resource Management II (3 Credits)**

The student will be engaged in the practice of sustainable resource management at the community and business levels. Building on the learning outcomes of SUST 1013, students will evaluate and design sustainable resource management strategies for diverse organizational settings. Public policy as it relates to sustainable resource management will be examined. Students will evaluate the use of metrics in green business.

Prerequisite: SUST 1013 - Must be completed prior to taking this course.

## **Theater**

### **THEA 1813 - Introduction to Drama (3 Credits)**

The student will be introduced to basic techniques of acting. He or she will participate in improvisations and present practice scenes in class to develop abilities in character analysis and creation, stage movement, and voice and body control. The student also will be introduced to technical elements of play production. AAS: Humanities elective.

Prerequisite: CONSENT OF INSTRUCTOR REQUIRED - Must be completed prior to taking this course.

### **THEA 1823 - Intermediate Drama (3 Credits)**

The student will continue to develop the acting skills presented in THEA 1813. He or she will present practice scenes in class to develop a greater understanding of characterization, stage composition and movement, and to apply techniques of various modern and historical styles of acting and production.

Prerequisite: THEA 1813 - Must be completed prior to taking this course.

### **THEA 1941 - Acting & Directing (1 Credit)**

The student will acquire practical experience by working in theatrical productions. He/she will choose the area in which he/she wishes to gain experience during each semester: (a) acting, directing, and stage management, (b) set design and construction, lighting and sound, (c) costuming and makeup, (d) publicity and program construction. The student may repeat this course for a maximum of four semester hours credit choosing a different area during each enrollment. Each enrollment awards one credit hour.

### **THEA 1951 - Sets & Lighting (1 Credit)**

The student will acquire practical experience by working in theatrical productions. He/she will choose the area in which he/she wishes to gain experience during each semester: (a) acting, directing, and stage management, (b) set design and construction, lighting and sound, (c) costuming and makeup, (d) publicity and program construction. The student may repeat this course for a maximum of four semester hours credit choosing a different area during each enrollment. Each enrollment awards one credit hour.

### **THEA 1961 - Costuming (1 Credit)**

The student will acquire practical experience by working in theatrical productions. He/she will choose the area in which he/she wishes to gain experience during each semester: (a) acting, directing, and stage management, (b) set design and construction, lighting and sound, (c) costuming and makeup, (d) publicity and program construction. The student may repeat this course for a maximum of four semester hours credit choosing a different area during each enrollment. Each enrollment awards one credit hour.

### **THEA 1971 - Publicity (1 Credit)**

The student will acquire practical experience by working in theatrical productions. He/she will choose the area in which he/she wishes to gain experience during each semester: (a) acting, directing, and stage management, (b) set design and construction, lighting and sound, (c) costuming and makeup, (d) publicity and program construction. The student may repeat this course for a maximum of four semester hours credit choosing a different area during each enrollment. Each enrollment awards one credit hour.

## **Tower Construction**

### **TOWER 1111 - Tower Erection Basics (1 Credit)**

This course will teach and expose the student to the basic techniques and standards necessary to erect the most common communication towers, utilizing industry standards applicable to basic tower erection.

### **TOWER 1121 - Emergency Medical Response (1 Credit)**

This course is designed to meet the requirements of OSHA 1910.1030, the bloodborne pathogens standard and the knowledge and psychomotor skills to recognize emergencies at the worksite and give first aid.

### **TOWER 1131 - OSHA 10-Hour (1 Credit)**

This course as prescribed by OSHA, provides safety training to workers in the construction industry in basic hazards they are normally faced with. This course meets the requirement for the OSHA 1926.21 standard for the construction industry.

### **TOWER 1141 - RF Safety and Hazard Signage (1 Credit)**

This course will familiarize the issues associated with signage and signal hazards and safety. The student will become familiar with the recommended signage to be utilized on most communications related job sites and equipment to assure personnel and equipment safety. In addition, students will be shown the hazards associated working with radio frequency and microwave signals and how to be protected.

### **TOWER 1152 - HAZ-WOPER (2 Credits)**

This course is designed for the tower erector who may, from time to time, be working at a job site where the ground is contaminated, or where hazardous materials or special wastes may have previously been handled or stored, and to which he or she may now become exposed.

### **TOWER 1162 - Tower Rescue and Competent Climber (2 Credits)**

This course will provide students with skills needed to properly use restraint systems and address tower rescues.

### **TOWER 1171 - Rigging and Ropes (1 Credit)**

This course will provide students with skills needed to properly use restraint systems and address tower rescues.

### **TOWER 1181 - Authorized Climber Authorized Climber (1 Credit)**

This is an introductory course that is designed to allow the student to develop the basic skills necessary for safe tower work. This course will address a variety of subject areas including, regulatory safety standards, equipment commonly used, engineering controls, or practice controls, and return demonstrations. Upon completion, the authorized climber will be able to demonstrate knowledge, understanding, and application of the equipment used, as well as safe practices while working on the tower.

# Transportation

## **TWDL 1003 - Transportation & Physical Distribution (3 Credits)**

This course studies the fundamental roles and importance of transportation in companies and society. The course evaluates the complex environment in which transportation services are provided and discusses how to adapt to a fast-paced and rapidly changing industry. Specific topics include overview of transportation, supply chain, the economy, traditional modes of transportation, special carriers, global transportation, economic and operating characteristics of each mode, cost, prices, carrier strategy and information management.

## **TWDL 1103 - Introduction to Supply Chain Management (3 Credits)**

This course covers the basics of supply chain management, which includes all activities in the flow of materials from the supplier to the consumer. Such activities include the supply chain concept, inventory and warehouse management, physical distribution, order management, materials handling, capacity management, just-in-time manufacturing and total quality management.

## **TWDL 1113 - Certified Logistics Associate (3 Credits)**

This course provides students with core competencies and the foundational knowledge to understand the supply chain. Learning materials include PDF textbook and e-learning modules. The Course includes modules on: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. Upon completion, students will have the opportunity to earn the Certified Logistics Associate Certification through the Manufacturing Skills Standards Council (MSSC).

## **TWDL 1203 - Introduction to Import/Export (3 Credits)**

This course focuses on the concerns of the practices of international trade professionals. It is designed to form a sound foundation and understanding of the major factors affecting the global marketplace. Students will build exporting and importing skills and an understanding of the methods and procedures of importing and exporting products. All of the major concepts and terminology of international trade will be addressed through hands-on activities and topic papers. Emphasis will be on practical details, and case histories will be studied.

## **TWDL 1223 - Certified Logistics Technician (3 Credits)**

This course provides students with core competencies and the mid-level technical knowledge needed to understand supply chain logistics. Learning materials include PDF textbook and e-learning modules. This course includes: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations. Upon completion, students will have the opportunity to earn the Certified Logistics Technician Certification through the Manufacturing Skills Standards Council (MSSC).

Prerequisite: TWDL 1113 - Must be completed prior to taking this course.

## **TWDL 1303 - Principles of Operations Management (3 Credits)**

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping cost as low as possible. This course provides detailed operations management study. The major areas covered include integrated product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning.

## **TWDL 1402 - Transportation & Cargo Security (2 Credits)**

This course examines relevant facets of maritime, land, pipeline, and air transportation security related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation.

# Welding

## **WELD 1114 - Basic Welding (4 Credits)**

The student will be able to perform basic welding skills using the oxyacetylene and shielded metal arc processes. The student also will be able to explain the principles of shielded metal arc welding and oxyacetylene, cutting, welding, and brazing. Basic tools must be supplied by the student.

## **WELD 1124 - Advanced Arc Welding (4 Credits)**

The student will be able to explain the principles of design of weldments, weldability of metals, welding defects, weld testing and inspection, and preheating and postheating. The student also will weld various joint designs in the vertical and overhead projections using a variety of electrodes.

Prerequisite: WELD 1114 - Must be completed prior to taking this course.

## **WELD 1263 - Metallurgy & Heat Treatment (3 Credits)**

The student will describe the physical properties of various metals and alloys, the classification of ferrous and non-ferrous steel, the effect of alloying elements, and the results of heat treatment.

## **WELD 2044 - Pipe Welding (4 Credits)**

The student will be able to explain the principles of ASME and API pipe welding and the ASME and API pipe welding codes. The student will develop skills enabling him or her to take the ASME and API pipe welding certification test.

Prerequisite: WELD 1114 and WELD 1124 - Must be completed prior to taking this course.

## **WELD 2062 - Fillet Weld Special Problems**

### **(2 Credits)**

The student will practice and take two of the four AWS 1F, 2F, 3F, and/or 4F Qualification Tests. The student will be guided through this procedure by the AWS handout and the instructor.

Prerequisite: WELD 1124 or consent of instructor - Must be completed prior to taking this course.

## **WELD 2072 - Groove Weld Special Problems**

### **(2 Credits)**

This course prepares the student to take any/all of the American Welding Society Filler Welder Qualification Tests (1G, 2G, 3G, 4G).

Prerequisite: WELD 1124 - Must be completed prior to taking this course.

## **WELD 2124 - Tungsten Inert Gas Welding**

### **(4 Credits)**

The student will be able to explain the principles of TIG welding, TIG power supplies and joint preparation. The student also will weld various joint designs in the flat, horizontal, vertical, and overhead positions using the TIG processes.

## **WELD 2172 - Pipe Weld Special Problems**

### **(2 Credits)**

The student will practice and take the American Welding Society 5G and/or 6G Qualification Test. The student will be guided through this procedure by the AWS handout and the instructor.

Prerequisite: WELD 2044 - Must be completed prior to taking this course.

## **WELD 2224 - Metallic Inert Gas Welding**

### **(4 Credits)**

Upon course completion, the student will be able to explain the principles of MIG welding, MIG power supplies, and MIG joint preparation. The student also will weld various joint designs in the flat, horizontal, vertical, and overhead positions using the MIG process.

## **WRIT 0983 - Preparation for College Writing I**

### **(3 Credits)**

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.

Prerequisite: Appropriate assessment score - Must be completed prior to taking this course.

## **WRIT 0993 - Prep for College Writing II (3 Credits)**

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.

Prerequisite: Appropriate assessment score or a grade of C or better in WRIT 0983 or ENGL 0944 - Must be completed prior to taking this course.

# Continuing Education and Career Service

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

Among its services, the Office of Continuing Education and Career Services offers short-term and long-term employee development programs dealing with topics such as management techniques, organizational procedures, and skill enhancement.

For more information, visit [www.kcctrainingsolutions.org](http://www.kcctrainingsolutions.org).

## 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 to meet the management assistance needs of small business. The SBDC office is sponsored by the U.S. Small Business Administration and the Illinois Department of Commerce and Economic Opportunity.

For more information, visit [www.kcc.edu/sbdc](http://www.kcc.edu/sbdc).



# Adult Education

KCC offers courses and services for area residents 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 toward a degree. When course numbers are used, adult education courses are identified with the numbers 3000-8999 (for example, ENGL 3403 or ABEC 6211).

All Adult Education courses are offered at no charge to students.

To learn more about these services, visit [www.kcc.edu/adulted](http://www.kcc.edu/adulted).

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

**Adult Basic Education** -- basic reading, writing and math skills up to the eighth-grade level.

**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. Online GED instruction is available to qualified students.

**English as a Second Language (ESL)** -- The ESL program provides non-native adults an opportunity to develop English speaking, listening, reading and writing skills. Assessment of language skills is conducted before entering class.

**High School Level, Adult Secondary Education (ASE)** -- Classes are offered 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.

# Code of Campus Affairs and Regulations

The Code of Campus Affairs and Regulations applies to College Credit Division students. It applies to Continuing Education students where specified by an asterisk (\*).

## 1.0\* Application

1.1\* Kankakee Community College students are responsible for knowing and abiding by the Code of Campus Affairs and Regulations.

1.2\* The current code of Campus Affairs and Regulations does not apply retroactively to situations/conditions which occurred when a previous edition was in force.

## 2.0\* Admissions

2.1\* High school graduates and non-graduates whose class has graduated are eligible for admission. Admission to the college will be consistent with Section 103-17 of the Illinois Public Community College Act.

2.2 Students are not required to submit official transcripts to confirm high school graduation, home school graduation or General Education Development (GED) certificate completion to be eligible for regular admission into most degree and certificate programs.

2.3\* Admission to KCC does not guarantee enrollment in specific courses or programs. Students requesting admission to specific courses or programs must meet the criteria for those programs and courses.

a. Students requesting admission to transfer programs should have qualifications similar to those established by state universities for comparable programs. Students accepted on a provisional basis with deficiencies as defined by Public Act 86-0954 may be admitted to transfer programs by completing the number of transfer-level semester hours specified in the admission requirements for baccalaureate-transfer programs with a grade point average (GPA) of 2.0 or better. Students must submit assessment scores as proof of qualification and for academic advisement and placement. Transfer students exempted from assessment requirements will meet the admissions records obligation. Go to <http://www.kcc.edu/admissions> for more information.

2.4 Students seeking financial aid are subject to additional records requirements. Visit [www.kcc.edu/financialaid](http://www.kcc.edu/financialaid) for information.

2.5\* The Social Security number will be requested, though not required, to process the admission form. After the admissions form has been processed, a permanent identification number will be assigned. If no social security number is provided, tax implications may arise.

2.6 The Admissions form must be submitted to the Office of Admissions and Registration.

2.7 Applicants planning to enroll:

a. Request the high school last attended to send an official transcript directly to the college.

b. An earned GED may be sent in place of a high school transcript, but the student must complete college administered testing for placement purposes. A GED may not meet specific program requirements where a high school prerequisite course and transcript verification is required.

c. Official transcripts of previously attended colleges or universities must be on file for coursework evaluations needed for graduations.

d. Transfer students seeking a degree/certificate who have previously earned an associate degree or higher are not required to provide a high school transcript to meet records requirements.

e. Students applying to health career programs are responsible to meet timelines and eligibility requirements. Information concerning health career requirements is available at [www.kcc.edu/health-programs/](http://www.kcc.edu/health-programs/).

f. Before enrolling, international applicants must submit TOEFL (Test of English as a Foreign Language) scores as evidence of English language proficiency and evidence demonstrating the ability to meet financial obligations. Special admissions packets are available in Student 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.

2.8\* Student admission and registration data are the property of the college. Information recorded on the official transcript is transferable to a third party only upon written consent of the student.

2.9 A student's semester hour load may be limited by an advisor or the Academic Appeals Committee upon review of assessment scores, GED scores, academic records, or the lack of academic records.

2.10 Students will be initially classified in a curriculum based on their Admissions Form and the criteria for the requested program.

2.11 High school students enrolling in general courses:

a. High school students 16 and older must provide a letter of recommendation from their high school advisors or principals and request that their high school transcripts be sent directly to the KCC Office of Admissions and Registration. College and Career Readiness tuition waivers satisfy these requirements.

b. 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.

c. \*Students wishing to enroll in continuing education classes may enroll in courses or programs specifically designed for this age group.

2.12 Non-high school students less than 18 years of age may be asked to submit written verification of their severance from the high school of their legal residence before enrolling at KCC.

### 3.0\* Attendance and Campus Behavior

3.1\* Regular attendance at scheduled class sessions is expected. Refer to your course syllabus for classroom policies.

#### 3.2\* Administrative Withdrawal

Students who are reported at mid-term by their instructors on the mid-term grade lists as non-attending/failing “F” (not actively pursuing completion of the course) will be institutionally withdrawn from those courses and will have final grades of WX recorded on their transcripts. The WX grade is treated the same as a withdrawal (W) grade. When the semester or term ends, “WX” will be officially recorded as the final grade.

An instructor may ask a student whose behavior is disruptive to leave the classroom. If an instructor feels a student’s behavior justifies dismissal from a course, program or the college, a recommendation shall be submitted to the 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, reduce a student’s grade or submit an institutional withdrawal request to Admissions and Registration if a student has excessive absences as defined in the course syllabus.

3.4\* If an instructor is more than 15 minutes late in arriving at a class session, the students may be excused.

3.5\* Classroom visitors are prohibited without prior permission from the instructor. Approved visitors to laboratory classes are required to have approved safety equipment.

3.6 For their safety and well-being, children are not permitted in classes, in the testing center, in computer, or tutoring labs, or in employee work areas.

Also, for safety reasons, children under age 14 cannot be left unattended. This includes KCC campus property and vehicles, satellite centers, employee work areas, and college events. In the event a child under the age of 14 years is left unattended, KCC employees will notify campus security and the 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:

1. 0-29 hours earned = Freshman
2. 30-64 hours earned = Sophomore
3. 65 or more hours earned = Advanced
4. Degree or advanced certificate earned = Graduate
5. Concurrent enrollment in high school = Dual enrolled

4.3 Academic load and status for a semester:

- 12 semester hours or more (maximum of 18) = full-time
  - 9-11 semester hours = 3/4 time (part-time)
  - 6-8 semester hours = 1/2 time (part-time)
  - below 6 semester hours = less than 1/2 time (part-time)
- Summer terms are prorated.

4.4\* A four-digit course number is assigned to each college course. The first digit (extreme left) identifies the course as a remedial (0), first-year (1), or second-year (2) course. Remedial, continuing education, and other courses with first digits of 0, 3, 4, or 5 are not applicable to college degree programs. Second digits of 0, 1, 2, 3, or 4 generally indicate courses within occupational curricula. Second digits of 5, 6, 7, 8, or 9 generally indicate courses within transfer curricula. Third digits of 1, 2, 3, 5, 6, or 7 may indicate that the course is one of a sequence and where that particular course falls within the sequence. The fourth digit (extreme right) generally indicates the number of credit hours awarded for the course.

4.5 Final course grades are used to compute grade point averages (GPA). Only KCC courses for which the first digit in the course number is either a “1” or “2” will be used to calculate GPA.

4.6 A semester/term GPA is computed as follows:

1. Multiply the hours of credit in each course by the grade point value of the grade earned.
2. 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.)
3. 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 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 | Minimum Cumulative |
|----------------|--------------------|
| 1-15           | No Minimum         |
| 16-30          | 1.5                |
| 31-45          | 1.75               |
| more than 45   | 2.0                |

6.2 A student who is informed of academic warning must have a conference with an advisor before he/she may register again, and he/she may be restricted as to the number of hours enrolled.

6.3 Students who have received academic warnings will be allowed to finalize registration by payment of tuition and fees for the next term/semester but will be institutionally withdrawn if they are academically suspended prior to the start of the next term or semester.

6.4 A student will be suspended for academic reasons if at the end of a term/semester the student:

- a. has been on academic warning at the start of the current term/semester and remains on academic warning at the end of that term/semester; and
- b. does not attain a semester GPA of at least 2.0 during that term/semester and would remain on academic warning at the end of that term/semester.

6.5 Students may enroll in courses with a first digit of “0” (e.g. WRIT), Adult Education courses, Corporate Education courses, and Continuing Education courses while on academic suspension.

#### 7.0 Readmissions

7.1 Students may be required to file for readmission to the college if they have not attended KCC for a period in excess of three years.

7.2 Students academically suspended for the first time from KCC are eligible for readmission after one semester.

7.3 Students academically suspended twice from KCC are eligible for readmission after two semesters. The summer term does not apply to the suspension period.

7.4 Students academically suspended more than twice from KCC must petition the Academic Appeals Committee for readmission following a one-year suspension and appear in person at the next committee meeting.

7.5 Students suspended for disciplinary reasons from KCC must send a written request to the dean of student 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 all required courses in the program with a minimum grade of C. If students perform below a "C" level in a course which is a prerequisite for an advanced health career course, they must repeat the course. The repeated course must be completed with a C or better grade before enrolling in the advanced course.

Beginning with the first day of class in a health career program, the student must complete required courses for a certificate program within two (2) academic year or an associate degree within three (3) years unless otherwise approved by the appropriate program director.

11.5 Graduates of KCC must satisfy the following residency requirements:

a. To obtain a degree, a student must either earn 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 activities, physical data (height and weight of athletes only), date and place of birth, e-mail address, and photo ID. Such information may be disclosed to inquiring parties at the discretion of the college.

Under provision of FERPA, currently enrolled students may prevent disclosure of information under FERPA by completing the "Student Request to Prevent Disclosure of Directory Information" to the Registrar during the first 10 days of the semester. The form is available in Admissions and Registration. Once received, all directory information will be withheld until such time that the student notifies the Registrar in writing to have the hold removed. Note: if a student places a hold on directory information at the time of graduation or withdrawal from the college, the college will be unable to comply with any directory information requests received after the student's departure. The student must consider the consequences of any decision to withhold directory information, because future requests for such information from other schools, prospective employers or other persons or organizations will be refused. The college assumes no liability for honoring the student's instructions to withhold information. Only a student who is currently enrolled at the college may suppress directory information. If the form is not received in the Office of Admissions and Registration by the 10th day of the semester, it is assumed that the above information may be disclosed.

If a student wishes to have his/her attendance, academic progress, financial information, etc., discussed by staff/instructor with another person(s) whom the student designates, the student must first complete and present the "FERPA Release Form" to the Registrar. All forms may be obtained by the Office of Admissions and Registration or from the KCC web site at [www.kcc.edu/ferpa/](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. 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 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 an Emergency or Other Concern**

17.1\* In case of an emergency, phone 911 then notify college security at 815-802-8190; or utilize security phones in the parking lot.

To report a potential or current concern, use the following contact options.

Phone KCC police department: 815-802-8195

Phone KCC Public Safety department: 815-802-8199

Email Behavioral Intervention Team: bit@kcc.edu

Online anonymous report: <http://www.kcc.edu/reportacrime>

All concerns and reports are confidential.

17.2\* The state of Illinois Public Act 099-0278 requires that an institution of higher learning provide all students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

KCC may disclose a student's mental health information if a qualified examiner employed by the college determines that the student poses a clear danger to himself, herself, or others. This action can be taken to protect the student or other person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person or by the student on himself, herself, or another.

The information from the qualified examiner will be disclosed to the designated person as soon as practical, but no more than 24 hours after making the mental health determination. A designated person can be a parent, guardian, or other person over age 18 designated by a student to receive disclosure of certain private mental health information.

### 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\* Students utilizing benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, or any subsequent variation of that act, will be treated as in-district residents for tuition purposes.

19.9\* Students utilizing benefits under the federal All-Volunteer Force Educational Assistance Program will be treated as Illinois residents for tuition purposes.

19.10\* 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](mailto: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](mailto: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."

In compliance with the Violence Against Women Reauthorization Act of 2013 (Pub. Law 113-4), KCC will institute and maintain a violence awareness program to inform students and staff about: (a) the definitions and signs of sexual abuse; (b) the college's policy of maintaining a safe environment; (c) available counseling and student or employee assistance programs; and (d) the penalties that may be imposed on employees and students for sexual abuse violations.

## Complainant Rights

You are entitled to remedies that include, but are not limited to:

- The assurance that you and the alleged perpetrator will not attend the same classes
- The availability of counseling services
- Access to sexual assault response team advocates
- The availability of medical services
- Academic support services, such as tutoring
- Arranging for you to re-take a course or withdraw from a class without penalty, including ensuring that changes do not adversely affect your academic record
- The review of any disciplinary action taken against you (such as if you skipped a class because the alleged perpetrator was enrolled and you wanted to avoid contact) to see if there is a connection between the harassment and the misconduct that may have resulted in you being disciplined
- The knowledge that you can file a complaint with local law enforcement at any time and that you have the option to be assisted by campus personnel in notifying such authorities

You also have the right:

- To present your case, which includes the right to adequate, reliable, and impartial investigation of complaints; the right to have an equal opportunity to present witnesses and other evidence; and the right to the same appeal process, for both parties
- To be notified of the time frame within which your school will conduct a full investigation of the outcome of the complaint and the parties may file an appeal, if applicable

- To have your complaint decided using a preponderance of the evidence standard (i.e. it's more likely than not that sexual harassment or violence occurred)

- To be notified in writing of the outcome of the complaint. This includes (a) information about the sanction imposed on the perpetrator when the sanction directly relates to you; and (b) the school can't require you to abide by a non-disclosure agreement, in writing or otherwise, because the Clery Act requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense

- To know that you can end the informal process at any time and begin the formal stage of the complaint process

## Confidentiality Concerns

When it comes to confidentiality, we'll be up front with you.

- We'll take all reasonable steps to investigate and respond in a manner consistent with a student's confidentiality request. And we'll let you know if we can't ensure confidentiality.
- If a student requests confidentiality and decides not to press charges in a sexual violence case, an anonymous report of the incident must still be made in order to comply with the Clery Act (campus crime reporting).
- Counselors and advocates—like those working or volunteering in sexual assault centers, victim advocacy offices, women's and health centers, as well as licensed and pastoral counselors—can talk with a survivor in confidence.
- If the safety of others in the community could be at risk, the good of the whole may need to outweigh one student's confidentiality request.

Protective interim steps may be taken to protect the complainant before the final outcome of the investigation is reached.

You don't have to wait!

You have the option to avoid contact with the alleged perpetrator. We'll talk with you about this right away.

KCC has partnered with KC-CASA to provide confidential advisors to victims who wish to remain anonymous when they report a crime that involves sexual violence. Confidential advisors are available 24/7/365 days a year to provide support, information, referrals, and empathy. Anyone can call for any reason. Callers can say as little or as much as they wish in confidence. Caller ID is not used. Local hospitals also use the hotline to request advocates to support survivors in the emergency room.

If you or someone else is in immediate danger, call 911.

24-Hour hotlines:

Kankakee County: 815-932-3322

Iroquois County: 815-432-0420

Inquiries or complaints may be addressed to David Cagle, Affirmative Action officer; or Julia Waskosky, Title IX 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.

## Bystander Intervention Strategies

Bystanders have the power to stop assaults from occurring and to get help for people who have been victimized. KCC wants to create a culture engaged in the prevention of violence, bullying and abuse, with active bystanders who speak up when necessary. As the largest group of people involved in violence, proactive bystanders can help prevent sexual harassment and sexual violence by using these proactive strategies:

- Believe violence is unacceptable and say it aloud
- Treat people with respect
- Speak up when people make statements that blame the victims
- Talk with male friends about confronting violence against women
- Encourage female friends to trust their instincts
- Be a knowledgeable resource for victims
- Don't laugh at sexist jokes or comments
- Look out for friends when you're out, especially at parties
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower victims to tell their stories

## Reactive Bystander Strategies

Bystanders can positively intervene in instances of sexual harassment or sexual violence in the following ways:

- Get campus police or other authorities involved
- Tell someone else
- Get help
- Ask a friend in a potentially dangerous situation if he/she wants to leave
- Make sure he/she gets home safely
- Ask a victim if he/she is okay
- Provide options and a listening ear
- Call the campus or local counseling/crisis center for support and options

(Adapted from University of New Hampshire, [www.unh.edu/preventioninnovations](http://www.unh.edu/preventioninnovations); and University of Tennessee at Chattanooga <http://www.utc.edu/womens-center/transformation-project/>.)

## 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; 815-802-8468. TTY users in Illinois may contact the office by phoning Illinois Relay at 711. Outside of Illinois, the toll-free number is 800-526-0844.

To accommodate the needs of disabled students, KCC provides that any student who has a physical disability that prevents him or her from accessing a classroom for a particular course shall have the right to petition the coordinator of Disability Services to have the meeting place relocated.

In compliance with revisions made by the Department of Justice to the Americans with Disabilities Act (2010), KCC recognizes the use of service animals as required under titles II and III of the ADA.

Specifically defined, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Additionally, per Illinois State Law HB 3826, miniature horses are also recognized as allowable service animals in schools and are allowed to go anywhere a service dog is allowed.

All other animals or pets are prohibited from buildings and grounds owned and operated by KCC.

## Sexual Misconduct Policy

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, KCC has adopted a policy concerning forcible and non-forcible sex offenses. The policy, available in the Student 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.

### 1. Legal sanctions:

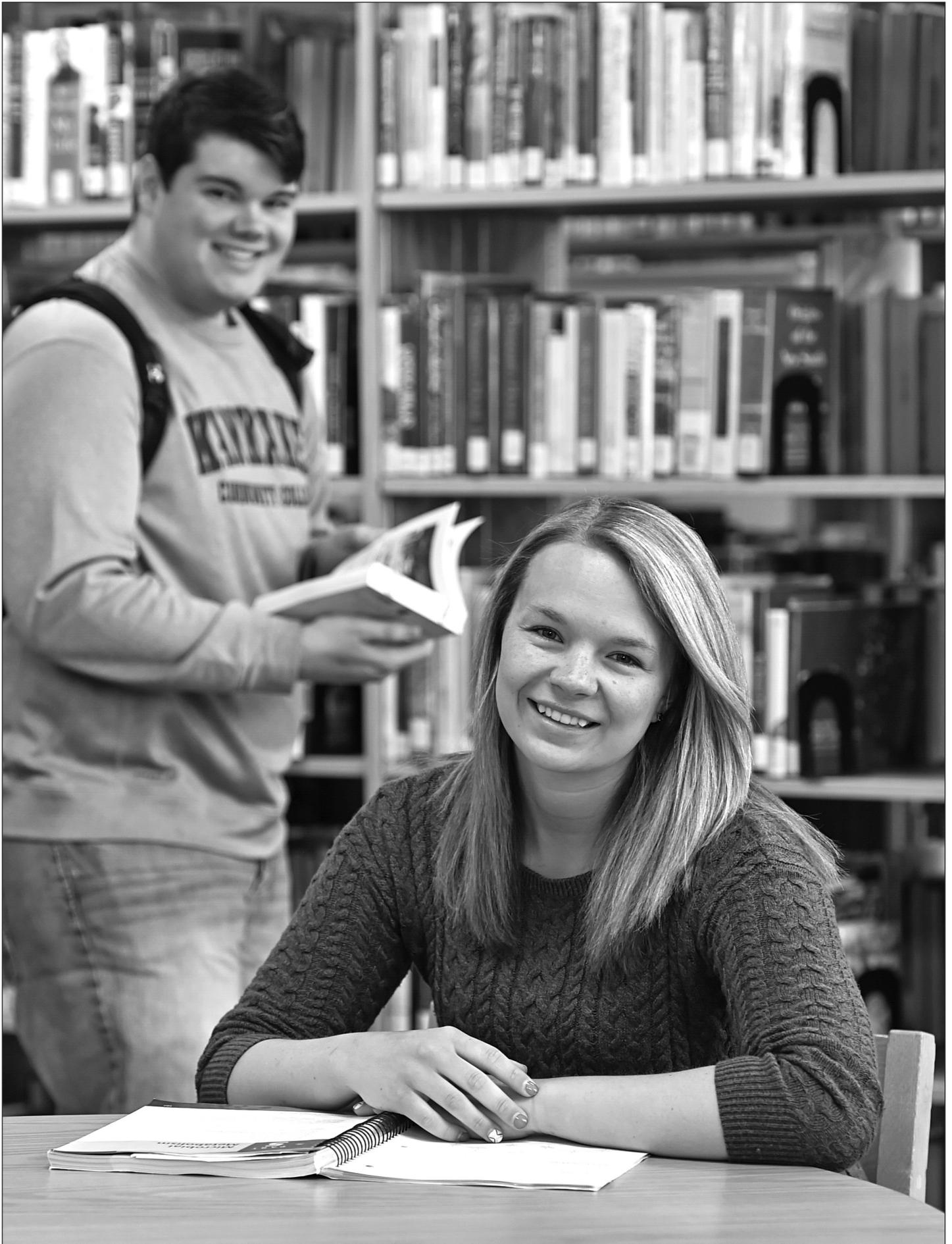
Some drug/alcohol offenses are misdemeanors while others are felonies. In either case, the sentence may include imprisonment. Convictions for the unauthorized manufacture, delivery, trafficking and possession of a controlled substance range from a Class I felony to a Class X felony. The penalties depend on the type of substance, amount, number of previous offenses and the age of the person. Penalties range from probation or imprisonment and up to \$500,000 in fines.

Convictions for the manufacture, possession or delivery of cannabis range from a Class III misdemeanor to a Class III felony. The penalties associated with cannabis depend on the amount, number of previous offenses, and the age of the person and range from probation or imprisonment with fines up to \$100,000.

The Illinois Revised Statutes – Chapter 625 Article V; and Chapter 720 Acts 550, 570, 600 and 690 specifically identify each crime and the corresponding penalty. Copies are available from area law enforcement agencies, the KCC Learning Resource Center and online at <http://www.ilga.gov/legislation/ilcs/ilcs.asp/>. The Illinois statutes are consistent with federal law, and local law is subject to state law.

## Environment Policy

It is the policy of the Kankakee Community College board of trustees that it shall conform fully with the federal Drug-Free Workplace Act of 1988, Public Law 100-690, Section 5151, et seq. and the Drug-Free Schools and Communities Act Amendment of 1989 (PL101-226). By establishing these policies, the college seeks to improve the environment by reducing and eliminating substance abuse in the schools and in the workplace. The president of the college is directed to establish and administer appropriate rules to implement this policy.

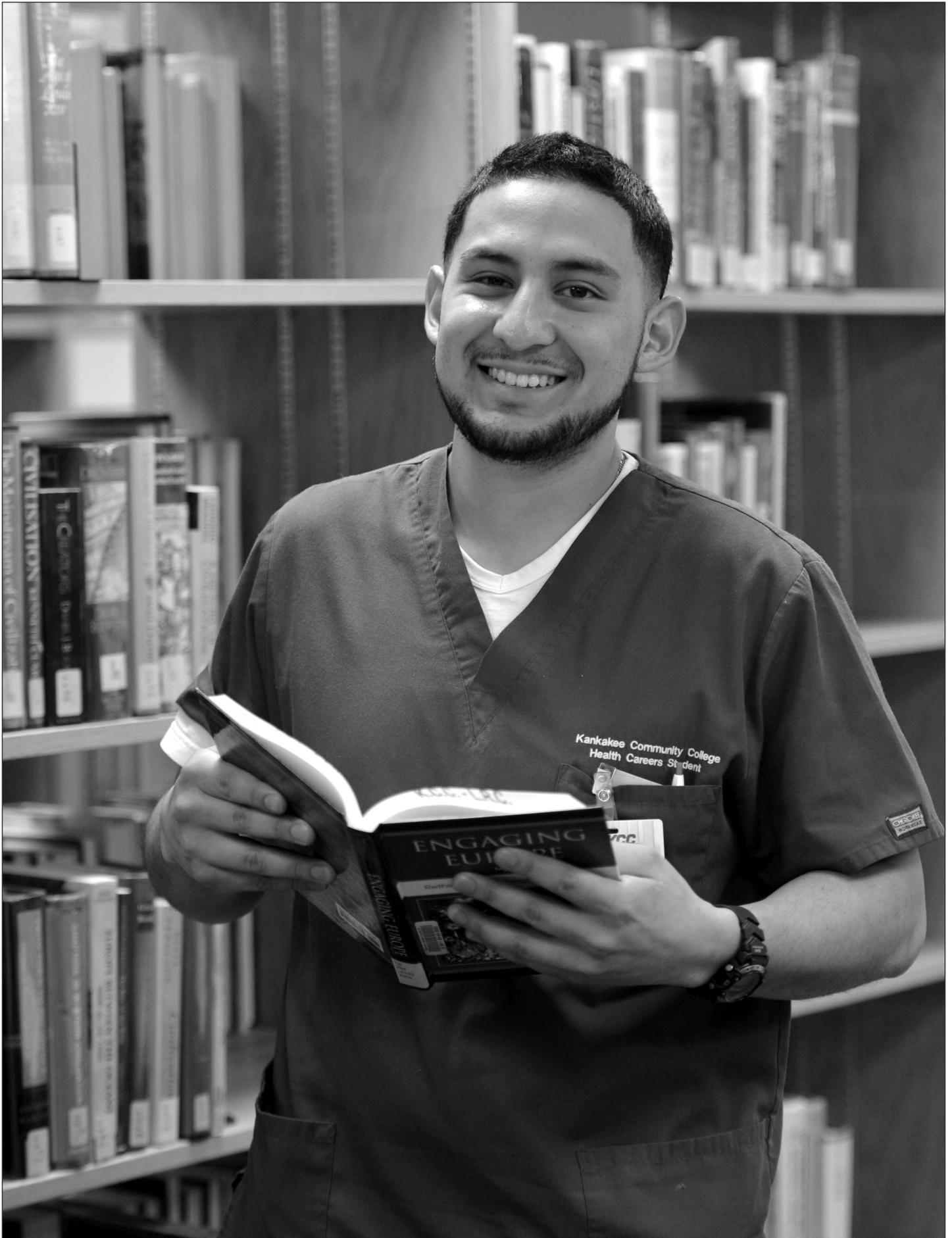


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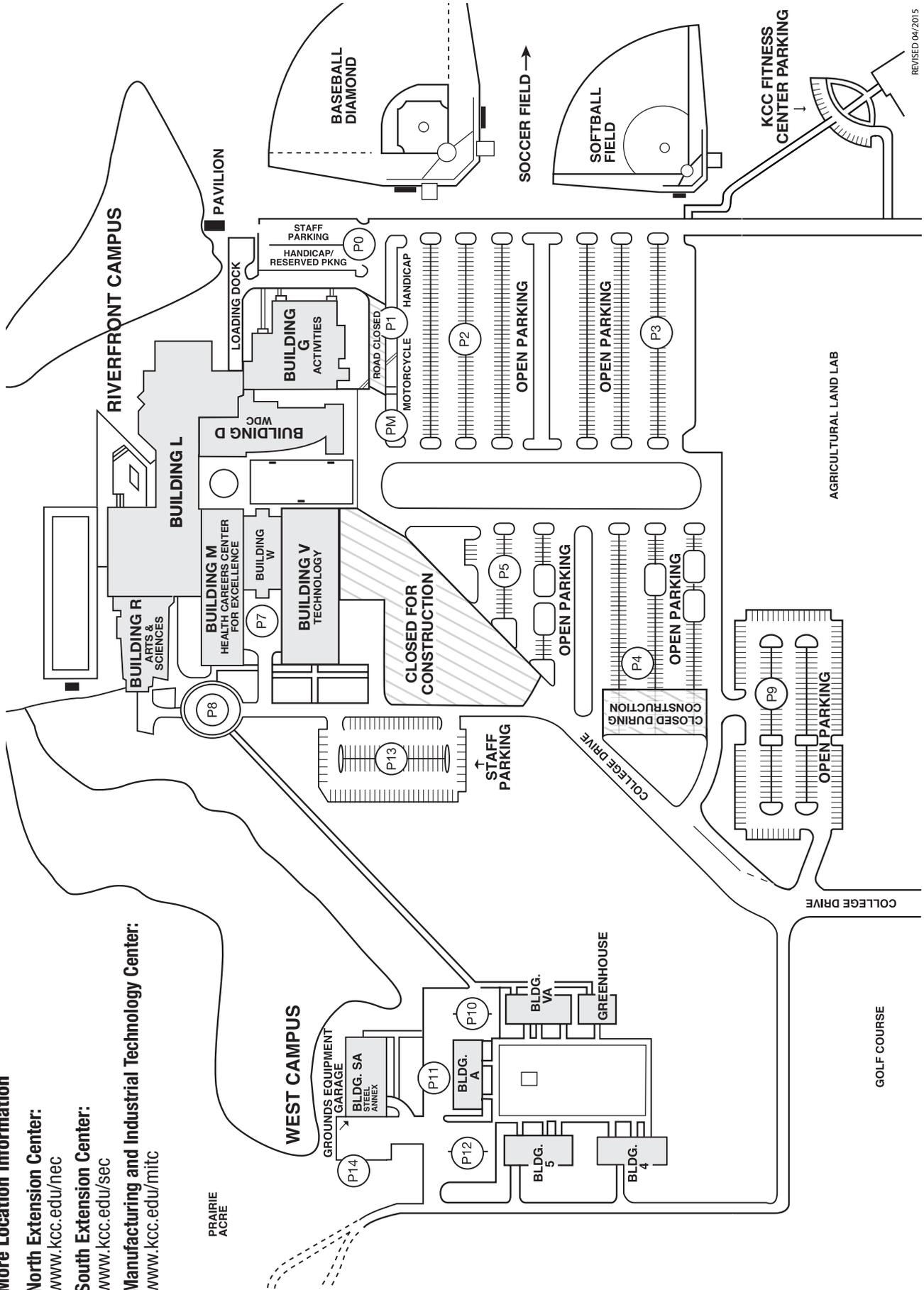


**More Location Information**

**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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## Have a full college experience with these services and opportunities:

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- **Counseling Referral Services** - visit Student Services or phone 815-802-8500
- **Clubs/Student Ambassadors** – [kcc.edu/studentlife](http://kcc.edu/studentlife)
- **Disability Services** - [kcc.edu/disabilityservices](http://kcc.edu/disabilityservices)
- **Harold and Jean Miner Memorial Library** - [kcc.edu/library](http://kcc.edu/library)
- **Kankakee Workforce Services** - [kcc.edu/wioa](http://kcc.edu/wioa)
- **Hammes Bookstore** – [kcc.edu/bookstore](http://kcc.edu/bookstore)
- **Student Life** - [kcc.edu/students/studentlife](http://kcc.edu/students/studentlife)
- **Study Abroad** - [kcc.edu/studyabroad](http://kcc.edu/studyabroad)
- **TRIO Student Support Services** – [kcc.edu/trio](http://kcc.edu/trio)
- **Transfer Services** - [kcc.edu/transfer](http://kcc.edu/transfer)
- **Tutoring Services** - [kcc.edu/tutoring](http://kcc.edu/tutoring)

# KANKAKEE COMMUNITY



**KCC**

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